

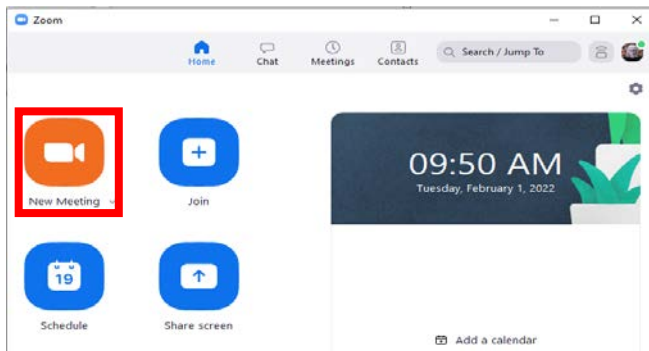
Record a Video with Zoom

Blackboard Quick Guide

Zoom provides you with a quick and easy solution to record a short video-summary of a tutorial or a mini-lecture capturing a topic of particular importance to your students. Research indicates that the best length for an educational video is between 5 and 15 minutes. Short videos are easier to use and more appealing for your students while allowing you to be more selective and purposeful. If you refrain from dating your video, its short length and clear focus will also make it more reusable for your future courses.

Setting up

You can either book a session or simply start by opening Zoom and selecting a **New Meeting**:

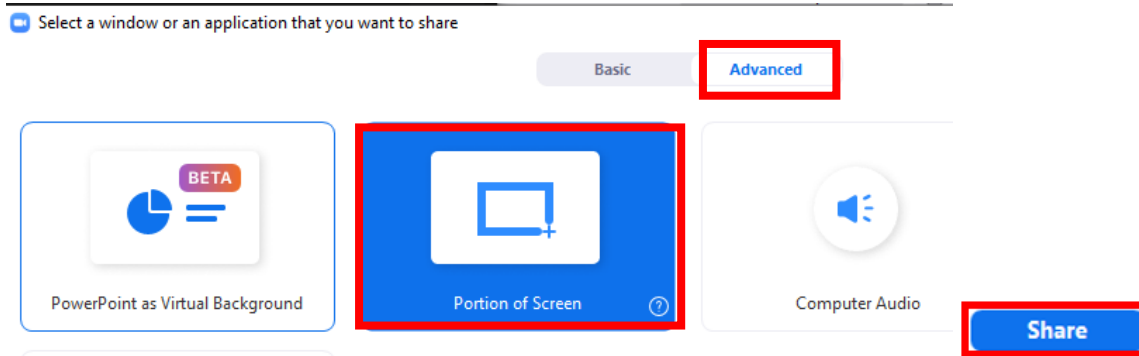


If you are only recording yourself speak, you only need to check that the Microphone is unmuted, the Video is on, the background is appropriate and that you are well positioned on the screen – and proceed to the [Recording](#) section of this document.

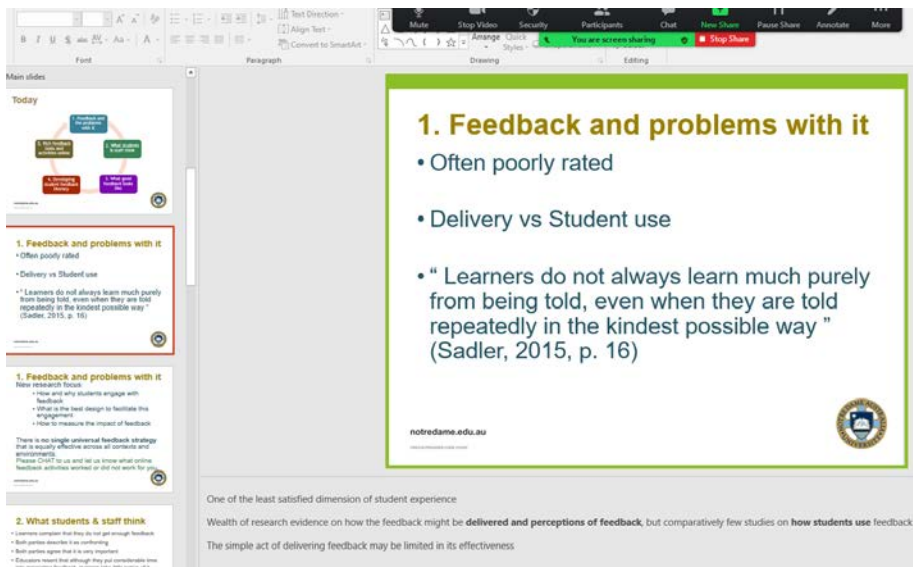
If you are planning on also recording your screen (for example, a PowerPoint slide), use the **Share Screen** button once you have positioned yourself.

Advanced Option for Sharing Screen

You can simply share your PowerPoint the same way that you do when you have a zoom session with your students. However, Slide Show format could be difficult to manage if you only have one screen: try selecting to share only a part of your screen with Zoom for more control. To do it, go to **Share Screen**, select **Advanced**, **Portion of Screen**, and then click on **Share** button at the bottom right.



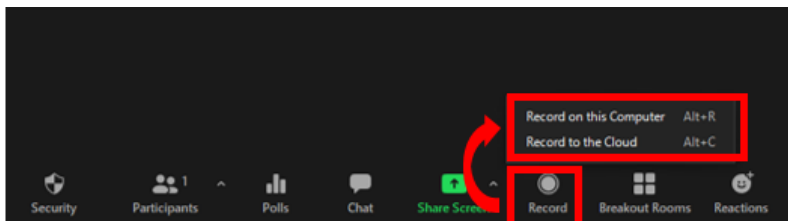
The bright green frame will appear on your screen – move it to the portion of your screen you would like to share and adjust all sides to match the shared portion exactly. For example:



The slide inside the bright green frame will be the only shared part of your screen (the size will automatically adjust for the recording).

Recording

You can record your video either to the cloud or on your computer:



Recording to the cloud

- The recording is stored indefinitely* in [Notre Dame Zoom Cloud Storage](#) (click on the title to see the guide)
- The recording processing starts once you close the session and typically takes about twice as long as the length of your session
- Once the recording is generated, you will receive an automated email from AARNet Cloud Recordings with the links to the video and audio**, and with the password to access the recording:

Tue 01/02/22 10:24 AM
AARNet Cloud Recordings <cloudstor-noreply@aarnet.edu.au>
New Cloud Recording Available for 'Inna Geoghegan's Zoom Meeting'
To Inna Geoghegan

Hi Inna Geoghegan

Your cloud recording is now available.

Topic: Inna Geoghegan's Zoom Meeting
Date: February 1, 2022 09:53AM AWST (Australia/Perth)

Share your recordings

The password for these recordings is **8J++Lxf@1CZE**

Shared Screen With Speaker View (Video) (897.0 KB)
<https://cloudstor.aarnet.edu.au/plus/s/8LAUFy1Rx1THXMe>

Audio Only (380.6 KB)
<https://cloudstor.aarnet.edu.au/plus/s/VWUYthYkCjyZZZ2>

Thank you for using AARNet Cloud Recordings.

The AARNet Zoom Team
Need Help? [Contact Us](#) or visit the [FAQs](#)

**Please note that you have 1TB of storage, which is approximately 500 hours of video.*

***This is the typical default, but may be different depending on your zoom settings.*

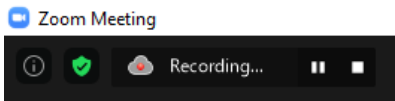
To share the video with your students, publish the links and the password in your Blackboard course: [this video](#) explains how to hyperlink the text in Blackboard. The students will be able to both watch/listen online or download and save on their devices. Sharing both links will allow your students, once they watched the video, to also review the material as a podcast – especially useful as you can listen while walking or doing repetitive undemanding chores.

Recording on your computer

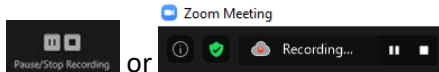
- The recording processing once you end the session. By default, Zoom will create a folder entitled Zoom in the Documents on your PC (although you can change it in the settings) and each session will have its own folder with the date, time and the session title
- To share with students, you will have to use 3rd party content storage facilities, such as Echo360 or YouTube. It's best not to upload videos directly to Blackboard as the size and format often cause issues for students when downloading. It is better to upload files to Echo 360 or YouTube and then link them in Blackboard. You will find our guides and videos on using Echo360 in [LT1004 on Blackboard](#), and a guide on how to upload videos to YouTube as 'unlisted' (so that only people with the actual link to the video can watch it - it will not be in any public spaces and will not come up in searches) in [Engagement](#) resources (scroll down to **External Tools** section).

For both methods of recording

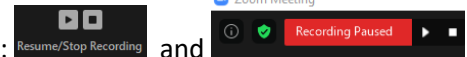
- You will see an indication that the recording is in progress on top left (in the example below it's a recording to the cloud):



- The recording could be paused or stopped by using the button on the bottom of the screen or buttons on top left near the recording indicator:



You will see that the recording is paused on the bottom and top left:



- Do not stop the recording of the same segment, and use the pause to temporarily stop the video if needed. If you stop the recording and start it again, *a new video file* will be created for the next recording segment. If you pause the recording and then resume it again, Zoom will record to *the same video file* for the recording segment.