

Faculty Guide for Pre-Recording a Lecture in Zoom

We recommend making one video per zoom recording, ie 5-15 minutes. You will need to end the zoom session in between each recording, let zoom process the video, then start a new meeting for each section.

- 1) Use a headset or ear device for good audio; avoid bright light sources behind you
- 2) Login to <https://ucsf.zoom.us/> using your MyAccess credentials
- 3) Click on your Zoom Profile
 - a. Go to settings to optimize your video recordings
 - b. Click on "Video" to select the following settings
Under Camera: Select 16:9 Widescreen
Under My Video: Select "Enable Full HD" and "Mirror my video"
 - c. Click on "Share Screen" to select the following settings
Select "Scale to fit shared content to zoom window" and "Silence system notifications when sharing desktop"
- 4) Make sure your PowerPoint and any video (i.e. YouTube) is prepared/open on your computer
- 5) Close all other programs/windows (except your web browser, Zoom and any presentation tools)
 - a. Designate one monitor to record from, ie zoom window, camera and presentation are all on one monitor
- 6) Select Host a meeting in upper right
 - a. Hover over the bottom of meeting to reveal the menu bar. Click on start video and unmute your microphone.
 - b. Adjust lighting and background so that students can see you. Face and talk into the camera, light your face or bounce a light off of the wall next to you. Remove anything distracting.
 - c. Click on the up arrow next to Stop Video, select video settings. Go through each section and make adjustments based on your presentation.
 - d. Video settings: 16:9 widescreen, Enable HD, Mirror my video
 - e. Share Screen settings: Scale to fit shared content to zoom window, side by side mode, Silence system notifications when sharing desktop
 - f. Some computers allow for a virtual background. This can be selected or uploaded in your zoom settings. Click on "Virtual Background", Select from the images below or upload your own by clicking on the plus sign on the right. Note: If the background is blotchy, add more light above or in front of you. Avoid sudden movements as there is a delay in the processing of the background.
 - g. Recording settings: select where recordings are stored, Ensure there is at least 10GB of space, Optimize for 3rd party video editor, Record video during screen sharing.
- 7) Share your presentation materials: click on Share Screen
 - a. Select Desktop window unless you are confident about managing other views
 - b. If you will play a video in the recording (e.g., YouTube), in the lower left click Share computer sound and Optimize screen share for video clip
 - c. Click Share in the lower right
- 12) Display your visuals and video as preferred
 - a. Increase the size of your video window to its max
 - b. Your video window will be in the upper right in the final video

Faculty Guide for Pre-Recording a Lecture in Zoom

- c. It won't cover up your PowerPoint in the final recording (even if it does while recording)

13) Locate the menu Zoom toolbar

- a. You might need to go to the top of the computer screen and hover over the green and red bar (don't click)

14) When the black Zoom toolbar is displayed, click on More and select Record

15) Zoom records both your shared screen and a video of you speaking a. Explore annotation tools if desired: Click on Annotate in the black Zoom toolbar

16) Go to More on the black Zoom toolbar to pause and resume recording

17) Click on Stop Recording when done

18) Click Stop Share

19) End the meeting: Go to the black Zoom toolbar, select End Meeting, then End Meeting for All; the Zoom window will close and disappear

20) A Converting Meeting Recording notice will appear showing it's being saved to your computer (cloud hosting not available at UCSF)

- a. We recommend waiting (not doing other things) while the recording is "converting;" it can take a long time for a longer recording
- b. Click Save when done

21) Find and share your recording file

- a. Search for your Zoom folder on your computer (Macs: Use Finder, PCs: Use Search tool) i. File name will read: "date + time + Title of Zoom Meeting + 9-digit Zoom mtg ID" (e.g., "2020-03- 12 14.01.18 UCSF SOM Town Hall 657710644")
- b. Open the folder and identify the .mp4 file
- c. Upload this .mp4 file to UCSF Box in the corresponding folder. Note: this can take some time if the file is large.
- d. Rename the file to describe the lecture (the title/topic) i. Guide: FacultyName_LectureTitle_Date (e.g., Rutherford_PublicHealth_20.03.23)