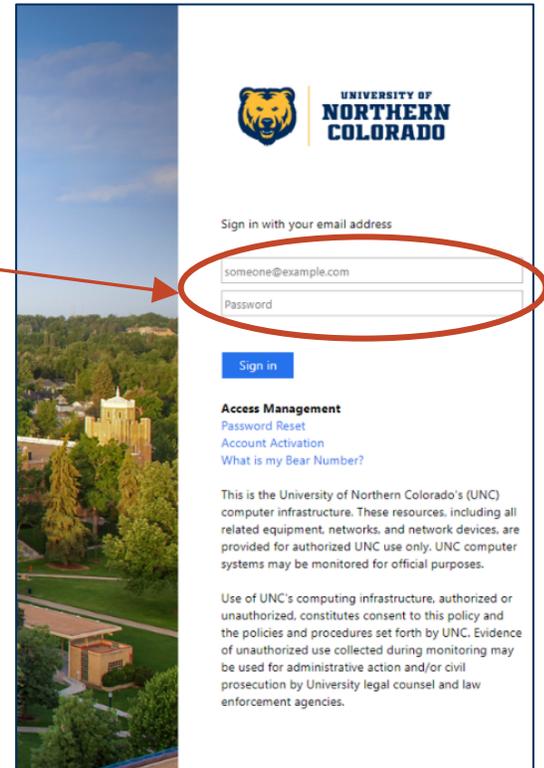
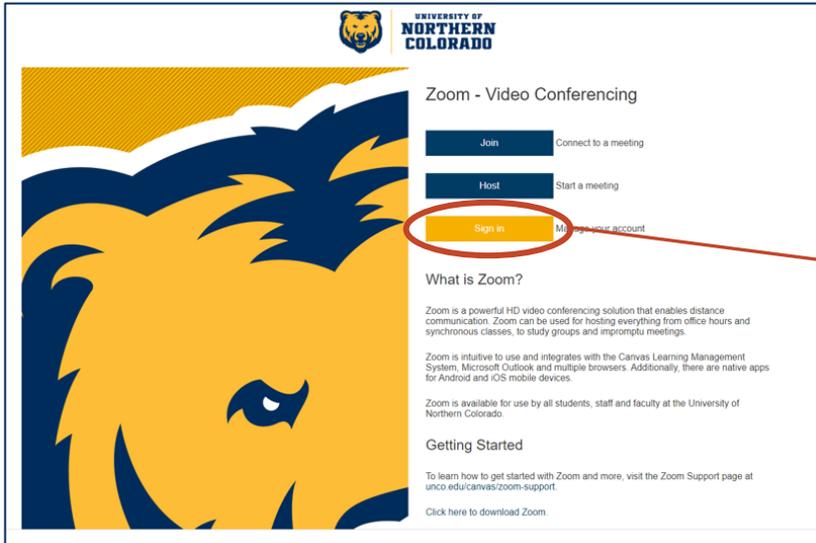


HOW TO RECORD YOURSELF IN ZOOM

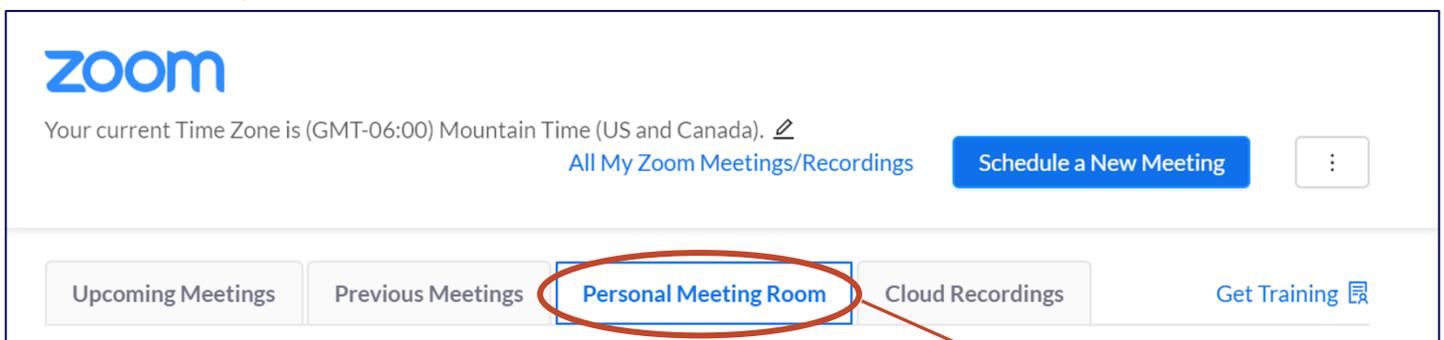
CANVAS QUICK START

STEP ONE: Go to: <https://unco.zoom.us> and select “Sign In.” Then provide your log in credentials.



PLEASE NOTE: If this is your first time signing into Zoom, you will get a message that Zoom has sent a link to your email. You will need to click the confirmation link in your email before you can see your Zoom dashboard. This should be the only time you will need to authenticate your Zoom account, and once you do, you will be able to work with Zoom in Canvas.

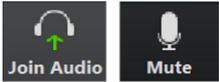
STEP TWO: Select your “Personal Meeting Room” tab and the click “Start this Meeting” from the bottom of the page.



Start this Meeting



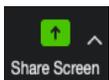
STEP THREE: Prepare before you record. Look for the Zoom controls on the bottom of your screen to prepare for your recording.



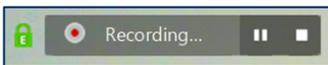
Select the “Join Audio” button to see your microphone. Once you have joined, you will then be able to mute and unmute your microphone.



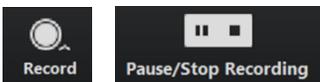
Select the “Start Video” button to enable your camera. Once your camera is enabled, you will be able to start and stop your video by toggling these icons.



Select the “Share” button and select the screen you want to share to create a screencast, e.g. to record your screen demonstration along with your audio.

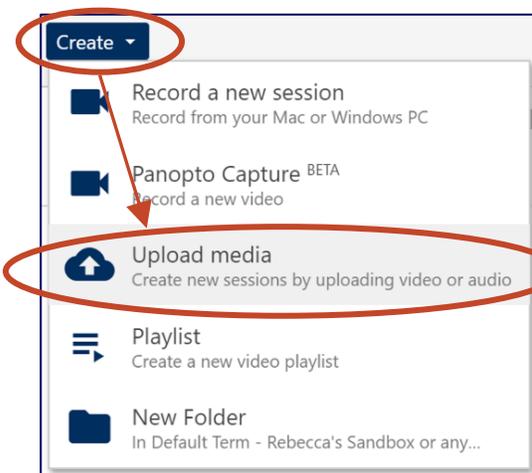


STEP FOUR: Select the “Record” button from the Zoom controls. Zoom will indicate it is recording in the upper left hand corner of your screen. You can **pause** and restart the same recording. If you **stop** a recording and then start again, you will have 2 recordings.

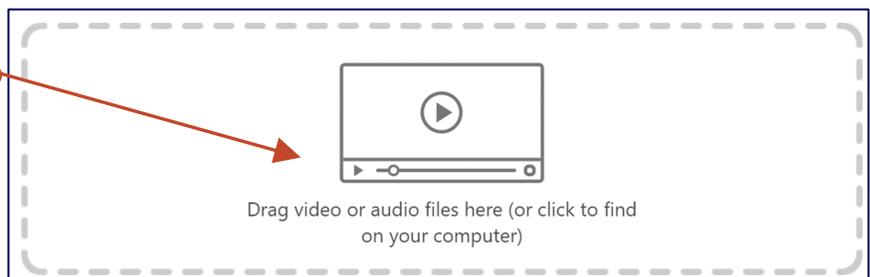


STEP FIVE: When you select “End Meeting” Zoom will save your MP4 video file of your recording to a Zoom folder in your documents. Your recordings will be organized in a subfolder with the date of the recording and the name of your personal meeting room. When you select the file in your folder, rename it from “Playback” to something that will be easy to identify.

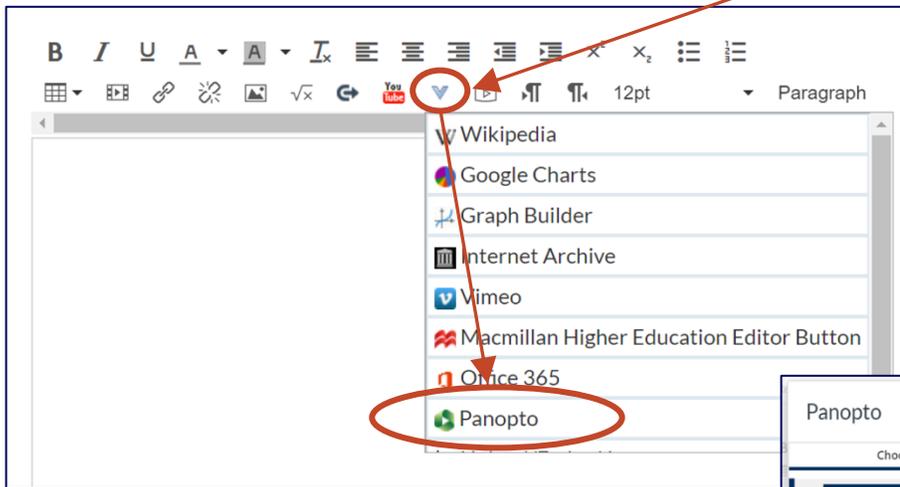
Note: If you have a **Zoom Pro** account, you will have the option of saving your recordings to the cloud. Because these recordings are set to auto-delete in 30 days, you will likely want to download them so you don't lose them.



STEP SIX: Upload your video to Canvas using **Panopto**. Open Panopto in Canvas, and select **Create**. In the dropdown menu, select **Upload media**, and when prompted, select or drag and drop your MP4 file into the box to complete your upload.

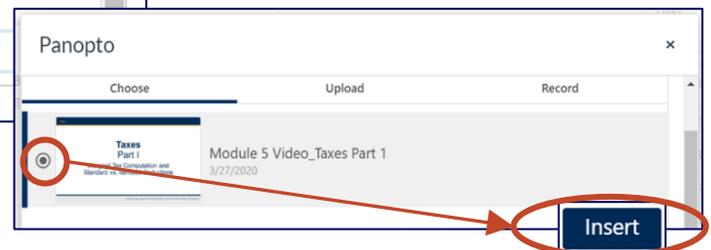


STEP SEVEN: Once your upload is complete, you can embed the video anywhere in Canvas that has the rich content editor. Select the “External Tool” (Blue V) and then select “**Panopto**.”



Selecting Panopto allows you to see your uploaded videos in Panopto, and you can choose one videos (at a time) to embed.

Select that video, and click “Insert,” to embed your video on the page you are editing. Once you are done, be sure to **SAVE** your work.



BONUS – BEST PRACTICES: How to get the most out of recording your video at home for online course delivery

1 - Identify your focus: Be clear about your learning objectives or problems to solve, and create a presentation outline. You can write a script, but reading a script can sound overly formal and distant. If you identify a start and end point, and use your outline and your lecture chops, you will be able to deliver a relaxed sounding presentation. If you do write a script, then use it to produce a transcript.

2 - Length: Online course video is best when it’s **not longer than 15 minutes**. This doesn’t mean you have to cut your lecture; it means you have to re-imagine how to deliver your lecture. Imagine your lecture as a playlist of key concepts. You can do as many videos as you like, but limiting the length makes rendering, uploading, and most importantly, student playback much, much easier.

3 - Lighting: The key to making you look as good as possible is good lighting! In home video, good lighting is usually even lighting. The idea of 3-point lighting helps. You want to light your face, and you want to light your background. Then fill the space between your front and back light to even out the light. Limit shadows and eliminate glare. [An inexpensive ring light](#) around your camera can help.

4 - Test audio and video: Do a short test run to be sure your audio and video are working properly.

5 - Engagement: One of the advantages of online course video is that, for the student, it can feel like you are talking directly to them. The engagement online can be better than sitting at the back of a lecture hall. To take full advantage of this, remember that when you look directly into your camera, and imagine your student(s) on the other side, the result will be that you are looking directly at them, and speaking directly to them. This is true for live online meetings too. Try not to look at images on the screen (unless you are presenting from the screen). Instead, look directly into the camera for maximum engagement. It takes practice, but once you get it, you’ll be happy with the results.