

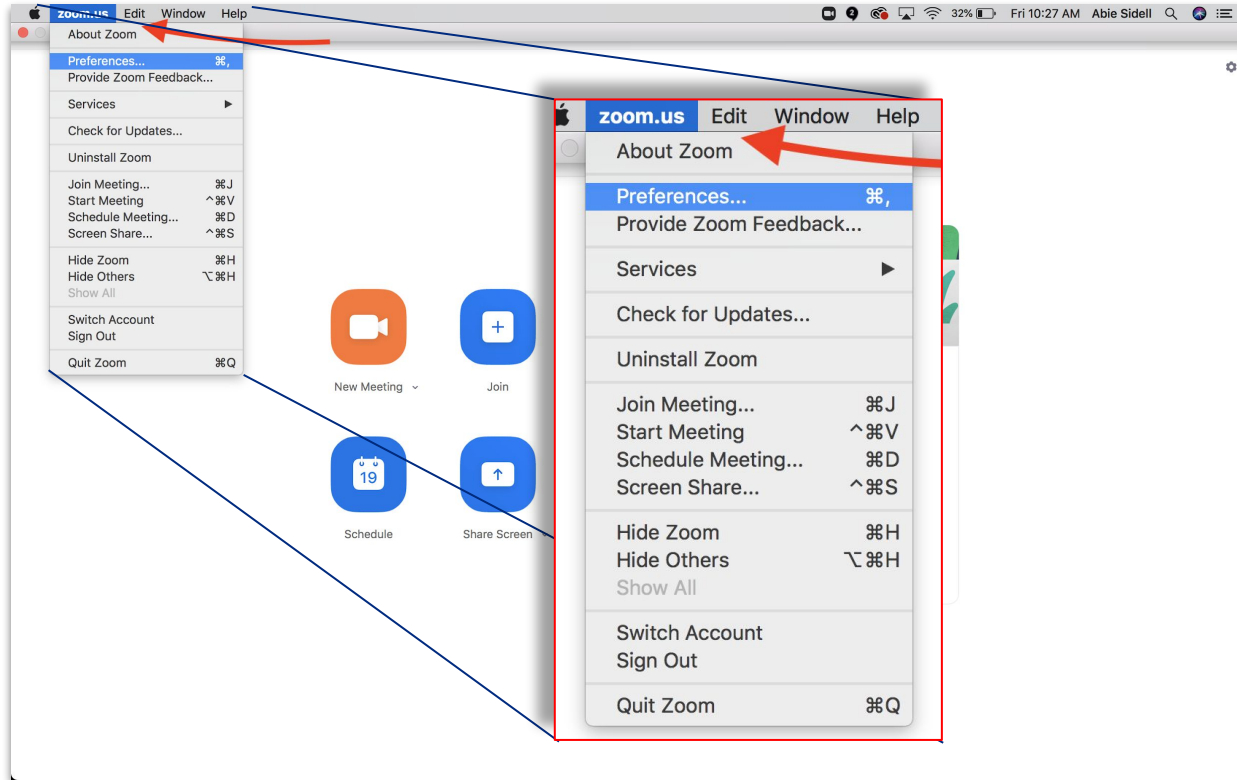
# How To Screen Capture & Record Video

## Using Zoom

For More Detailed Info

<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>

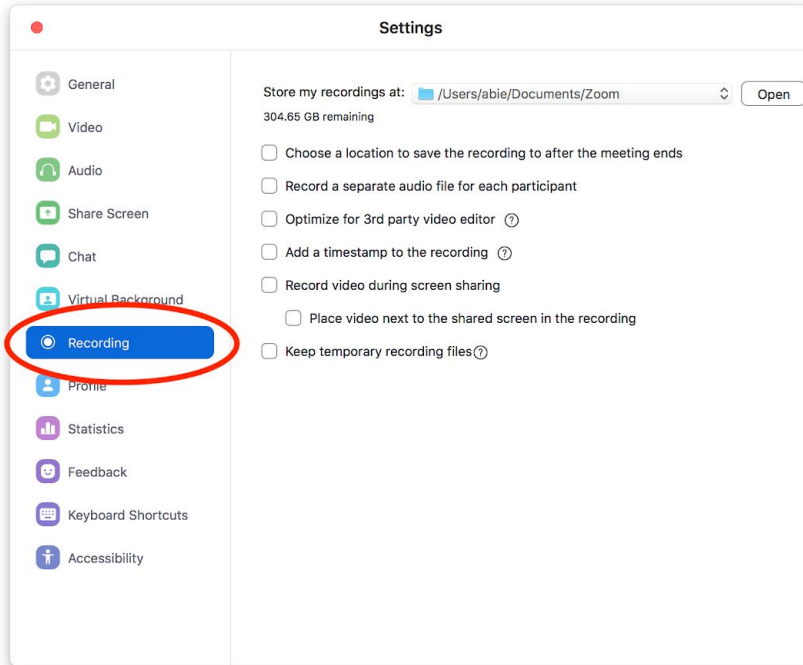
# Setting Zoom Preferences



1. Open Zoom

2. In Zoom, open Preferences  
(Pictured Left)

# Open Recording Settings



3. In the Preferences window, open “Recording” preferences by selecting it on the left panel.

4. Here you can choose your recording settings, e.g. where your recorded Zoom sessions will be saved.

# Setting Recording Location

## Settings

Store my recordings at:



Open

304.65 GB remaining

- ☐ Choose a location to save the recording to after the meeting ends
- ☐ Record a separate audio file for each participant
- ☐ Optimize for 3rd party video editor [?](#)
- ☐ Add a timestamp to the recording [?](#)
- ☐ Record video during screen sharing
  - ☐ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files [?](#)

If you'd like to set a consistent location for your recordings, do so here. By default, all recordings will be placed in a Zoom folder found here:

**Windows:** C:\User Name\Documents\Zoom

**Mac:** /Users/User Name/Documents/Zoom

Note: you can always navigate to this folder by clicking the "Open" button here.

If you prefer to set a different location for each new recording, click the first checkbox.

When you conclude a recorded session, you will be prompted to designate a location for that recording.

# Other Recording Settings

### Settings

Store my recordings at:

304.65 GB remaining

- ☐ Choose a location to save the recording to after the meeting ends
- ☐ Record a separate audio file for each participant
- ☐ Optimize for 3rd party video editor ?
- ☐ Add a timestamp to the recording ?
- ☐ Record video during screen sharing
  - ☐ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files?

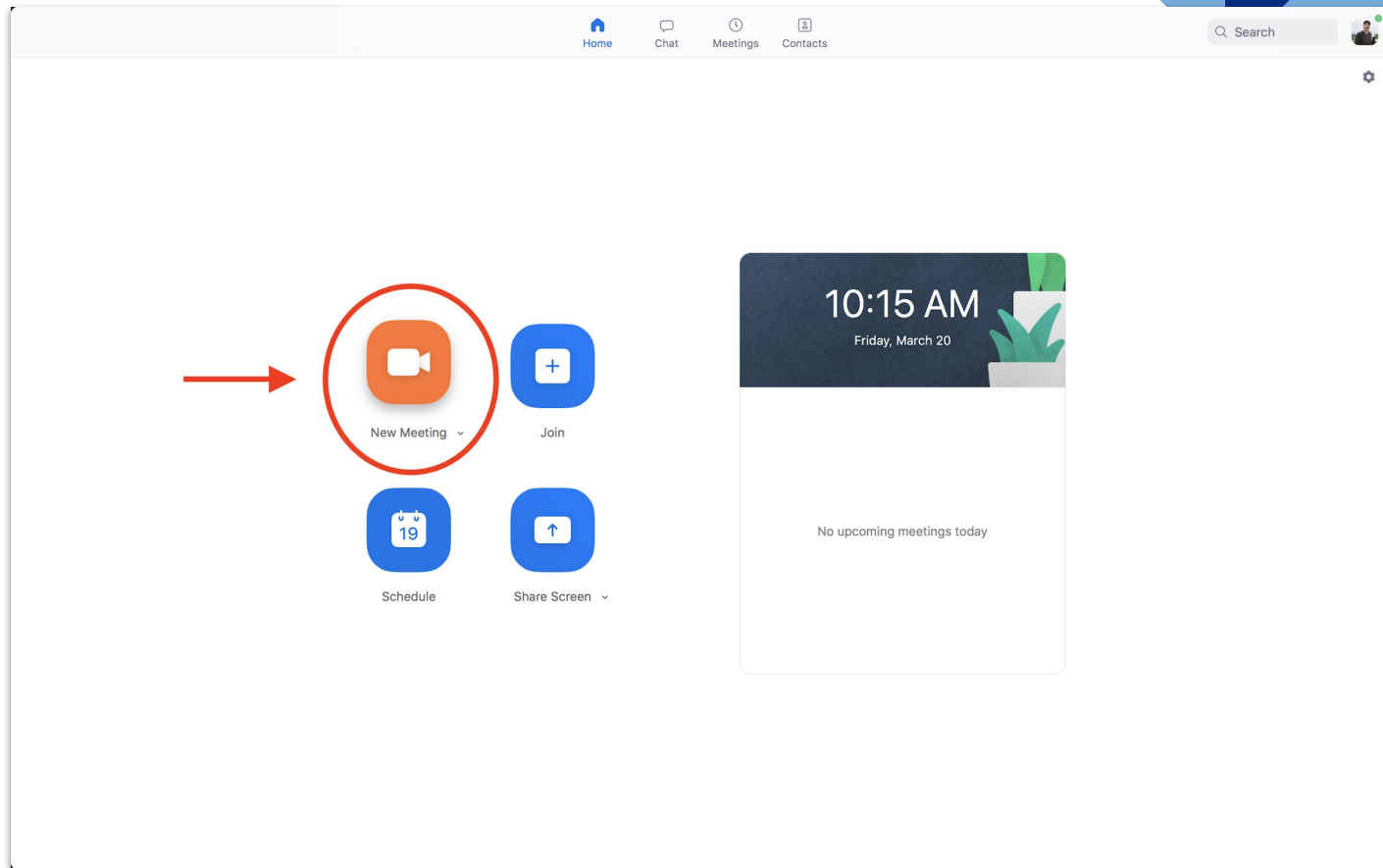
This box generates a separate audio file for each participant in a session. If you expect to do any editing, it's very useful!

This option saves recordings in a file format more suitable for video editing workflows. Note: this will require more storage space.

This is important! Clicking this will include your shared screen in a recorded session!

If you'd like viewers to also see your webcam video in a small box in the corner while your screen is shared, you can also check the box beneath it.

# Begin A Zoom Meeting

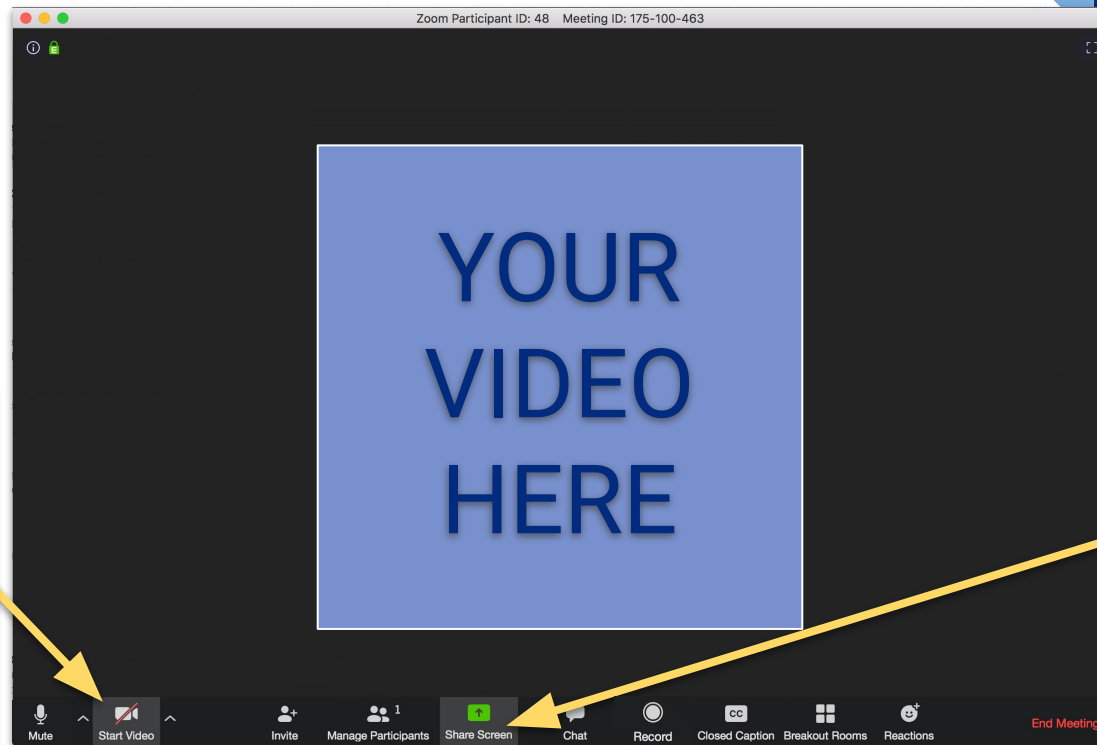


# Zoom Video Setup

Once in the meeting, prepare your recording.

Be sure to click "Start Video" to capture yourself on-screen.

If your video is already on, no need!



If you'd like to share your screen, click here.

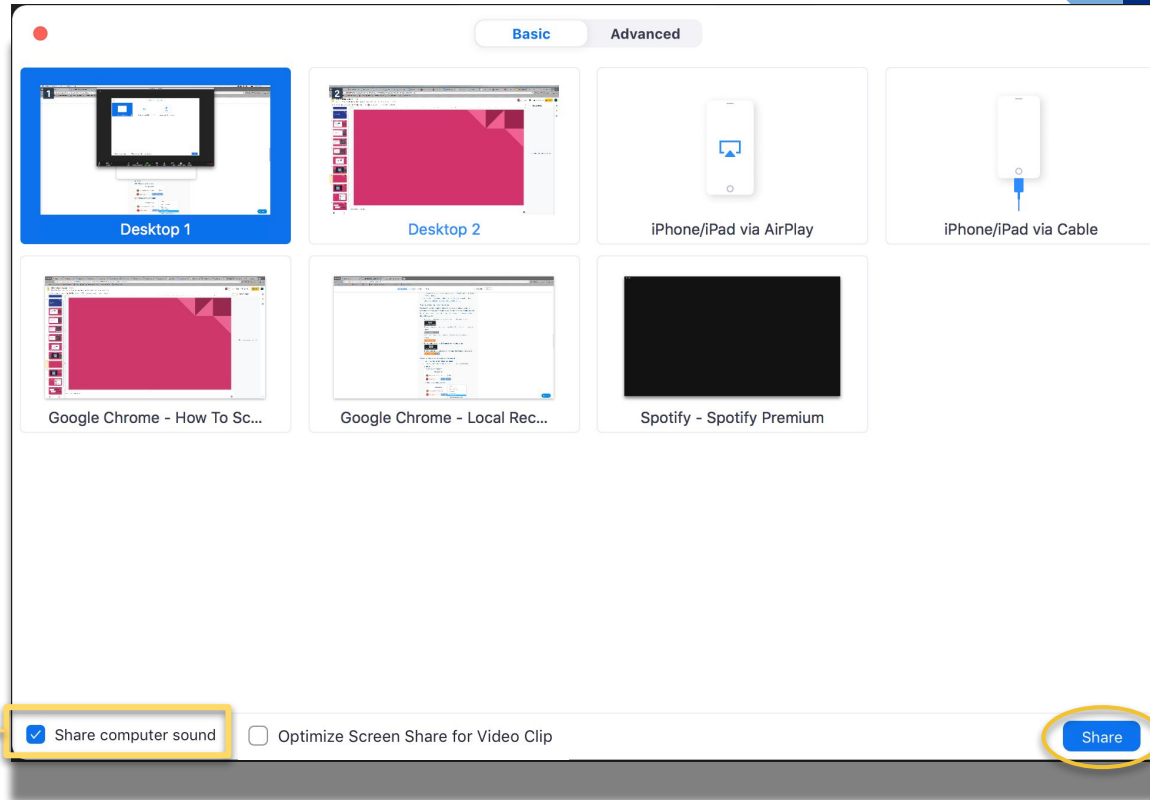
You will be presented with several options.

(See next slide)

# Screen Sharing with Zoom

Choose how you'd like to share your screen!

Check this box if you'd like to include sounds from your computer; e.g. audio from a video. If you prefer to record your voice, leave it unchecked.

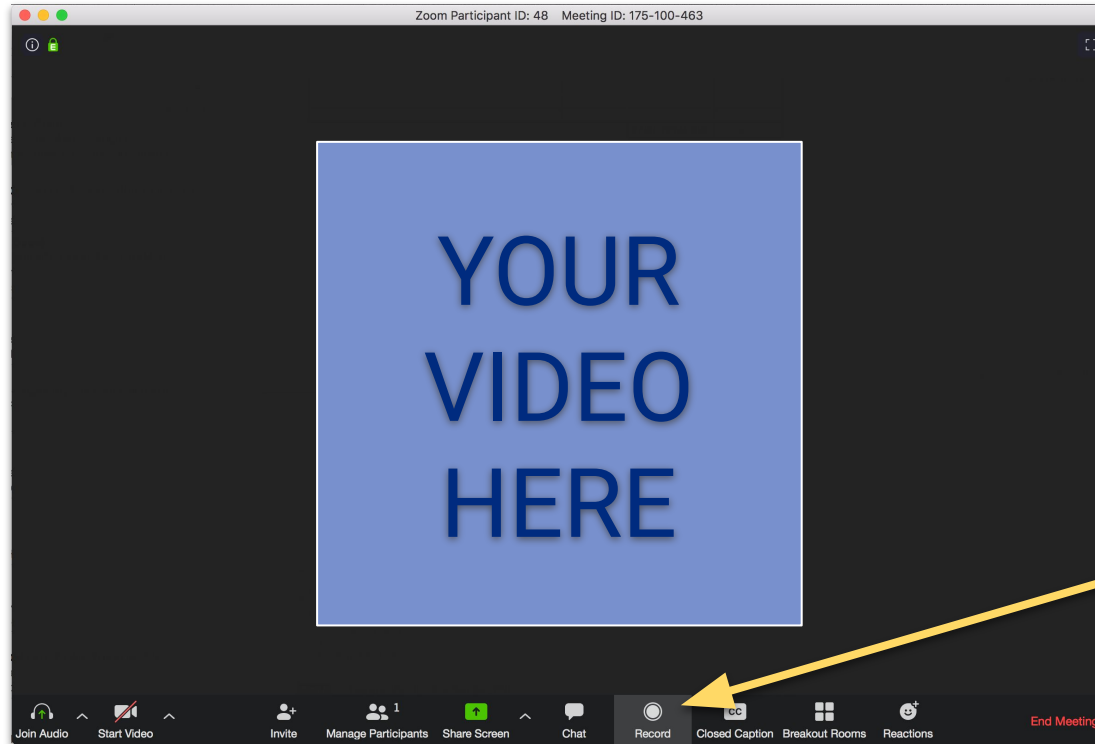


You can choose to share your Desktop (all applications and windows you navigate to) or any one specific open application or browser window.

Click this to begin sharing your screen!




# Begin Zoom Recording!



Click Record to begin!

A decorative graphic in the bottom right corner consisting of several overlapping triangles and squares in shades of blue and white, creating a modern, geometric pattern.



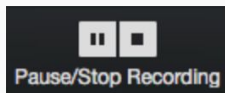
# fly this thing?

# Controlling the Recording

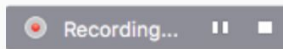
## Stopping or Pausing a Local Recording

During a Zoom recording, a user can **Stop** or **Pause** the recording. If a user stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a user pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



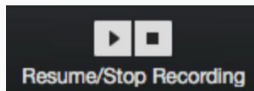
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.

Recording Paused

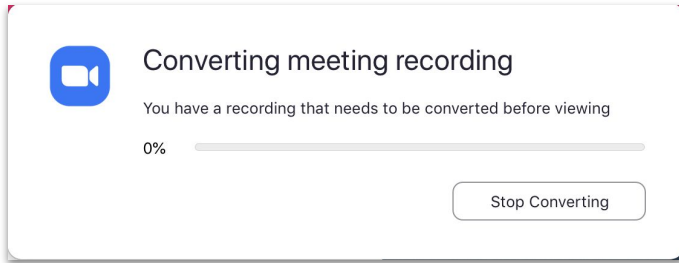
3. To resume the recording, click **Resume Recording** at the bottom



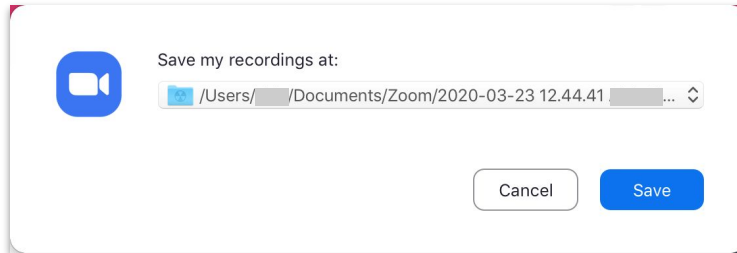
The recording can also be resumed by clicking the indicator in the top left corner.



# Finishing A Zoom Session



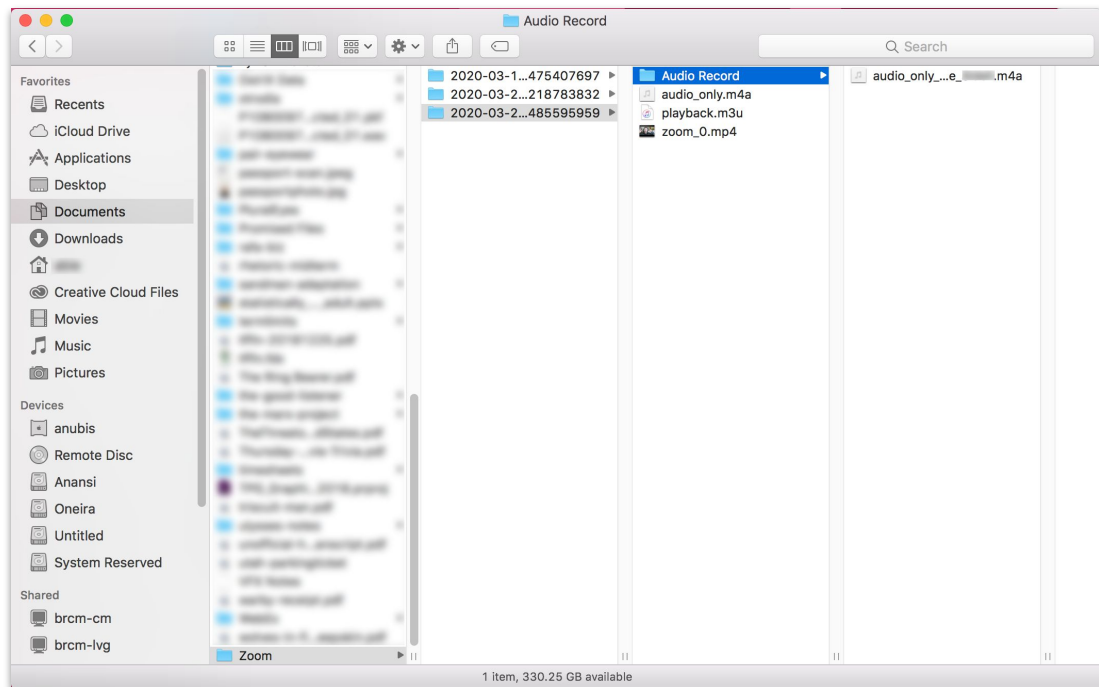
When you end a meeting, the recording will automatically convert into useable files.



After the file converts, if you checked the setting to select a destination, you'll be prompted to choose that location, otherwise the files will go to the standard destination folder\*.

\*Remember, you can always open that folder by clicking "Open" in the Zoom Recording Settings panel (see slide 5)

# Recorded Zoom Files



You'll find your recorded files here!\*

Depending on the preferences you set, Zoom will produce these files:

1. If you set Zoom to record separate tracks for each participant, you'll find the individual .m4a audio tracks in a folder labelled "Audio Record"
2. A mixed .m4a audio file of the session.
3. A full .mp4 video of the session.
4. A playlist file called playback.m3u (this doesn't matter!)

\* (Mac OSX location pictured)

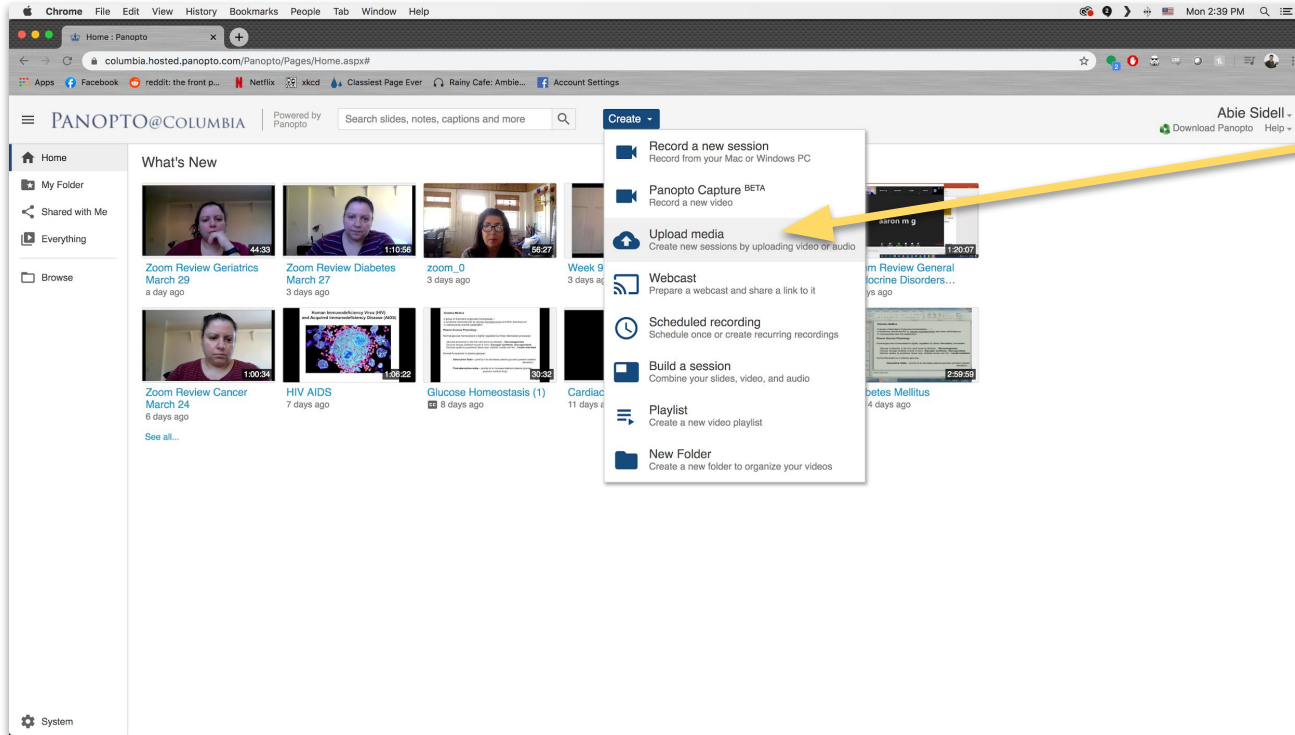


# Uploading to Panopto

For more detailed info

<https://support.panopto.com/s/article/Batch-Upload-Video-Files>

# Uploading Files to Panopto



In Panopto, click the “Create” button on the top panel, then select “Upload Media”.