RECORDING

Video conferencing technology for the classroom

Activate your account

1. Request Zoom account from dw.wood@clackamas.edu
2. Look for your Zoom account invitation in your CCC email
3. Select **Click here** to activate your account
4. Complete the **Welcome to Zoom** information and click **Continue**
5. **Skip** this step for *Don't Zoom Alone*
6. Go to **My Account**
7. **Sign Out** (upper right-hand corner)

NOTE: Initially you'll be assigned a BASIC account. A BASIC user can host/record unlimited 1:1 video which is stored locally (on your computer). Meetings/recordings with 3 or more participants have a 40-minute time limit. If you believe you require a PRO account, please let us know.

Record a video

1. Login to clackamas.zoom.us
2. Select **Host A Meeting** (upper right-hand corner) and what you want to record.
3. Click **Open Zoom.us** when prompted; click **download & run Zoom** if not prompted.
4. Click **Record** (may be under the Zoom window or under the **… More** menu) when ready.
   NOTE: The video will automatically record from your webcam. Or, click **Share screen** to record without a webcam and/or directly from your computer screen. You'll have the option to record your entire desktop, Zoom whiteboard, or a specific window/application and **share computer sound**.
5. Click **Stop recording** when finished.
6. Click **End meeting** in the bottom-right corner, then **End meeting for all** in the window (or under the **… More** menu).
   NOTE: Zoom will automatically process the video and save it to your computer: Documents > Zoom > [time video was recorded] > **zoom_0.mp4**
7. Review your video recording by opening the **zoom_0.mp4** file.
8. Rename the file and store it in a convenient location.
   NOTE: If you have a PRO Account, your video will be stored in Zoom.

Upload a video to YouTube

1. Login to YouTube.com with your Google account.
   NOTE: We strongly suggest that you create a separate account for course content.
2. Click **Upload** (to the right of the search box).
3. Select **Unlisted** from the **Privacy** drop-down menu.
4. Browse for or drag-and-drop your file(s) into the provided upload box and wait for the videos to upload and process.
5. Complete the **Title** and **Description**.
6. Click **Done** (in the top-right corner) when completed.

Embed a YouTube video in Moodle

1. Locate the video in YouTube under > User Menu (top-right corner) > **Creator Studio**
2. Click **Share** (beneath the video).
3. Click **Embed**.
4. Select the desired **Embed options**.
5. Copy the embed code (right click > copy or Ctrl+c).
6. Navigate to Moodle to **edit** or **create** your activity or resource.
7. Click the first button of the text editor to **Show more buttons**.
8. Click the **HTML** button.
9. **Paste the embed code** either above or below any existing code (if present).
10. Click the **HTML** button again to preview the video.
11. **Save** your changes.

Tips

- **Keep videos short when possible!** Videos under 5 minutes are easier to view.
- **Plan ahead for accessibility!** If you record your video from a script, you can use that script to more quickly create closed captions or a transcript of your video.
- **Find a quiet place to record**! your video.
- **Use frequent and varied interaction!** Use all of the tools at your disposal so that the interaction avoids becoming mundane. Polling is an obvious option, but also consider asking them to type in a response to a question or comment using Q&A or chat. Hand raising is also a quick and easy way to interact with your class.
- **Use the one-minute video introductions to learn more!** All the resources are available via the Zoom Help Center: support.zoom.us/hc/en-us