

# RECORDING

Video conferencing technology for the classroom

## Activate your account

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1. Go to [clackamas.zoom.us](https://clackamas.zoom.us)
2. Click **Sign in** to configure your Clackamas Zoom account
3. Click **SIGN UP, IT'S FREE** (upper right-hand corner)
4. Enter your CCC email address and click **Sign Up**
5. Locate the Zoom confirmation link in your CCC email, click **Join the Account**
6. Follow the instructions, then click the **Skip this step** link under *Don't Zoom Alone*
7. Click the **Go to My Account** button



**NOTE:** Initially you'll be assigned a BASIC account with limited privileges. However, your account will be manually converted to a Licensed account which will allow you to save recordings to the Cloud. If you do not have this option available, email [dw.wood@clackamas.edu](mailto:dw.wood@clackamas.edu)

## Record a video

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1. Login to [clackamas.zoom.us](https://clackamas.zoom.us)
2. Select **Host A Meeting** (upper right-hand corner) **With Video On**
3. Click **Open Zoom.us** when prompted; click **download & run Zoom** if not prompted
4. Click **Record to the Cloud** (near **Record** at the bottom of the Zoom window or under the ... **More** menu) when ready  
**NOTE:** The video will automatically record from your webcam. Additionally, click **Share screen** to record 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 the Cloud. You'll receive an email notification when the Cloud recording is ready. The video will not be available immediately due the time required to create a video transcript.
7. Wait for the video recording to process, then click on the **For host only** email link when it arrives
8. Login to Zoom, enter the **Recordings** page, and click the link to your recorded video
9. Click on the play icon (▶) to load the recording in your Browser, then the pause icon (⏸) as needed
10. Hover over any section of the transcription (right) to reveal the pencil tool ✎  
**NOTE:** You can open and close the transcript by clicking **Audio Transcript** (upper right).
11. Select the pencil tool to make changes as needed, then click **Save**

# Link to a recorded Zoom video in Moodle

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1. Locate the video in [clackamas.zoom.us](https://clackamas.zoom.us) under **Recordings**
2. Click the **Share** button in line with your video
3. Select the link below **Meeting recording:** and copy the URL (right click > copy or Ctrl+c)
4. Navigate to your Moodle course
5. **Turn editing on**, then click the **Add an activity or resource** link in the desired location
6. Under **Resources**, select **URL** and click the **Add** button
7. Give the URL a **Name**
8. Paste (right click > paste or Ctrl+v) the URL into the **External URL**
9. **Save** your changes

## Tips

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- **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](https://support.zoom.us/hc/en-us)