RECORDING

Video conferencing technology for the classroom

Record a video

1. Login to 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** (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 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. Click the **For host only** email link and login to Zoom
8. Click on the play icon ⊙ to load the recording in your Browser, then pause ⑪ the recording
9. The transcription will appear (on the right) in short editable sections. Hover over any section to reveal the pencil tool ✏
   NOTE: You can open and close the transcript by clicking **Audio Transcript** (upper right).
10. Click the pencil tool to make changes as needed, then click **Save**

Upload a video to Kaltura

1. Login to YouTube.com with your Google account.
   NOTE: We strongly suggest that you create a separate account for course content.
2. Click **Download** (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 Kaltura 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

Clackamas
Community College