

Recording a Presentation to your Computer in Zoom

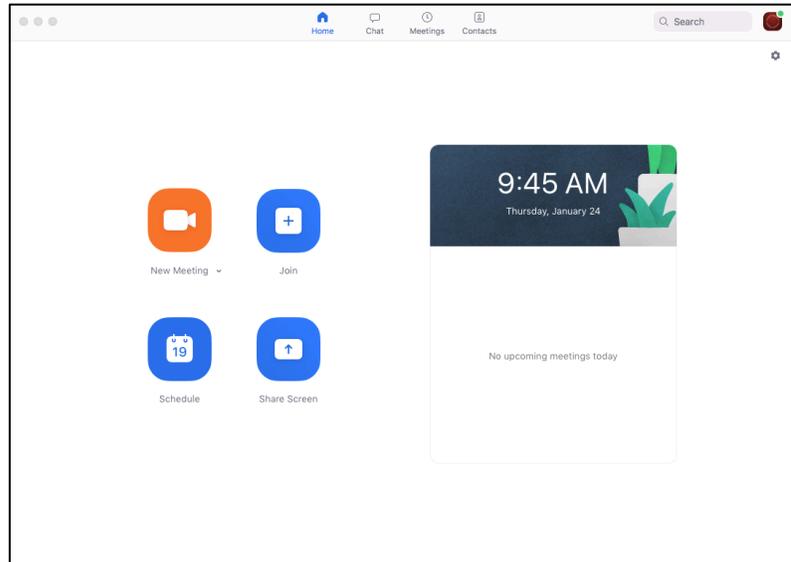
Zoom is usually used as a web conferencing tool to share video and screen to present to a remote audience but it can also be used to pre-record presentations.

Prepare for the Recording

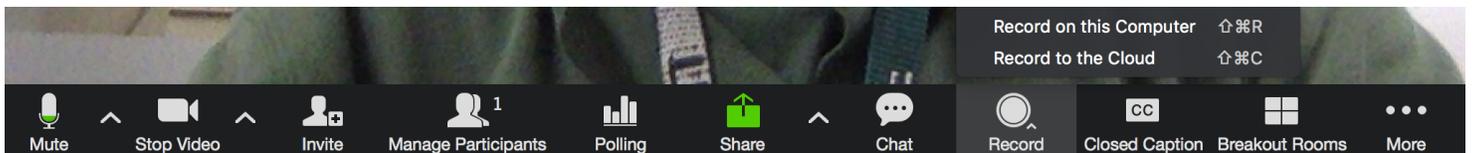
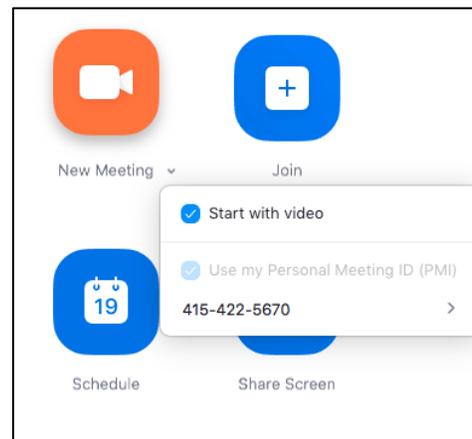
For best results, close any program on your Mac or PC that will not be needed for the presentation to reduce unwanted popup notifications and to optimize performance.

Record the Presentation

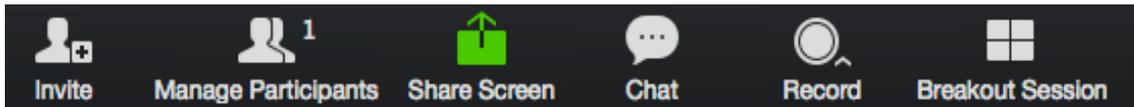
1. If you have a Powerpoint presentation open that presentation and launch Zoom.



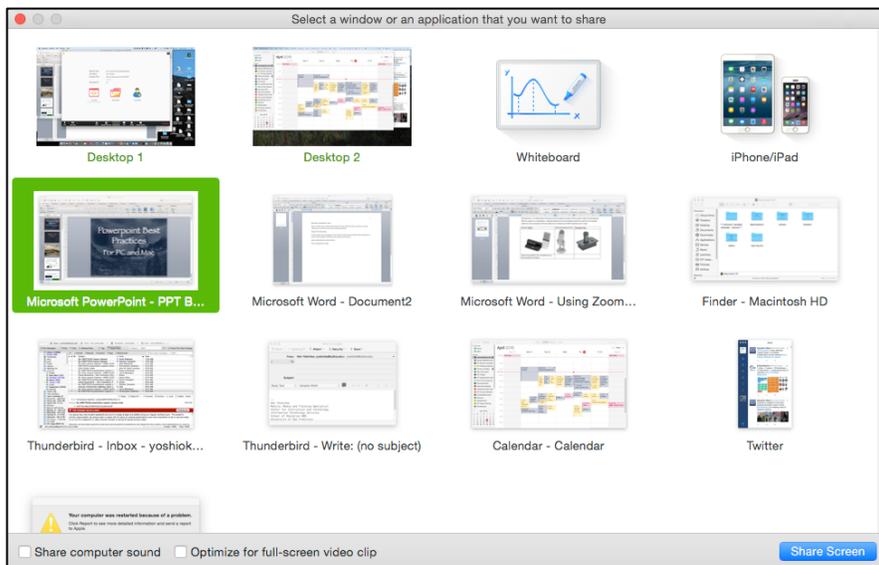
Start a new meeting with video if there is no presentation to show and then click on the **Record** button in the toolbar at the bottom of the meeting window and select **Record to the Computer**.



If you have a Powerpoint presentation to show, launch that Powerpoint file and start a new meeting. Then click on **Share Screen** in the tools at the bottom of the meeting.



- You will see a selection of choices to share-select your presentation as the item to share. Click **Share Screen** in the lower right corner of the share window to continue.

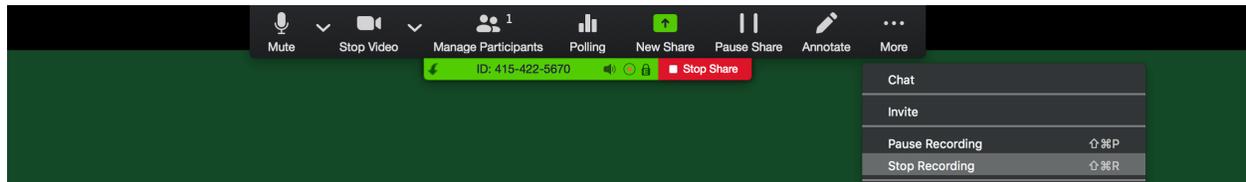


- At the top of the screen you will see a green bar with the meeting room ID; placing your cursor over that bar will reveal a set of tools. In the **More** menu, select **Record to the Computer** to begin recording.

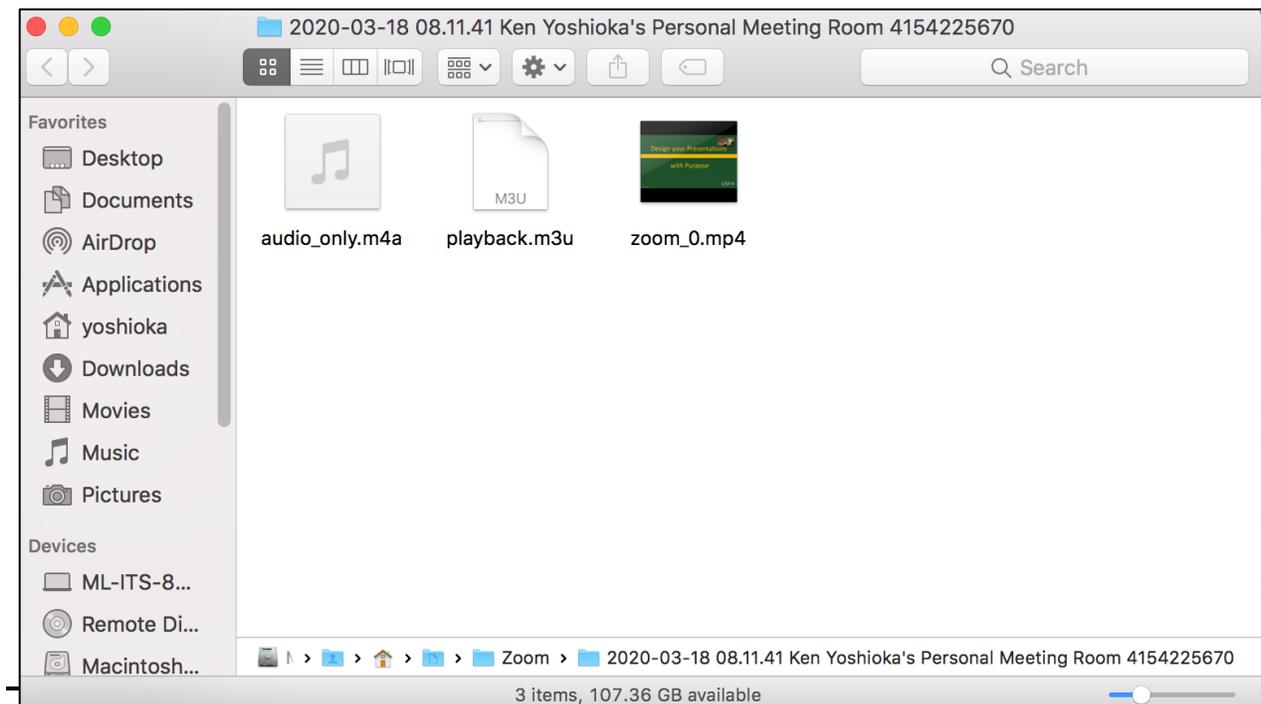
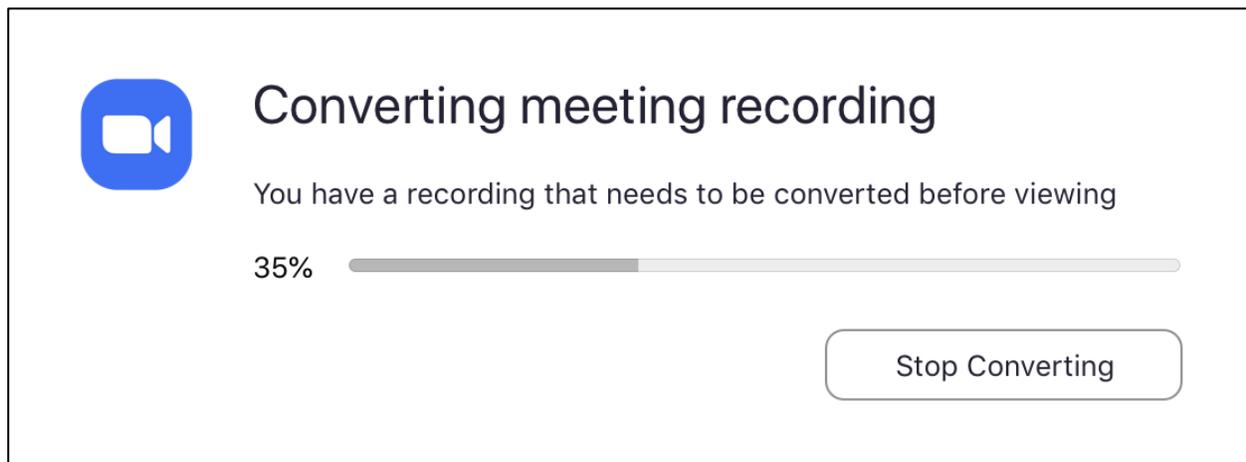


- Wait a moment until you see a small circle icon with the blinking red dot confirming that you are recording.
- Proceed through your presentation as if you were presenting in class.

6. When you finish, pause a moment and then click on the stop record button in the bottom toolbar for a video presentation. For a presentation that includes a Powerpoint slideshow click on the **More** menu again and select **Stop Recording**.

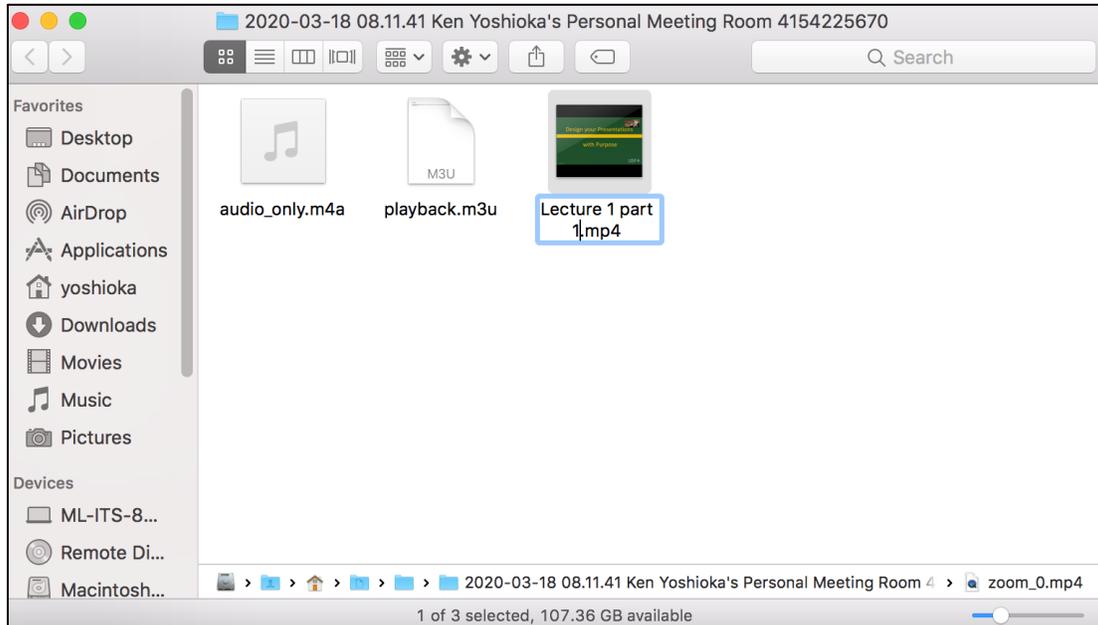


7. End the meeting and your recording will be converted to a video file and the folder where the video is saved to will open.

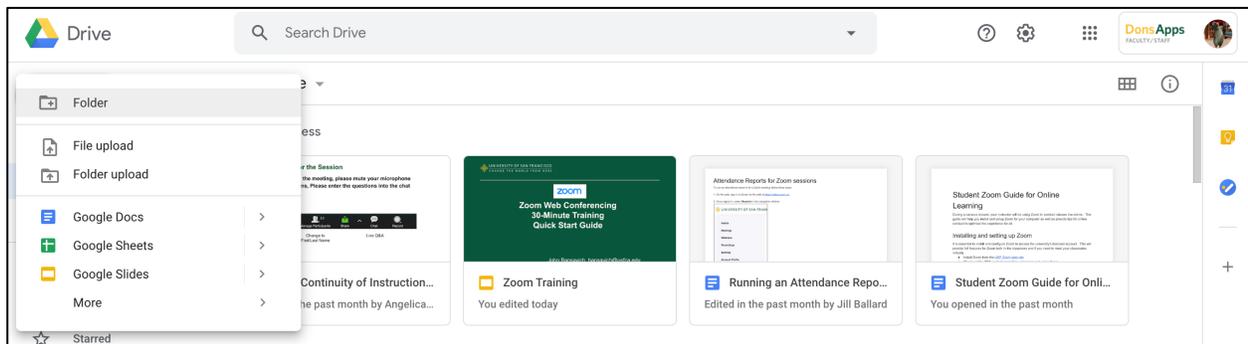


Upload the recording to Google Drive

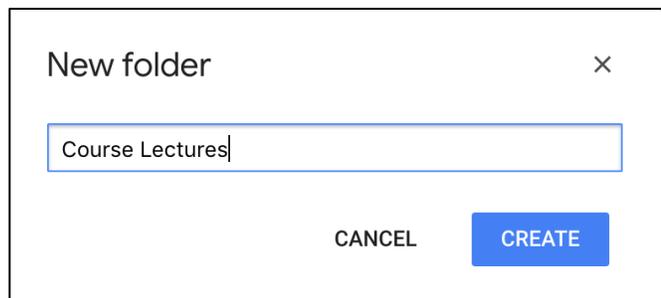
1. Locate the recorded video file usually labeled as zoom_0.mp4 and rename it to the name of the lecture or presentation.



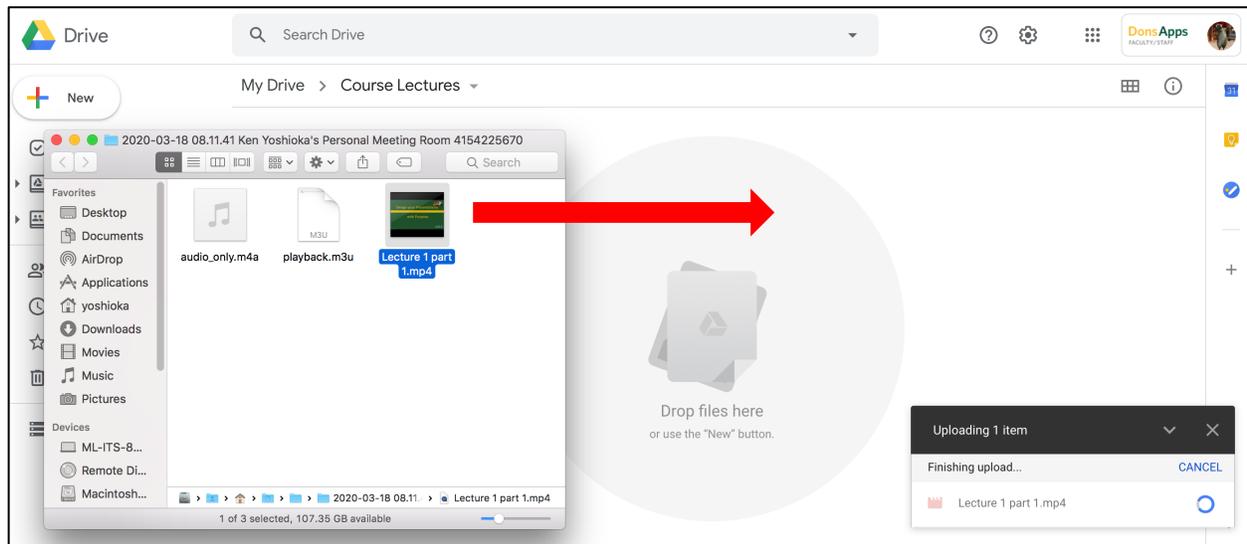
2. Login to your USF Google Drive and create a new folder.



3. Name your folder for the content to be shared.



4. Open the shared folder and open the folder containing your renamed Zoom video recording. Drag and drop the video file from your computer to the Google drive shared folder window to upload the file.

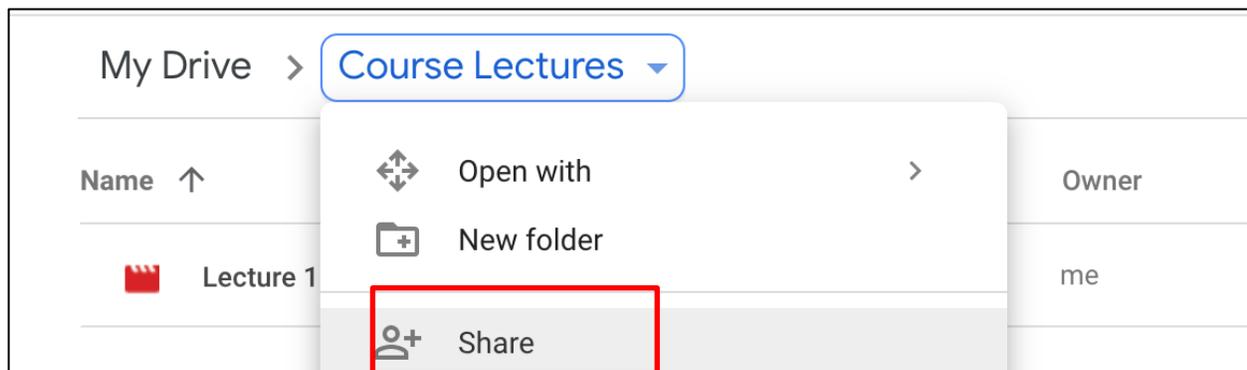


5. Follow the same process for all of the Zoom recordings you need to share.

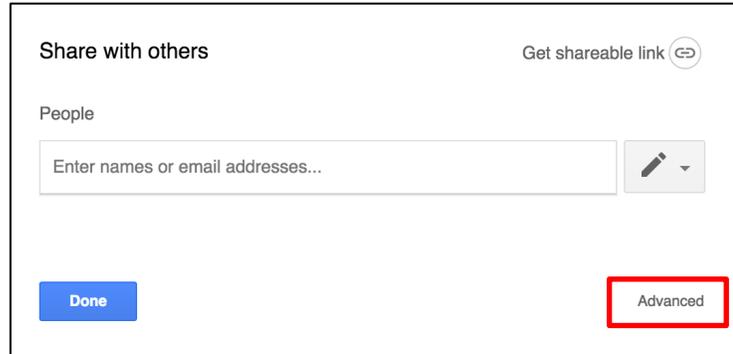
Sharing the content

You can now share the folder of content as a single link to those who need to access the recordings.

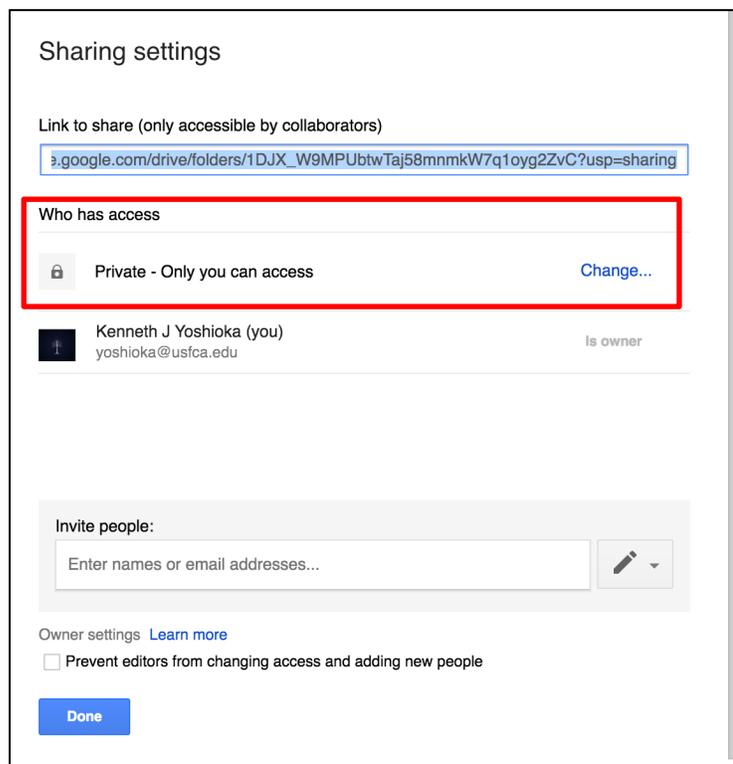
1. Open the Google Drive shared folder and click on the name of the folder to bring up the folder options menu and select **Share**.



2. In the Share Window, Click on the link **Advanced**.



3. In the Advanced Sharing settings window, click on the **Change...** link in the section Who has access.



4. Select the choice **Anyone with the link** from the list of link sharing and make sure that the access choice at the bottom of the window says **Can view only**. Click **Save** to finish.

Link sharing

 **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

 **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

 **On - Faculty and Staff DonsApps**
Anyone at Faculty and Staff DonsApps can find and access.

 **On - Anyone at Faculty and Staff DonsApps with the link**
Anyone at Faculty and Staff DonsApps who has the link can access.

 **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) Can view only ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save Cancel Learn more about link sharing

5. Copy the link in the field **Link to Share** and you can paste the link into an email or in a Canvas course to share to the students. The students will have access to the shared folder and to any added content you upload to the folder.

Sharing settings

Link to share

https://drive.google.com/drive/folders/1DJX_W9MPUbtwTaj58mnmkW7q1oyg2ZvC?u

Who has access

	Anyone who has the link can view	Change...
	Kenneth J Yoshioka (you) yoshioka@usca.edu	Is owner

Invite people:

Enter names or email addresses... 

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people

Done