

Recording Lecture at Home Using Zoom

For basic steps to create and manage Zoom meetings, please visit law.berkeley.edu/videoconference.

1. Login to your Zoom account

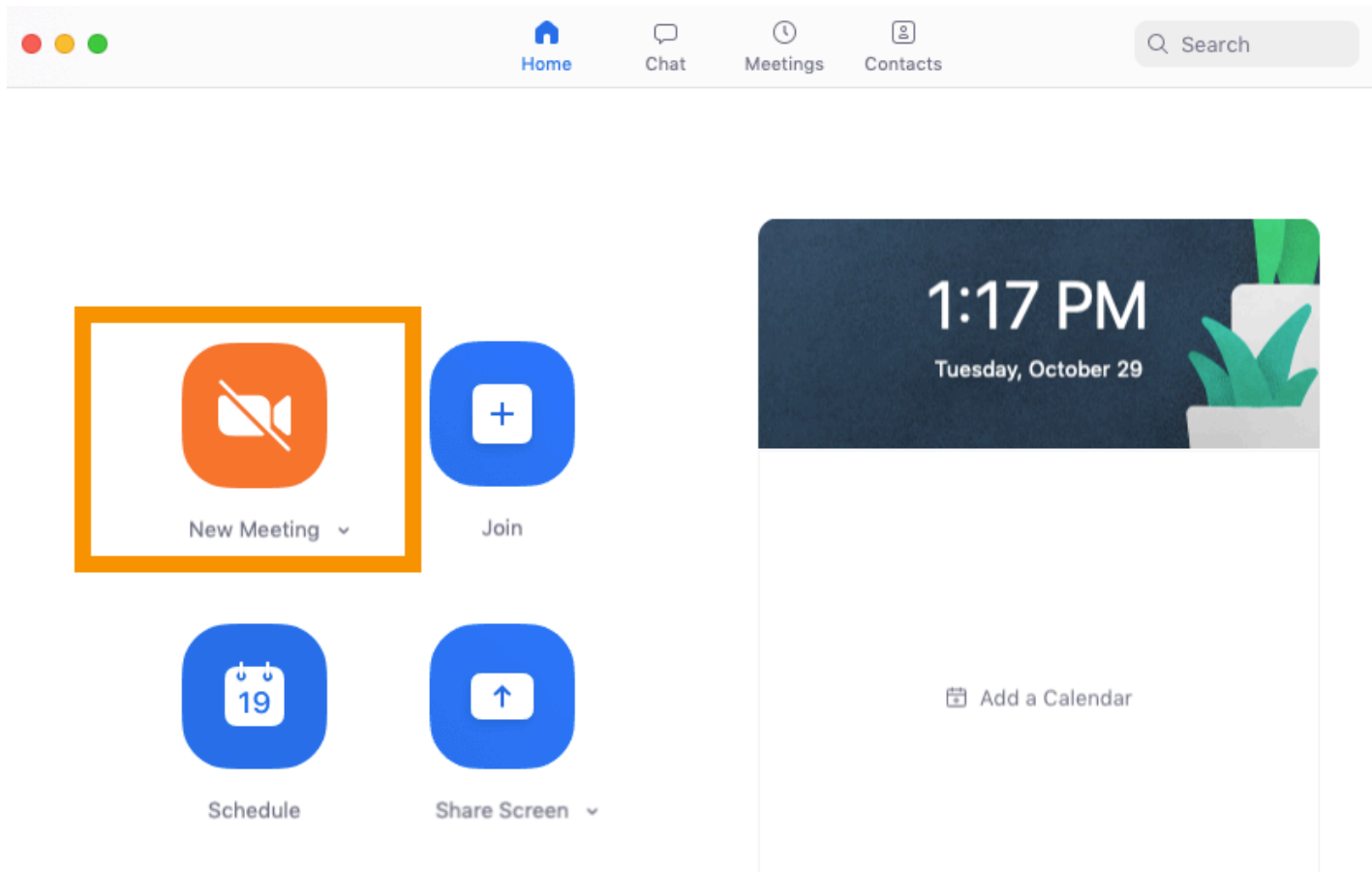
You can either use your browser ([Zoom.us](https://zoom.us)) or launch a Zoom desktop application to log in to your Zoom account. Use your Calnet ID and password to sign in.

2. Start a Meeting

- If you are using a browser, roll your cursor over “Host A Meeting” link at the top of the Zoom webpage and click one of the options (Share Screen Only, With Video On, With Video Off) to start a meeting.

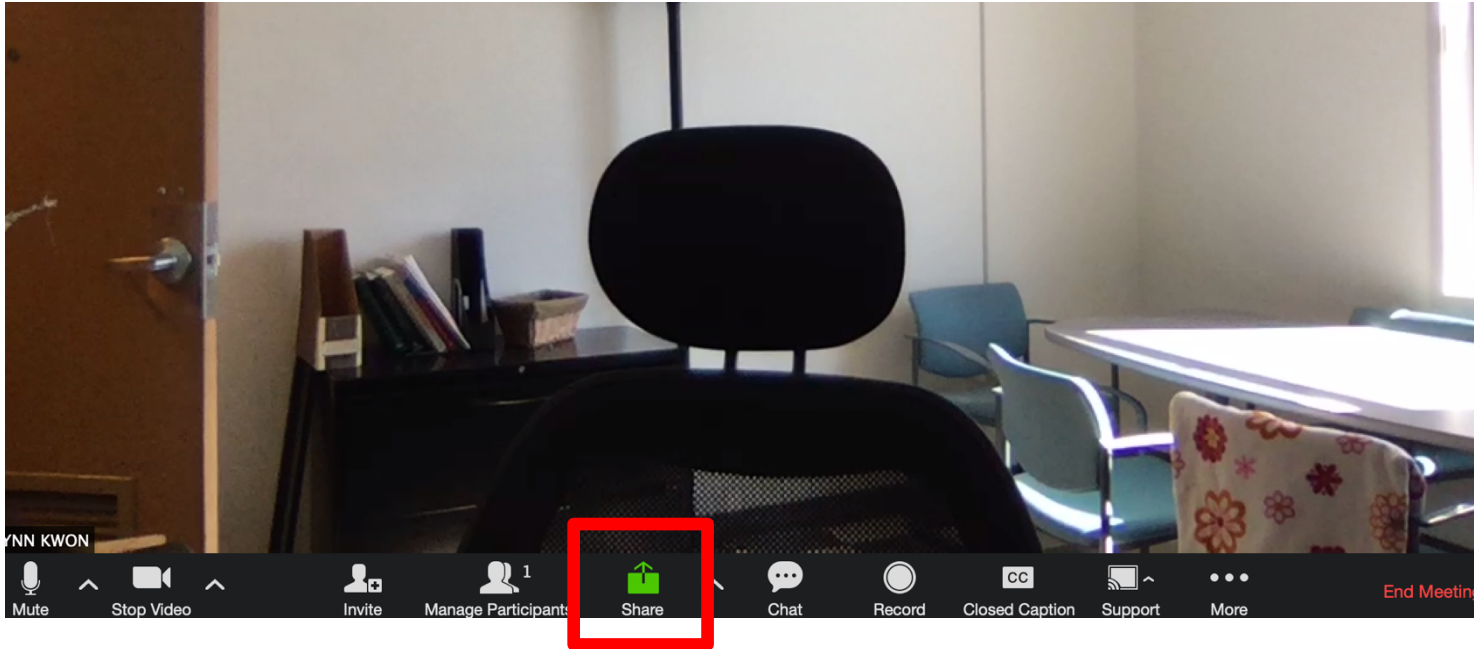


- If you have a Zoom desktop application, click New Meeting



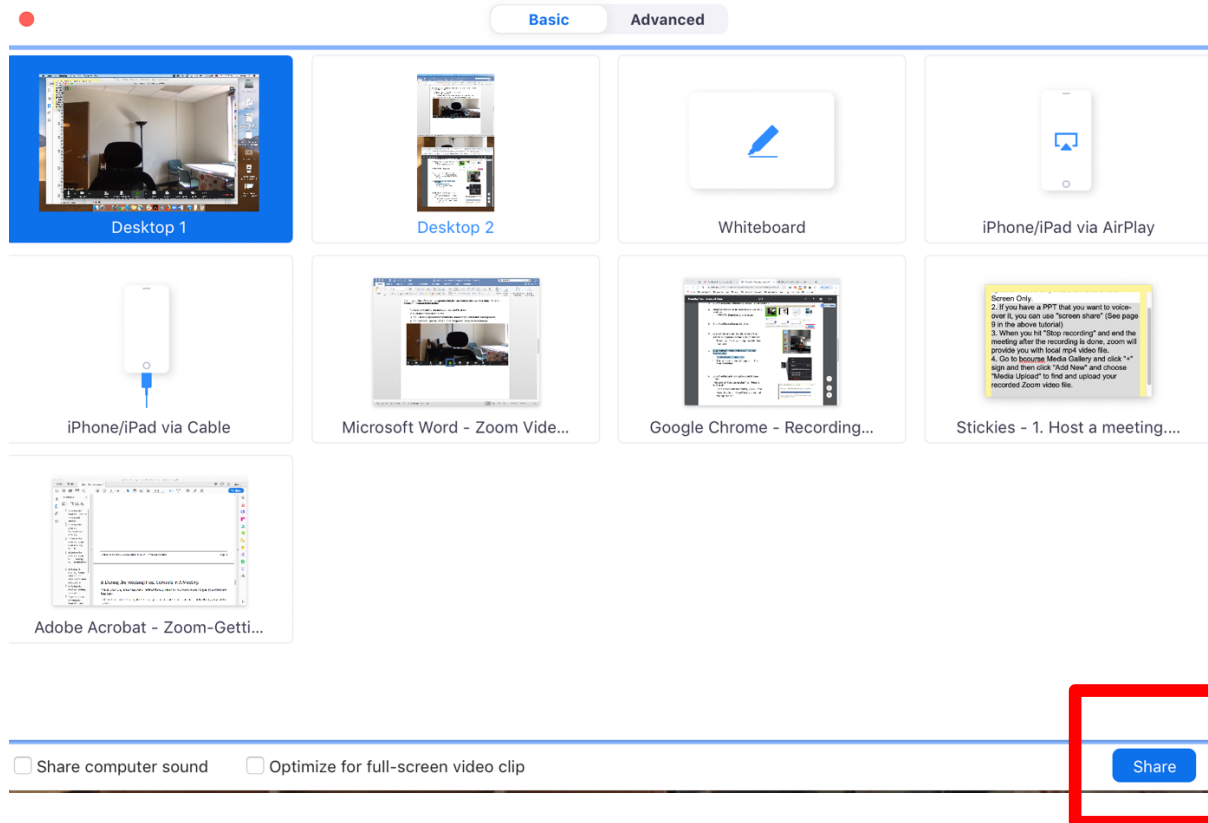
3. Share Your Screen

1. If you have a PowerPoint or other presentation that you want to voice-over it or share during your lecture, click the “Share” button in the toolbar.



2. After you click the Share button in the toolbar:

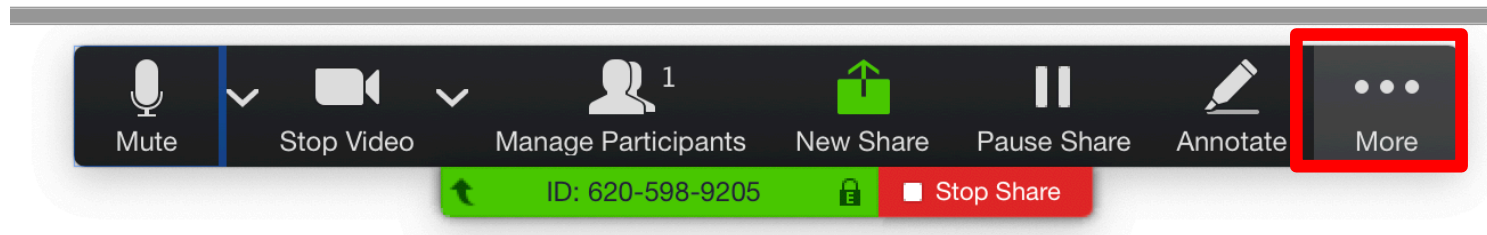
- 1) Select a window or an application you want to share.
- 2) Click the Share Screen button.



- You will then see a **green border** around the screen or application that is being shared.
- Your webcam video will remain in the foreground. Move/resize as needed.

4. Record Your Presentation

When your presentation is finished, click Stop Recording in the More... menu.



Click “End Meeting” when finished. The recorded meeting will be converted to MP4 once the meeting has been ended.

5. Upload Your Recording to bCourse

1. Go to bcourse and find Media Gallery tab. Cick "+" sign

The screenshot shows the bCourse interface. On the left is a dark sidebar with navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox (with a '3' notification), and Media Gallery (highlighted with a red box). The main content area is titled 'Media Gallery' and shows '0 Media'. Below this is a search bar 'Search this gallery', a 'Filters >' button, and dropdown menus for 'All Fields' and 'Creation Date - Descending'. A red box highlights a '+' icon in the top right corner of the gallery area. At the bottom of the gallery area is a light blue bar with the text 'No Media Found'.

2. After you click the “+” sign, locate "Add New" and click.

Media Gallery

Add Media

Cancel

Publish

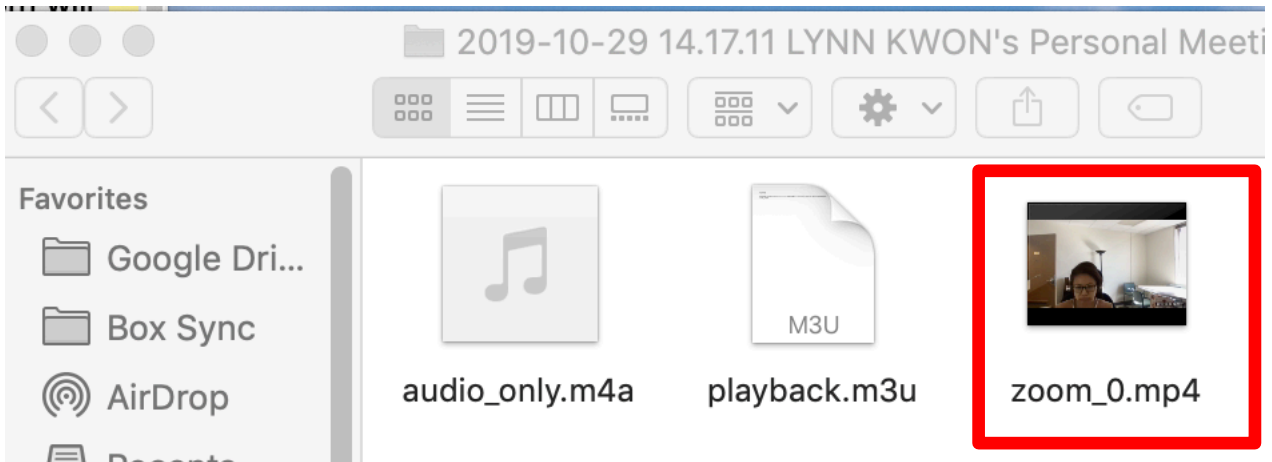
Select one or more media items to add to the current gallery

My Media

ADD NEW ▾

After you click “Add New”, choose "Media Upload".

3. After you click “Media Upload, choose a file that has file extension **.mp4** ” if you want audio with video.



If you only need audio, select a file that ends with **M4A**.