Recording Lecture at Home Using Zoom

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

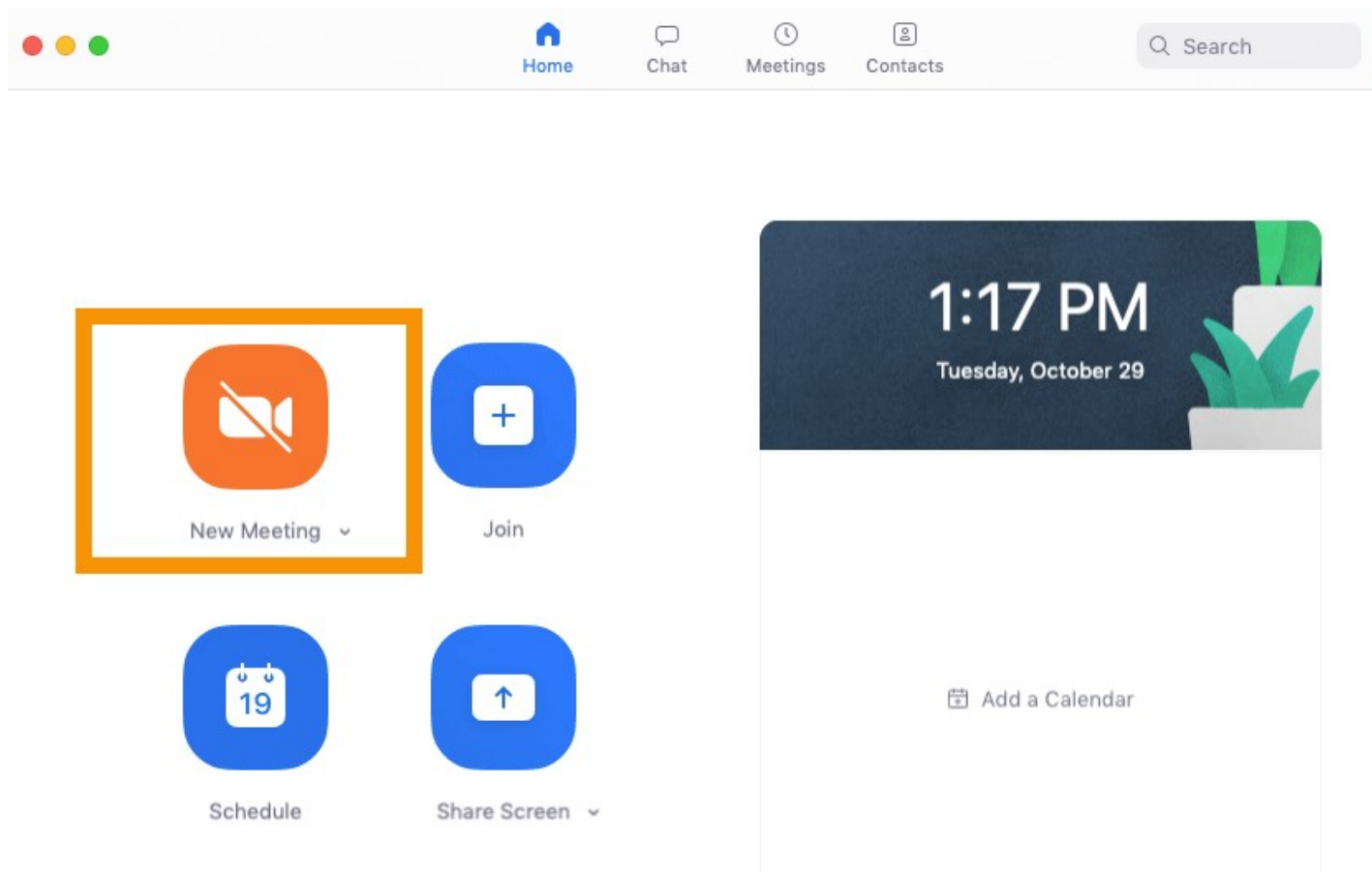## 1. Login to your Zoom account

You can either use your browser (Berkeley.zoom.us) or launch a Zoom desktop application (click "Sign in with SSO" and enter berkeley.zoom.us as "Your company domain") 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.
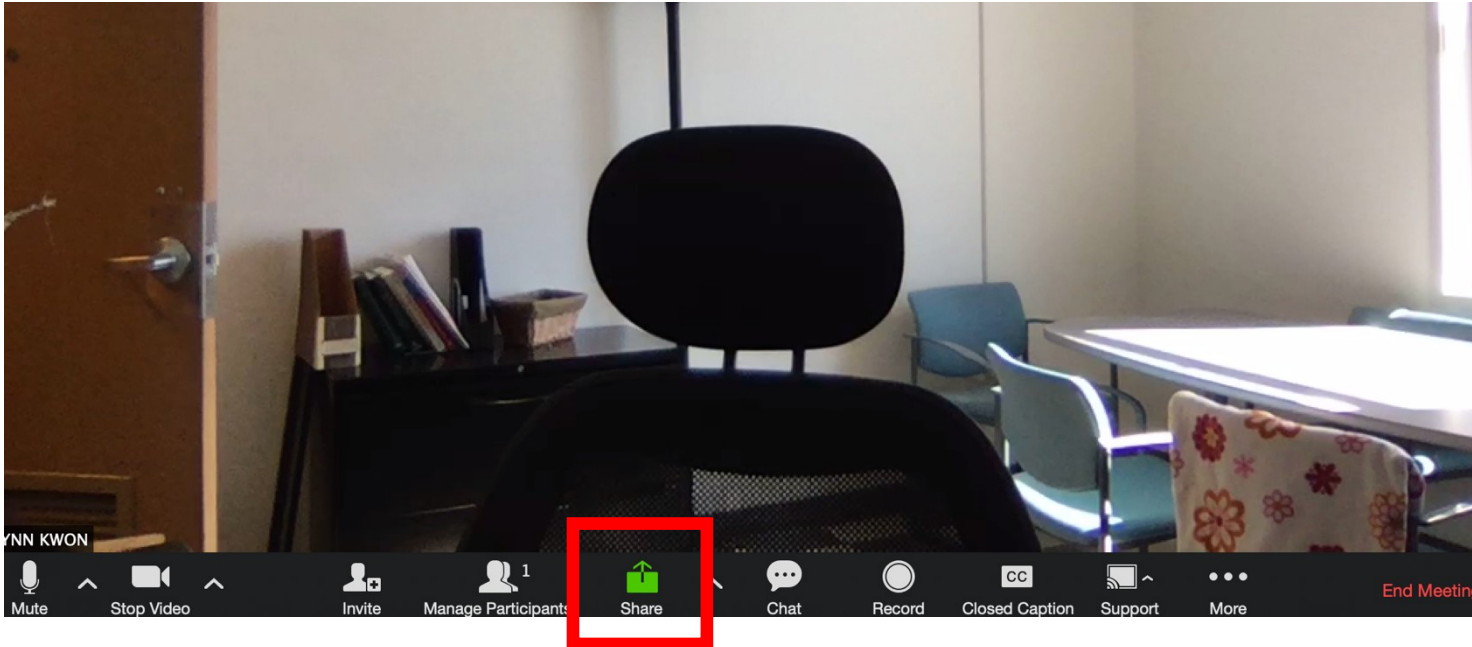

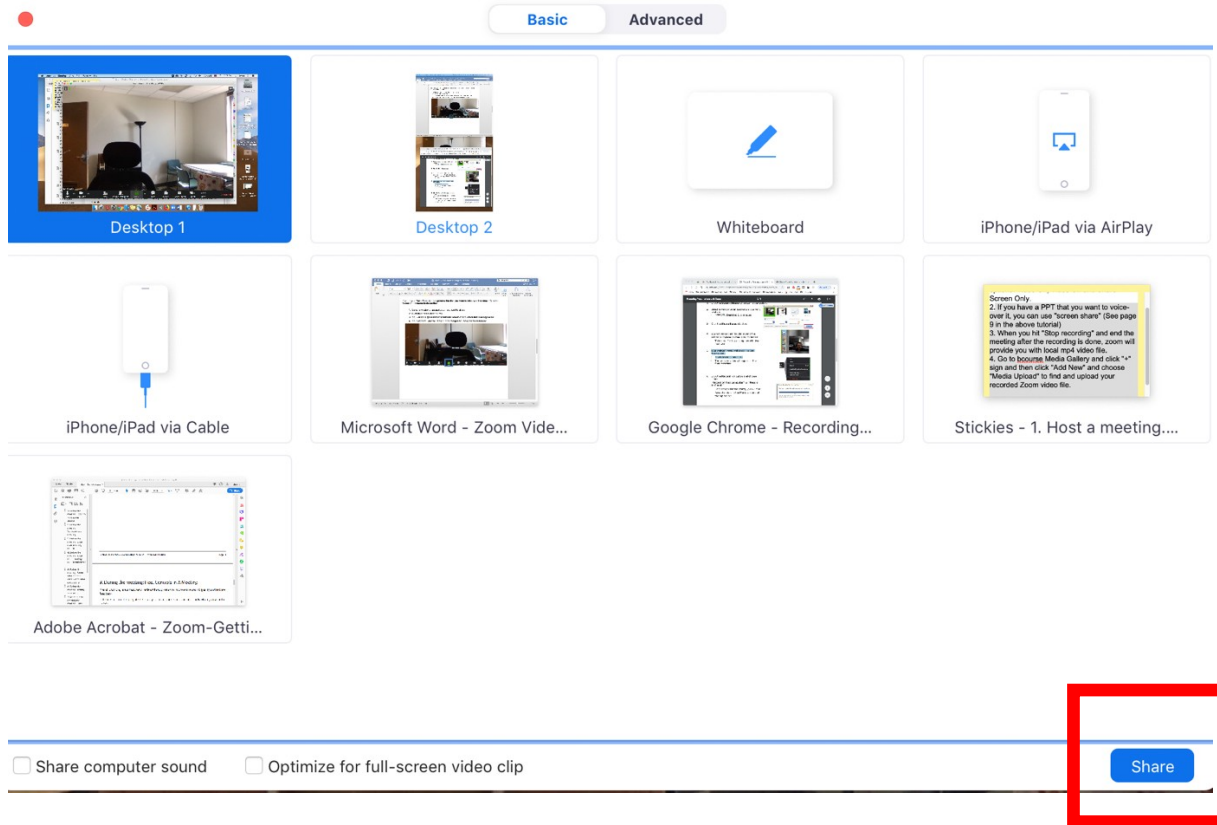- If you have a Zoom desktop application, click New Meeting

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.

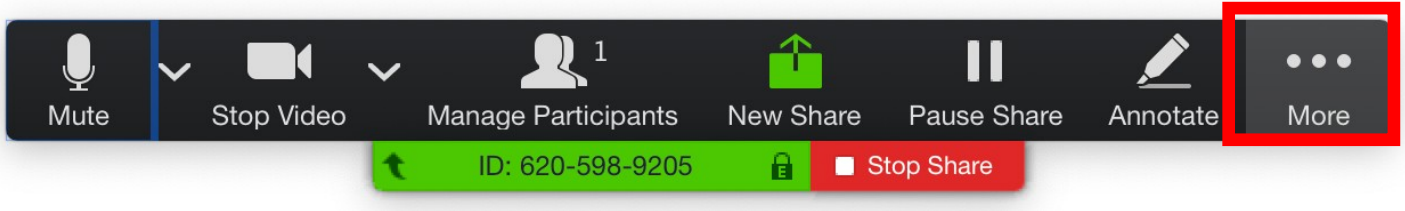2. After you click the Share button in the toolbar:

    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

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

Media Gallery

Add Media   Cancel   **Publish**

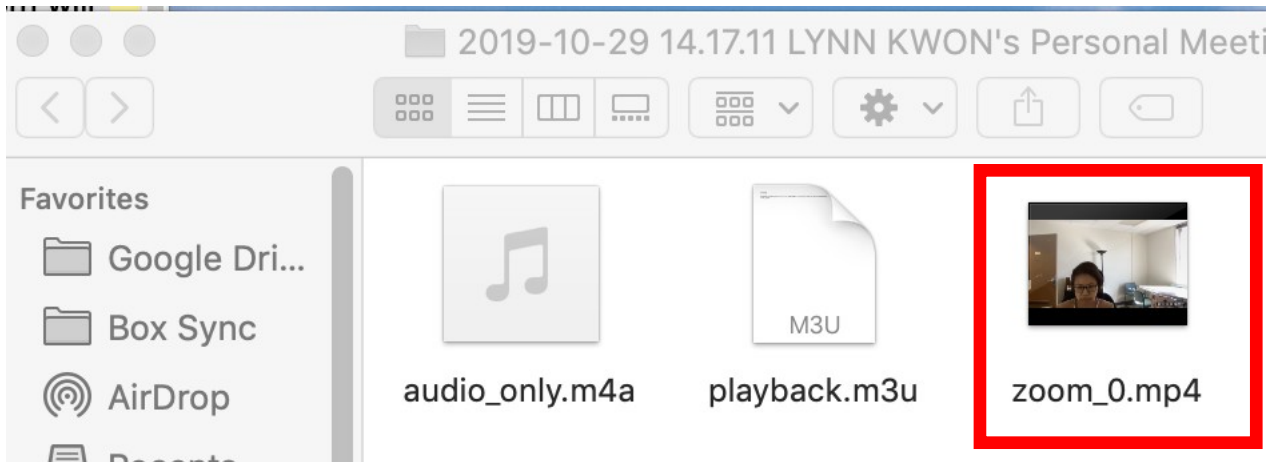Select one or more media items to add to the current gallery   ✕

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**.

* It may take up to an hour before your video has been processed and can be viewed.