

## Three Ways to Record a Lecture or Demonstration in Zoom

You can use the Online Meetings tool in your Collab course site in several ways to record a lecture or demonstration for your course.

1. **Recording in Class:** If you are recording a lecture or demonstration during class time, you can use the class sessions you have already created by simply turning on the recording tool during the session and saving the recording to the Cloud. Saving to the Cloud will allow your students to access the recording through the Cloud Recordings option in the Online Meeting tool.
  - a. **Why would you choose this option?** You may want to have your lecture or demonstration recorded so your students can review it later, or to give access to those who may have not been in class.
  - b. **How would you do this?** [\[watch video 1\]](#)
    - i. Click on the Online Meetings option in Collab
    - ii. Start your Online Meetings session as usual
    - iii. Click on the Record option on the Zoom task bar
    - iv. Select Record to Cloud
    - v. Record your lecture or demonstration
2. **Recording Outside of Class:** If you want to record a lecture or demonstration outside of class time, you can set up a "Recurring Meeting" with "No Fixed Time" in your course meeting space and use that session to record your lecture or demonstration at your convenience and save the recording to the Cloud. Saving to the Cloud will allow your students to access the recording through the Cloud Recordings option in the Online Meeting tool.
  - a. **Why would you choose this option?** You may choose this option if you want your students to view the lecture or demonstration before they come to class so you can devote the class time for reviews, discussion, and other class activities (also known as "flipped classroom"). You need to create a "Recurring Session" with "No Fixed Time" so that you can use the Zoom session to record at your convenience.
  - b. **How would you do this?**
    - i. If you have created a "Recurring Session" for each class meeting, add another "Recurring Session" with "No Fixed Time" [\[watch video 2\]](#)
      1. Start the new session you just created
      2. Click on the Record option on the Zoom task bar
      3. Select Record to Cloud
      4. Record your lecture or demonstration
    - ii. If you are already using a "Recurring Session" with "No Fixed Time"
      1. Start the session
      2. [follow Steps 2 – 4 above]

3. **Recording in Personal Meeting Space:** If you want to record a lecture or demonstration outside of class time, but do not want to use your course meeting space, you can use your Personal Meeting space instead to record your session at your convenience and save the recording to the Cloud. However, your students will not be able to access the video through the Cloud Recordings option in the Online Meeting tool. You will have to provide them a link to the recorded video some other way, for example through the Resources -> Add Web Links (URLs) option in Collab.

c. **Why would you choose this option?** You may choose this option if you want your students to view the lecture or demonstration before they come to class so you can devote the class time for reviews, discussion, and other class activities (also known as “flipped classroom”), but you do not want to add a “Recurring Session” with “No fixed Time” to your Zoom course session area.

d. **How would you do this?** [\[watch video 3 \(part1\)\]](#)

- i. Click on the Online Meetings option in Collab
- ii.
- iii. Click on the Record option on the Zoom task bar
- iv. Select Record to Cloud
- v. Record your lecture or demonstration

Once the recording has been processed, you will receive an email notification with two links. The first link is for you (the host) to access the video. The second link is for your students (viewers). Copy the second link (the one for viewers). Then use the “Add Web Links” option in Collab -> Resources -> Actions -> Add Web Links (URLs) to add your link into Collab. (You may want to create a folder for recordings first, but it’s not required.) Once you have added the link, test it to make sure it works before letting your students know where to find the recording. [\[watch video 4 \(part 2\)\]](#)