

# Recording in Zoom and uploading your lecture to OneDrive

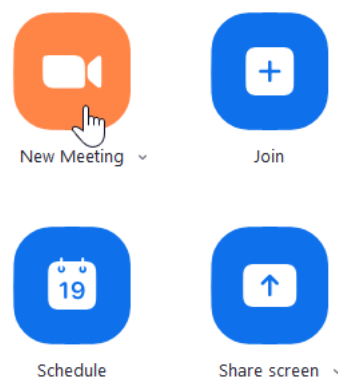
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### 1. Preparation

These instructions will make it possible for those without a Dalarna University account to publish their recorded lectures. This guide can be used both for previously recorded material and for recordings you wish to make using the Zoom application.

See that you have installed Zoom on your computer and that you have logged into the application. If you have not done so already you can download the program from <https://www.zoom.us/download> and log in using your universities SSO (Single Sign In). If you don't have an SSO login you can use an existing private login or create a new one, but either way it's essential that you log into the application before you start recording.



Start a new Zoom meeting by clicking the “New Meeting” button (see picture right). You can also record in any existing meeting where you have “Host” or “Co-host” privileges.

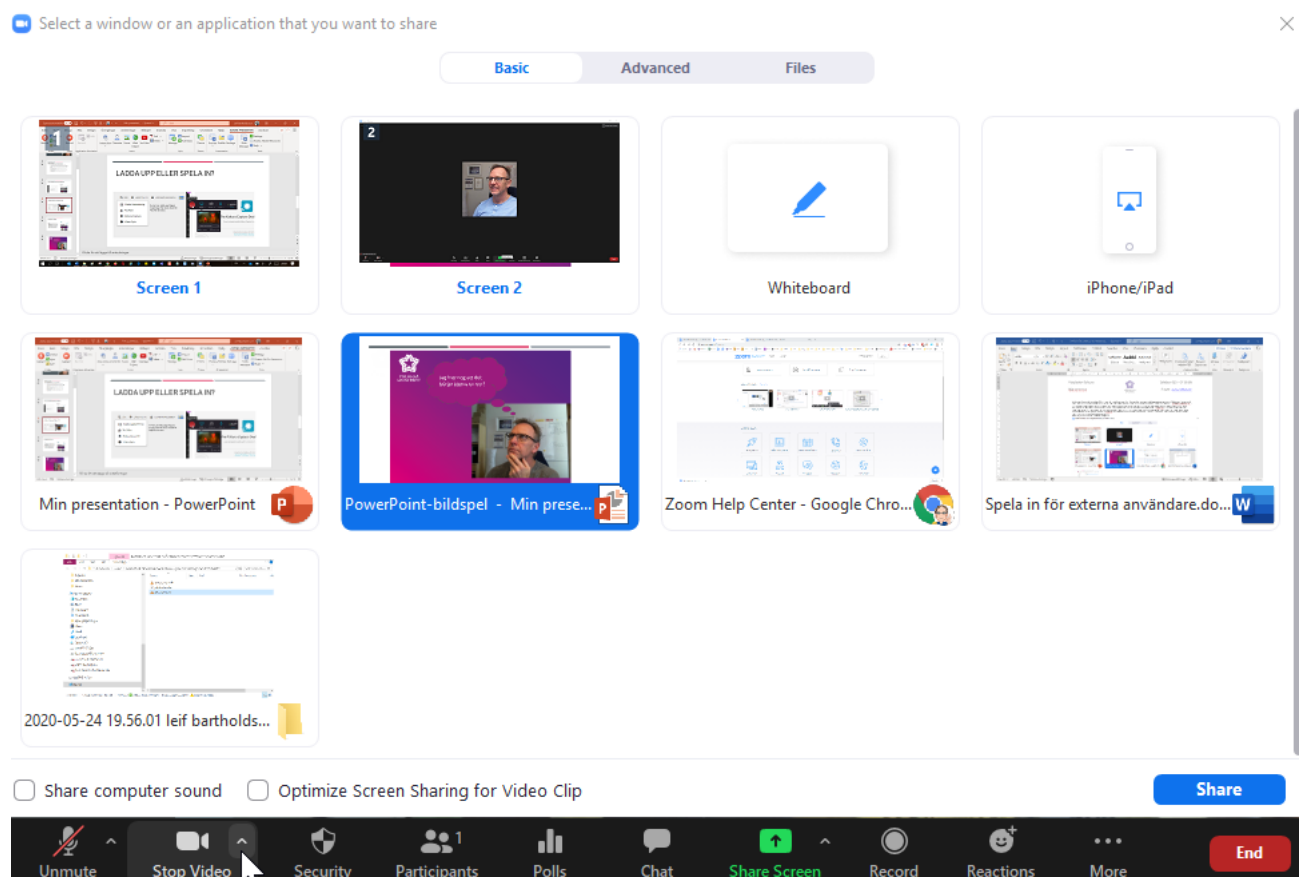
For more support on Zoom follow this link to Zooms support page: <https://support.zoom.us>

## 2. Sharing your screen/camera

Before you start recording you need to decide exactly what it is you wish to capture.

- Your whole screen / external screen?
- A specific program or window e.g. a PowerPoint presentation.
- A feed from a webcam (either capturing yourself or other participants) or even a screen and webcam simultaneously.

Once you have decided what it is you want to record you can start the screen share by clicking on the green “Share Screen” button (see picture below). Choose what you want to share by clicking on the relevant image and then click the blue “Share” button. You can start or stop your web camera by clicking on the camera symbol depending on whether or not you wish to be visible in the recording.



Select a window or an application that you want to share

Basic Advanced Files

Screen 1

Screen 2

Whiteboard

iPhone/iPad

Min presentation - PowerPoint

PowerPoint-bildspel - Min prese...

Zoom Help Center - Google Chro...

Spela in för externa användare.do...

2020-05-24 19.56.01 leif bartholds...

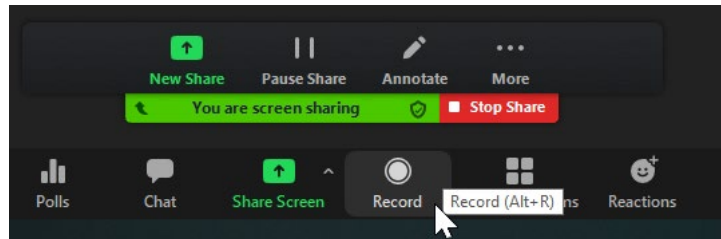
Share computer sound  Optimize Screen Sharing for Video Clip

Share

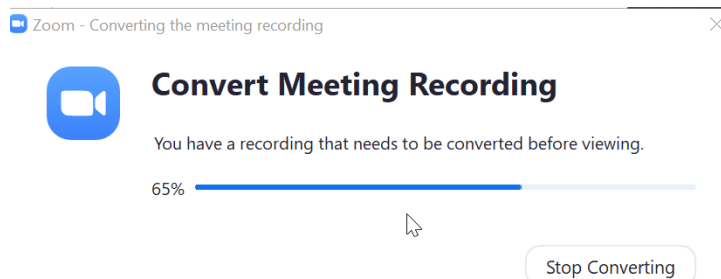
Unmute Stop Video Security Participants Polls Chat Share Screen Record Reactions More End

### 3. Recording and then playing back your video

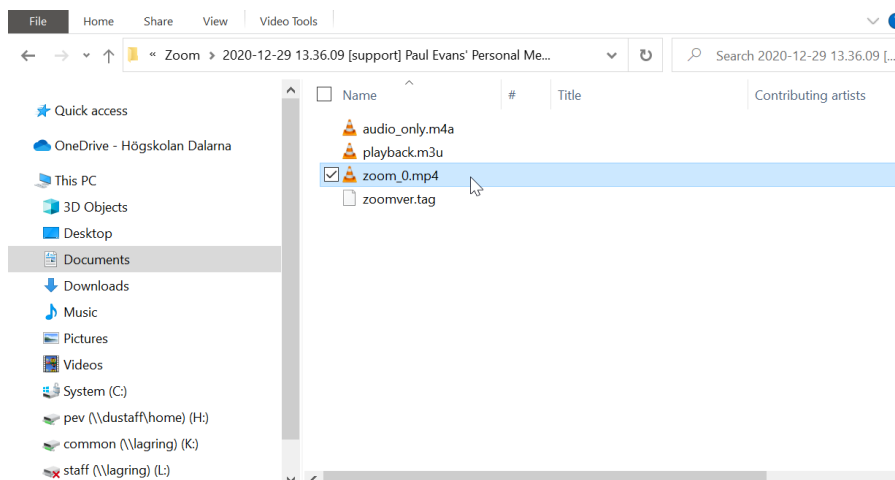
Start the recording by clicking on the “Record” button (see picture below). The recording icon will change to a stop/pause icon which means your video is being recorded. Using these icons you can pause or stop your video. You can also make further recordings once you have stopped your video. These recordings will appear as separate files on your computer.



All recordings are saved and converted automatically (see picture below) directly after the meeting is stopped via the red “End” button at the bottom right of the zoom meeting. Files are stored in folders corresponding to the date and time of the meeting.



Once the video convert progress bar has reached 100% your video will have been converted to Mp4 format and can be found in the Documents/Zoom folder on your computer (see picture below). You can now view your film by double clicking on the mp4-file named “Zoom\_0.mp4”.

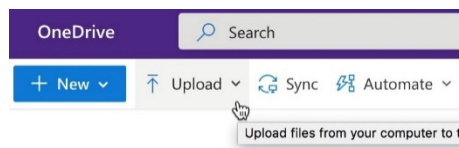


## 4. Uploading your video to OneDrive

### Instructions for those without a Dalarna University login.

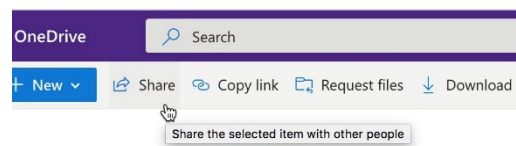
Uploading your video to OneDrive can be an alternative for those unable to publishing directly to Learn. To be able to upload your video you need to have a link to a shared folder on OneDrive. Your contact person from Dalarna University, for example the project leader, should give you access to the link. If you don't have a specific contact person send an email to: [support@du.se](mailto:support@du.se)

Once you have your OneDrive link you can upload your mp4-file by dragging it into the shared folder or by clicking on the Upload/ Ladda upp button from within the shared folder (see picture right).



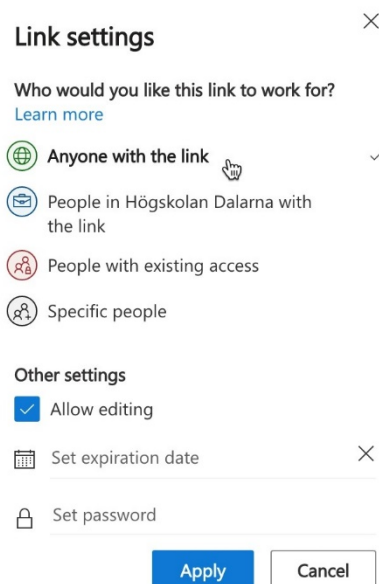
### Instructions for Dalarna University contact person

To allow users without a Dalarna University login to upload a video to OneDrive, someone from Dalarna University must prepare a shared folder in Office365: <http://office.du.se> The contact person prepares the folder by creating a folder in OneDrive and then sharing that folder by marking the chosen folder and then clicking on share (see picture right).



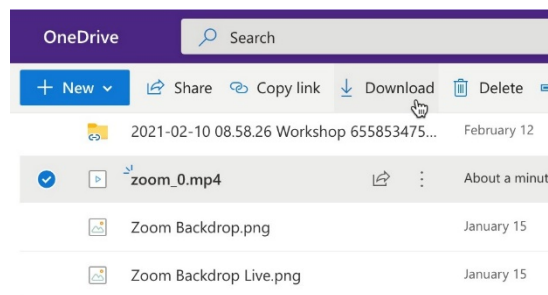
You may want to use the following suggested method for setting up the folder and sharing the link (see picture right).

- Allow everyone with have access to the link to upload files which the course coordinator will then publish in Learn.
- Allow editing of the folder with the option of giving a deadline.
- Click on “Apply” and then on “Copy Link”.
- Send the link to the person who will upload the video. This can be done for example by pasting it into an email.

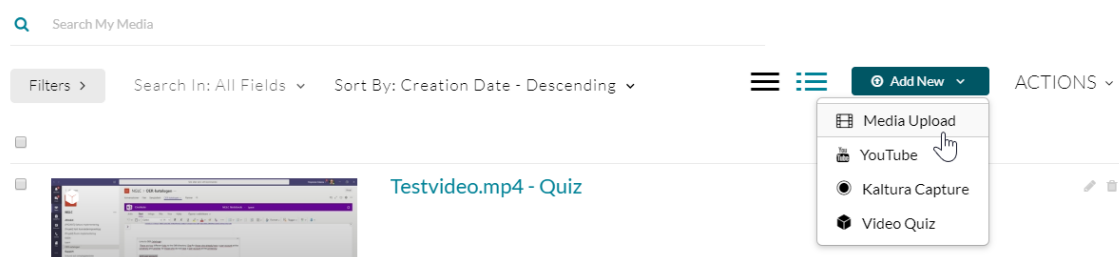


## 5. Publishing lectures in Learn (relivant for those with a Dalarna University login)

Those who have a login at Dalarna University can now download the recorded video from the shared OneDrive folder. Go to [www.office365.com](http://www.office365.com), login and click on the OneDrive icon. From there navigate to the shared folder and find the uploaded video file. Click on the checkbox to the left of the video file and click the download button at the top of the page (see picture below).

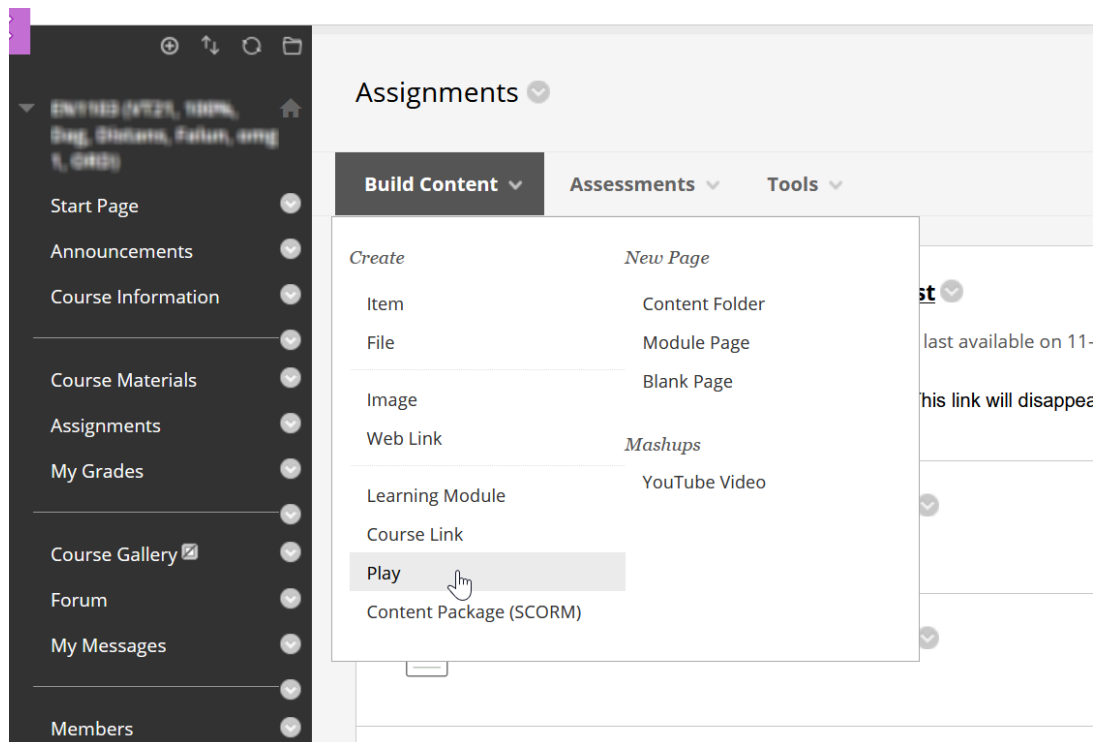


### My Media



Now its time to upload the video to Learn (<https://learn.du.se>). Log into learn and then click on the “Tools/Verktyg” option on the main menu. Click on the “Play” icon and then “Add New/ Lägg till ny” icon at the top right and choose “Media Upload / Medieuppladdning” from the drop-down menu (see picture above).

After this step you can now publish your lecture in your course/programme room. To do this navigate to your learn room and to the folder where you want to publish the video. Click on the “Build Content/Konstruera innehåll” button and choose “Play” (see picture below).



This manual has been created by the NGL-Center. If you wish to highlight some errors in the document or have any suggestions for improvement, please contact us via email: [support@du.se](mailto:support@du.se).