

# Recording a lecture presentation using Zoom

## WHAT IS THIS RESOURCE?

A step-by-step guide to record a course lecture using Zoom.

## HOW DO I USE IT?

Review the steps. If you have further questions, please contact USC Zoom support at [consult@usc.edu](mailto:consult@usc.edu).

### Recording a lecture presentation using Zoom

Possibly the simplest way to produce a recording for your students to view is by using Zoom. For example, with Zoom you can record a lecture to post in Blackboard for your students to review. You start a Zoom session with no other participants, ensure that the session is being recorded, and start lecturing. Once you’re done lecturing, you can just stop the session and the cloud recording will be automatically saved by Zoom.

Here are the steps.

* First, be sure to open any windows that you will be sharing during the session, such as a PowerPoint presentation.
* Log into your Zoom account at usc.zoom.us.
* Once in your account, click on the **Meetings** link.
* On the **Meetings** screen, click on the **Personal Meeting Room** tab.
* Toward the right of the window, there is a **Start Meeting** button. Go ahead and click on that to start the session.
* You may be prompted by a few windows; just follow their instructions.
* If your video or audio is turned off, turn them on.
* Make sure that the screen shows that you are recording. This is the default setting in Zoom.
* By default, your webcam will be shown in the Zoom window.
* If you are going to be showing a PowerPoint presentation, then click on the green **Share Screen** button and in the resulting window select your PowerPoint screen. Click the **Share** button.
* You can then start your PowerPoint presentation as you would normally. Don’t try to use Presenter View in PowerPoint, as the students will see the same view that you do.
* You don’t need to be concerned where the little window with your video feed is located, because in the recording Zoom will place it in the upper-right corner of the screen.
* When you are done with your presentation or want to show another window, just click the red **Stop Share** button. You can select any window on your desktop in the same way, such as if you want to look at a web browser or a Word document.
* When you are done with what you wanted to record, just click the red End button, and then End **Meeting for All**.
* Once Zoom processes your recording, it will appear among your cloud recordings for you to edit and share.