

## How do I use Zoom to record an instructional video?

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Teaching a class and needing a simple way to pre-record an instructional video? Here's how to do that with Zoom right on your own laptop:

1. Prepare any slides or other presentation material you will use.
2. Login to your UBC Zoom account (at <https://ubc.zoom.us>) and start a meeting by clicking on "Host a Meeting" and choosing 'with video on'
3. Ensure your camera and microphone are working well.
  1. refer to [Best Practices for Video Conferencing](#) for tips on ensure those are set correctly
4. Decide whether you want to start your video with only your camera showing, or whether you want to start with already having your presentation shared onscreen; set yourself up accordingly.
5. When you are ready, click on the Record button at the bottom of your Zoom screen. Give your lesson and create your video as you desire.
6. Once you have finished, click on the Stop button.
  1. Zoom will tell you that the video is being rendered or processed.
  2. Once that is complete, a folder will open showing several different files; one of those will be the .mp4 recording of your instructional video, which you can upload to a web platform to share as you desire.

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