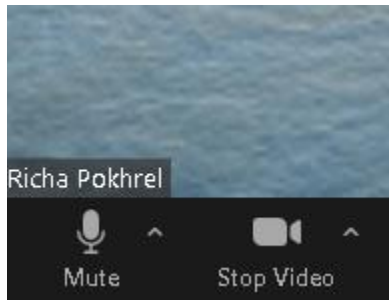


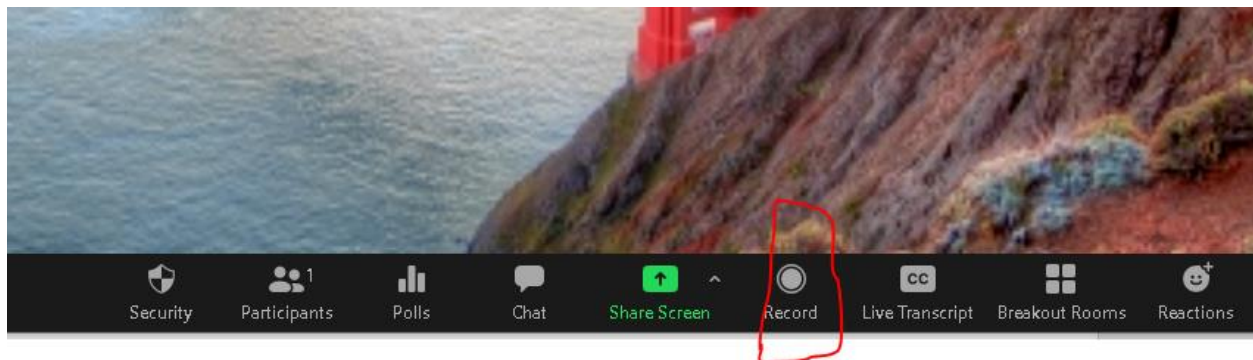
Recording a video on Zoom for the Speaking Lab.

Step 1.

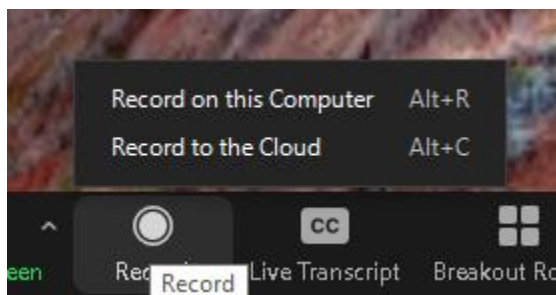
- Login into your CofC Zoom account & start a new meeting.
- Make sure both your audio and video are on by checking to see that there are no red lines on the mic & video icon.



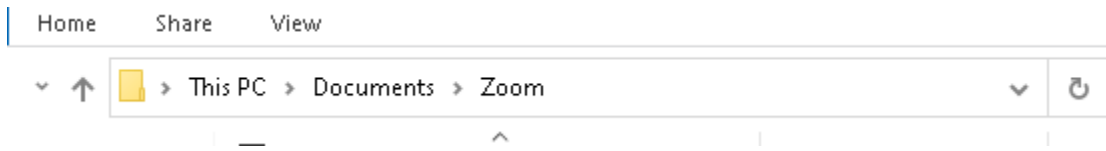
Step 2 - Press the record button which you can find at the bottom of the Zoom screen.



There are 2 options to record, you can record on the cloud or save it to your computer. Either works.

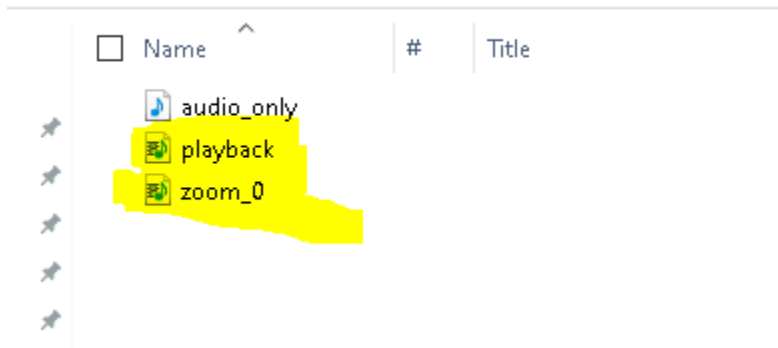


Step 3 - Once you finish recording your speech, exit the meeting to save your recording. If you are saving it to the computer, it will download as a mp4. The zoom recording saves in its own folder called Zoom in the documents folder.

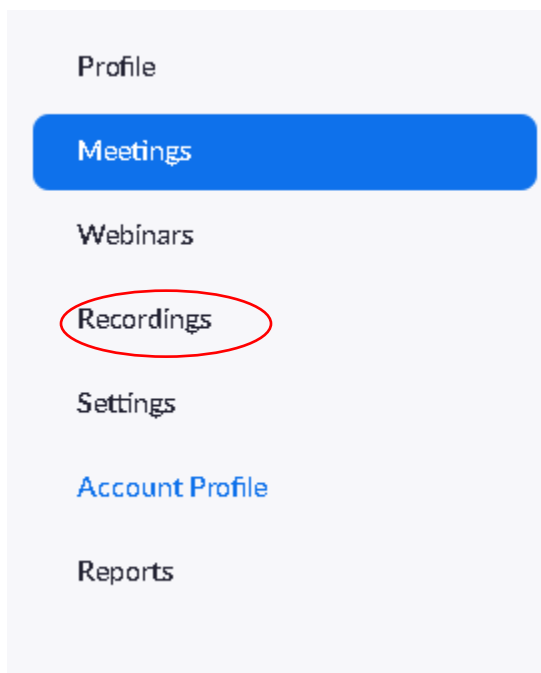


Find the folder with your recording, it has 3 downloads. The last 2 are the ones you will use when you see your tutor. Either works. Rename the folder so you don't forget what speech it is.

<< Zoom > 2020-11-30 15.36.23 Richa Pokhrel's Personal Meeting Ro...



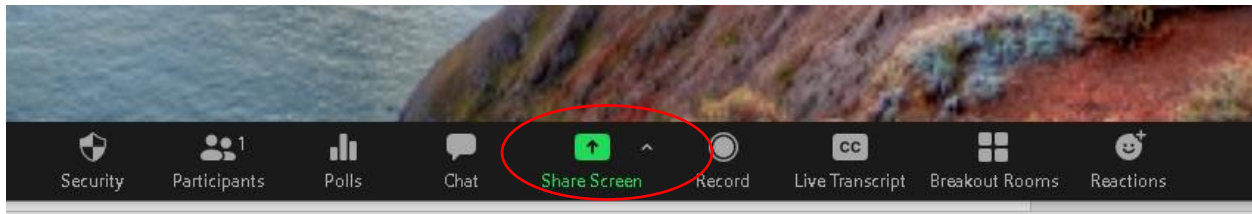
If you saved on the cloud, you can find your recording by logging into your Zoom account. On the left-hand side of the home page you will see a tab that says recordings. Your recording will be listed in order of date.



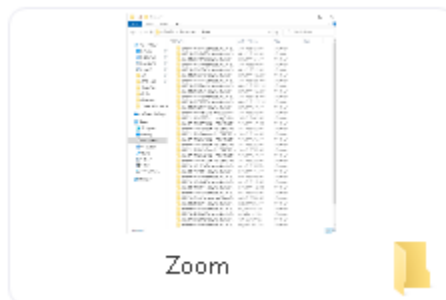
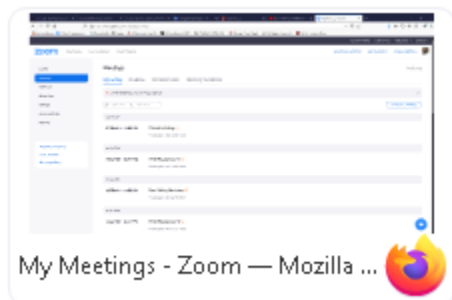
During your Speaking Lab appointment.

Step 1 – When you are in your tutoring session with your tutor, ask the tutor to give you hosting privileges. Once you are the host, you can share your screen and show the recorded video. Please have your video ready to go before your appointment either by finding the right folder or opening up the recordings tab on Zoom.

Step 2 – To share your screen click on the bright green button at the bottom of your Zoom screen.

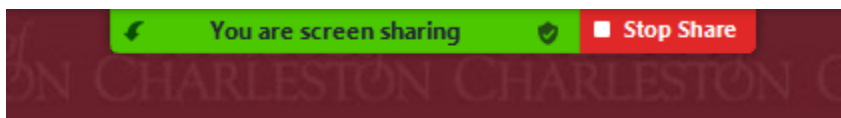


Step 3 – find the right window in which your video is housed, the folder or Zoom homepage.



Step 4 – press play so the tutor can view your recording.

Step 5 – once the video is done press stop share button on the top of your Zoom screen.



Step 6 – continue with your tutoring session.