

Pre-recording videos with Zoom

Last Modified on 23/09/2020 2:42 pm AEST

What is it?

Zoom is a video conferencing tool, which can also be used for webinars, meeting and chat.

Zoom can be used to prerecord videos.

Steps

Watch this video or scroll down for more information

1. Login to your Zoom account.
2. Schedule/Start a meeting (but don't invite anyone to attend.)
3. Turn on your video and audio and test them.
4. When you are ready, click Record (as shown below).



5. Do your video recording, then when you ready to finish click Stop (as shown below).



6. The recorded video can be compressed and loaded in YouTube. For more information and assistance with this, talk to the Digital Engagement Team.

General tips

- Plan what you want to say, so that you cover your main points.
- Do a practice aloud, before recording, to check the timing and make sure the information is clear.
- Look into the camera to make eye contact and keep learners engaged.
- Try headphones with a built-in microphone, if you want to cut down background noise.
- If you need a few short notes to remind you of content, make sure that they positioned well (so that you

are still looking into the camera eg. not off to the side).

Note: Also see article on [Zoom teaching and learning](#).
