

How to Record and Share a Lecture

If you need to record a video lecture for your course, and you do not need multimedia support, you can do it yourself using either Zoom or PowerPoint. If you choose to use Zoom, you do not need a paid subscription; you will create a single-person meeting. It is easiest to do from the desktop application, though, so download Zoom to your computer.

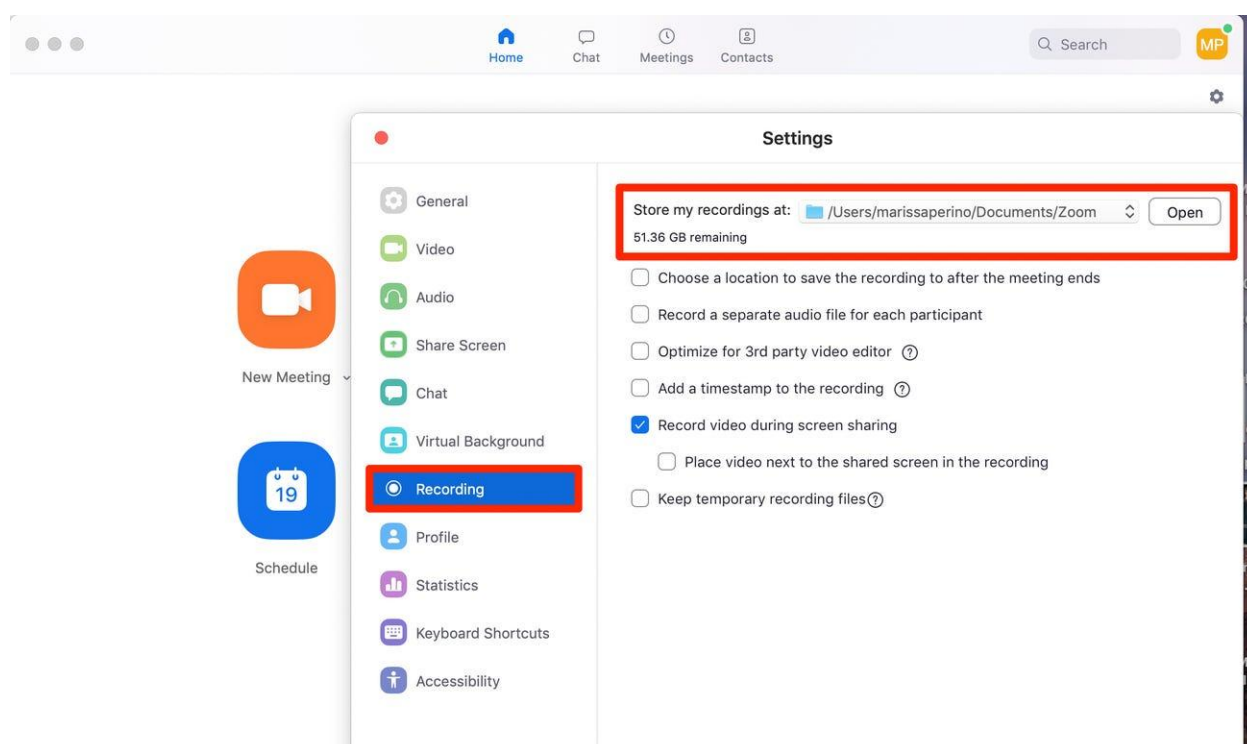
After you record and save the video, follow the instructions for Uploading Files to the UCU Cloud for how to upload and share the file with the elearning lab for posting to the [UCU elearning YouTube channel](#). You will receive a link to post in your course.

Using Zoom to record a lecture

Before you start recording, check your Settings to ensure that you know where Zoom will save the recording.

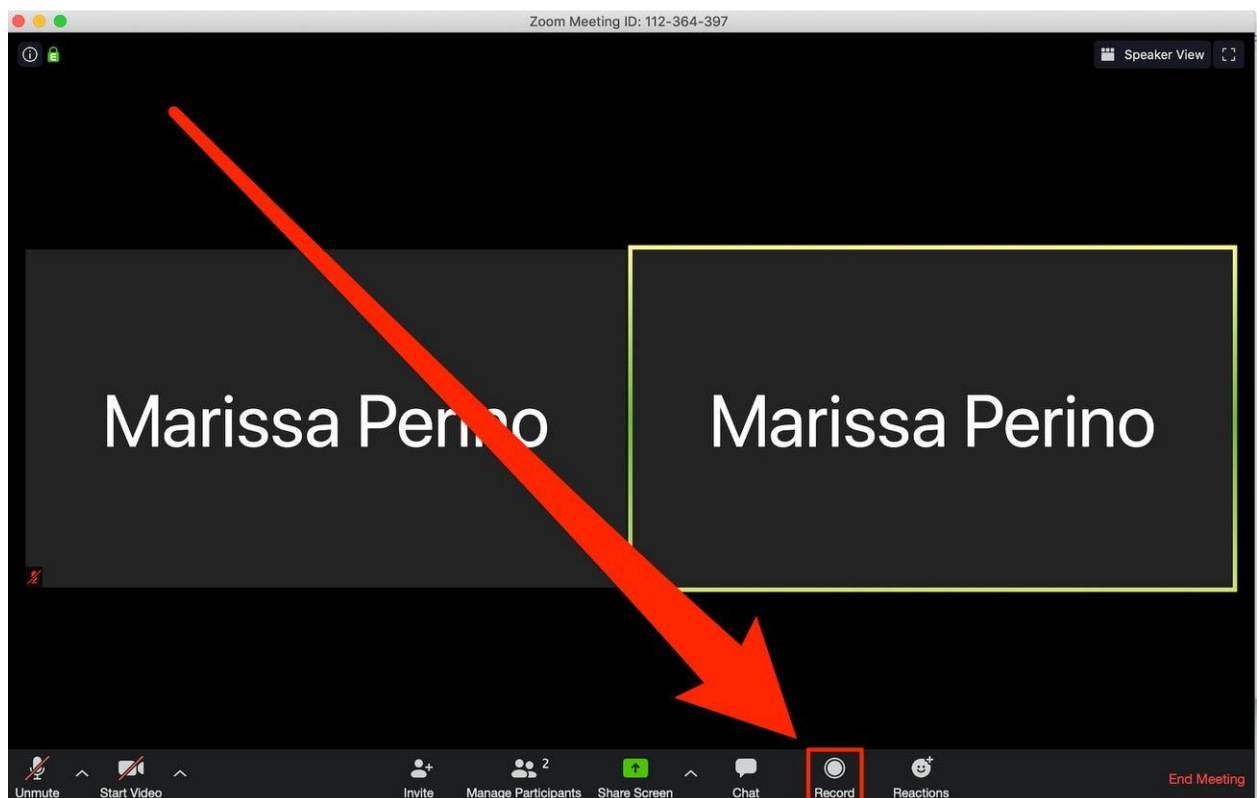
1. Click the **gear icon** on the right side of the home screen to open Settings.
2. On the left side, click **Recording**. This shows where Zoom will automatically save your files, but you can change it by clicking the drop-down menu. Zoom creates a new folder for each recording, which you can rename.

NB: Make sure to save your recordings somewhere you can find them.



To record a video in the Zoom desktop application:

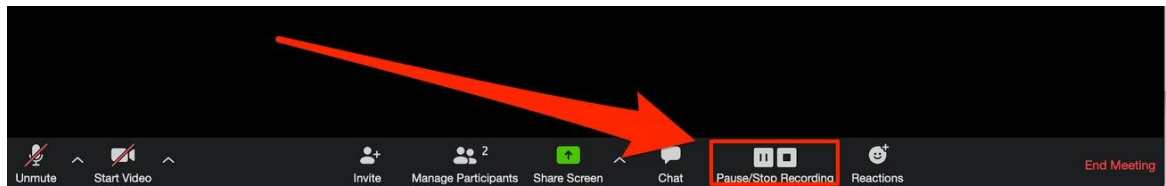
3. Open **Zoom**, and ensure you are signed in.
4. Click the **down arrow next to New Meeting** to ensure that **Start with Video** is selected. Then click **New Meeting**. This opens Zoom, and you will see yourself.
5. At the bottom, click **Record**, and conduct your lecture. To ease student bandwidth concerns, remember to aim for 20 minutes or less, though you can record multiple sessions if one video is not enough.



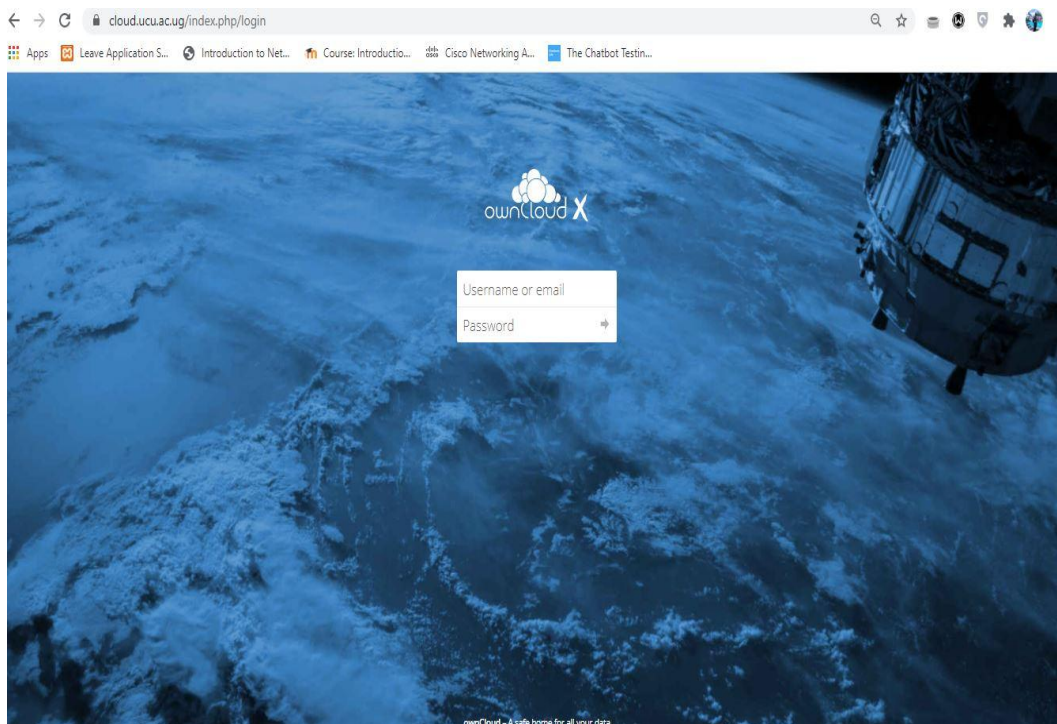
Once you're recording, you'll see a small Recording... label in the upper-left corner. You can use the small pause and stop buttons at the bottom of the screen to pause or stop recording.

If you pause a recording, the label in the upper left-hand corner will change to red and read "Recording Paused" until you resume.

- When you are finished, click **Stop Recording**. You will see a message that the recorded file will be converted when the meeting ends.

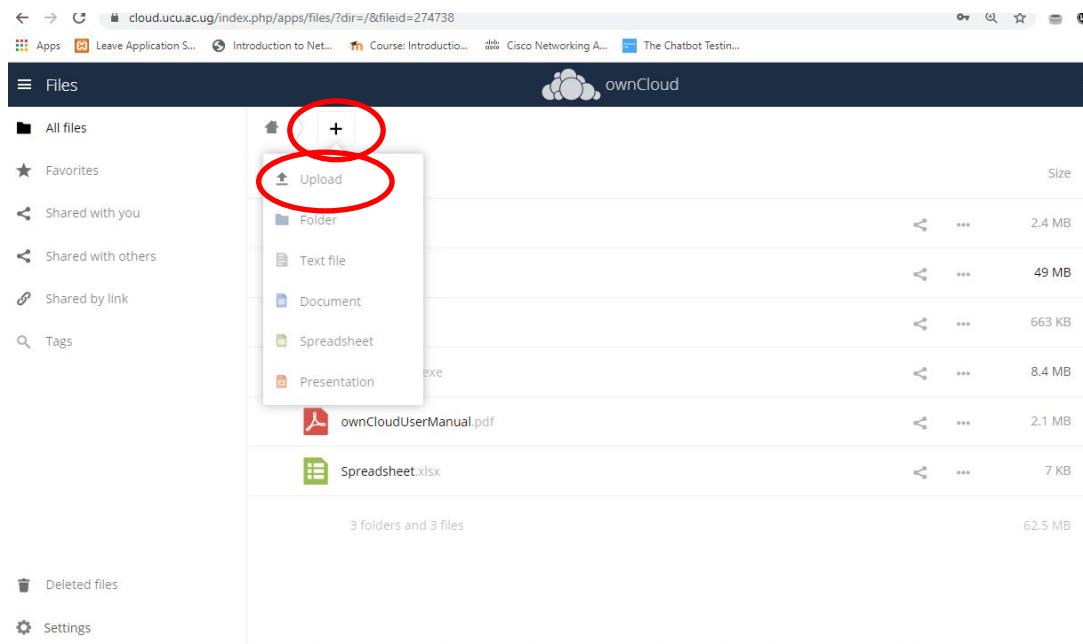


- In the bottom right, click **End**, then **End for All** so that the recording will convert to MP4.
- Zoom will then open a window with the .mp4 file.
- Login to your [UCU Cloud account](#) to upload the file.

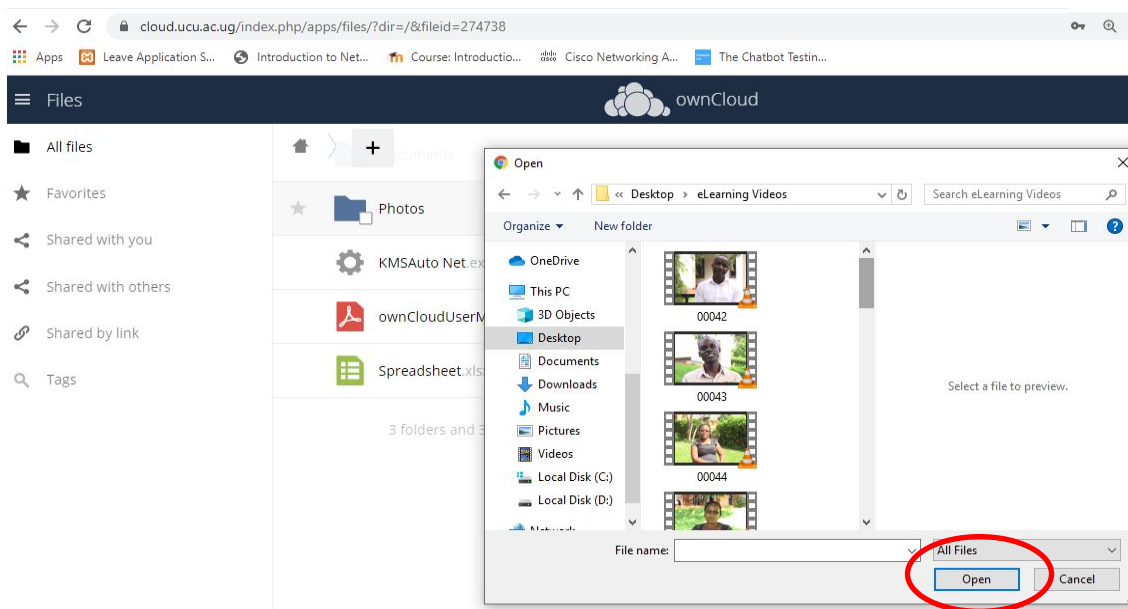


Uploading Files to the UCU Cloud

1. Click the **plus sign** at the top of the window, then select **Upload**.



2. Find the file you need to upload, select it, and click **Open**. The size of the file and the network speed will determine how long it takes the file to load.



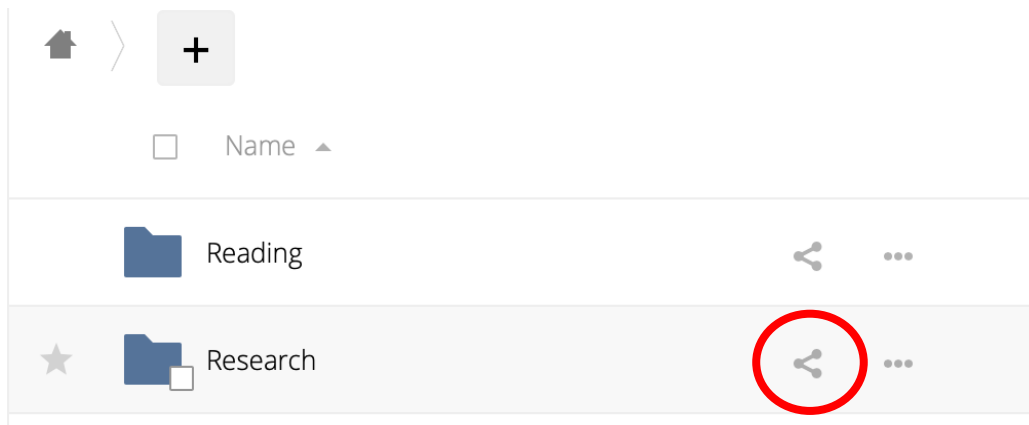
Creating Folders

1. Click the **plus sign** at the top of the window, then select **Folder**.

2. Name the folder, hit return, and you have created a new file.

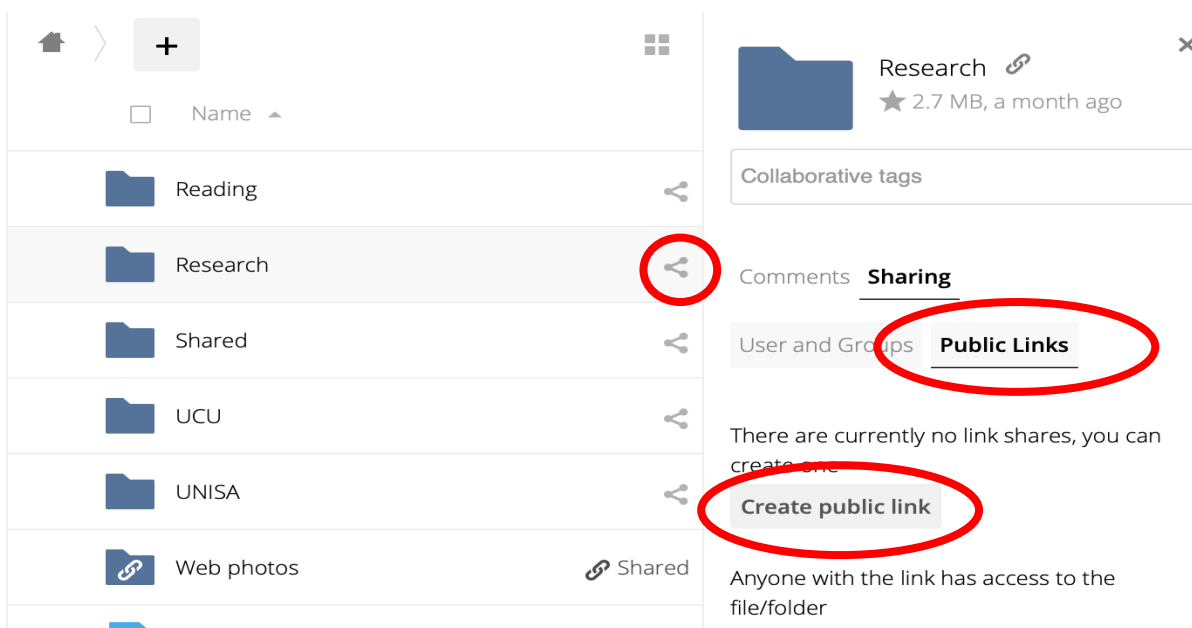
Sharing from UCU Cloud

1. Select the file you want to share.
2. Click the **Share** icon (the branch-like icon).

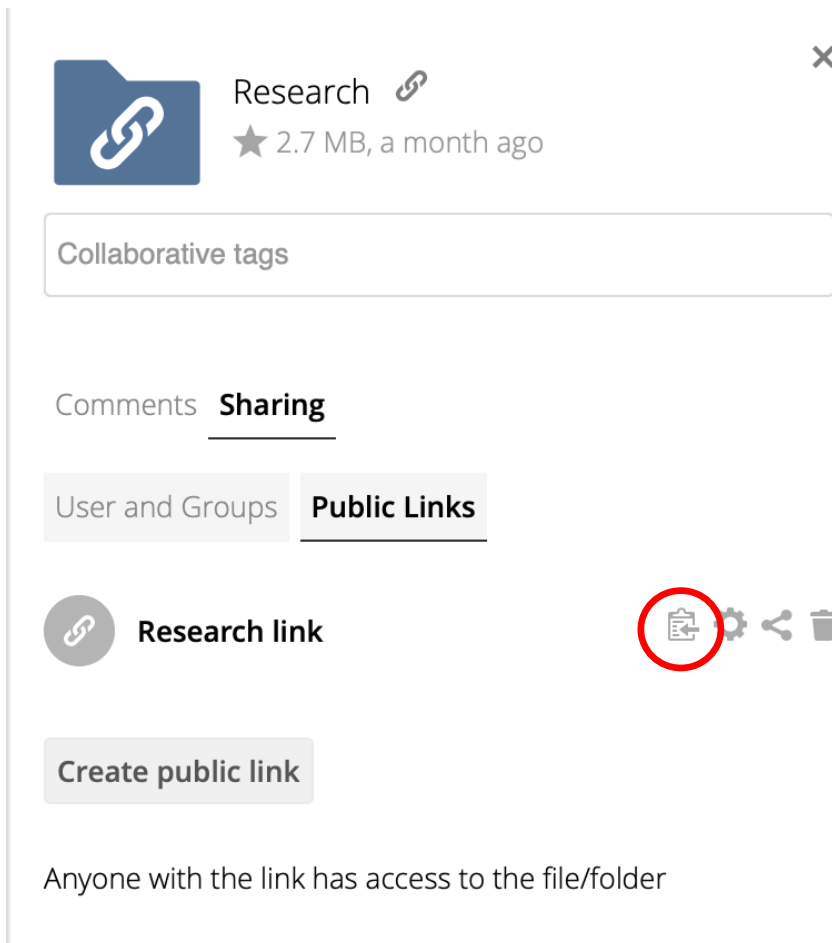



Creating public links to be shared with other users

1. Highlight the file or folder to be shared, and click the **Share** icon.
2. In the right column, under Sharing, click **Public Links**.
3. Click **Create public link**.



3. Now the link is listed under Public Links. Click the Copy to clipboard link to get the link to the document, and send it to elearning@ucu.ac.ug for posting to the UCU elearning YouTube channel.








Research 

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User and Groups **Public Links**

 **Research link**    

Create public link

Anyone with the link has access to the file/folder

[Click here if you need to reserve the elearning lab](#) to record a lecture using their multimedia tools.