Recording and Sharing a Lecture using Zoom

Navigate to ufl.zoom.us
Once you have reached the site, click on “UFL Sign in” to access your Zoom account.

Host a meeting
To begin a lecture recording, first click on “Host a meeting.”

You will have the option to choose “With Video On,” “With Video Off,” or “Screen Share Only.”
Choosing “Screen Share Only” will allow you to choose the program, monitor, or screen you would like to share from your computer. Once you have selected, click “Share.”

Record your meeting

By clicking on the rightmost button “More,” you will have the option to either record to your computer or record to the cloud. We recommend recording to the cloud. However, HSC colleges will not have this option and must record to their computer. More information on how to distribute videos recorded to your computer is available at the bottom of this document.
Launching...
Once you have finished recording your lecture, navigate back to “More” and click “Stop Recording.” Then, click “Stop Share” to end your screen sharing.

You will be prompted with the message “Do you want to stop cloud recording” to assure that you have finished recording. If so, click “Yes.” You will receive an email notification once your recording has been processed and is ready to share.
Sharing your recording from the cloud

If you recorded your meeting to the cloud, navigating back to your Zoom dashboard and click on “Recordings” in the left-hand side menu. Here, you will see previously recorded videos and currently processing recordings.

Once your recording is finished processing, click “Share.” Here, you can copy the meeting link to distribute to students in your course.
Sharing your recording from your computer

If you recorded your lecture to your computer, you can upload and share the files through myMediasite or OneDrive. Please visit the following site to access step-by-step tutorials on uploading and sharing files through myMediasite.

To upload and share files using OneDrive, first navigate to OneDrive. Then, click on “Upload” → “Files.”

Choose your Zoom video recording file by navigating to “Documents” → “Zoom” and then choosing the folder containing the desired mp4 Zoom video file. Select the file and click “Open.”

Once the file has been uploaded, you will be prompted with the option to share the file. Click “Share Link.”

You will now have the option of entering recipients’ names or email addresses or copying the link to the uploaded file for distributing.
Alternatively, you can also share your file by clicking on the sharing button next to the newly uploaded file.