

CT-JSHS How to Record Your Video on Zoom

Create a free Zoom account (<http://zoom.us>). You will be recording a 1-person session.

Open Zoom and sign in. In your profile, click “Settings,” then “Recordings.” Be sure that Local Recordings is on.

From the Home screen, click on “New Meeting,” and wait for the meeting to generate. Be sure that your audio and video are both on and working. The video is required in order to ensure a high-quality experience for the audience.

Click the “Record” button to begin your presentation. As a reminder, your presentation should not exceed 3 minutes.

Click the “Share” button at the bottom of the screen to share your screen. Select your poster to share. Once you start screen sharing, the video of you speaking will move to the upper right-hand corner and may potentially cover text or images. Please adjust the size and position of your screen window accordingly.

Once you have finished your presentation, select “Stop Recording.” Zoom will convert your video to your local system into three files: an .m4a, .m3u, and .mp4 file.

You can do multiple takes. They will be saved in your local system. Once you have a recording you are satisfied with, select “End” to end the meeting.

Name your video according to MLA format: Name of Presenter. (Year, Month Day). Title of Poster. 2021 CT JSHS Submission.

Upload your video to YouTube using your personal Gmail account (in case your school/institutional account prohibits uploading videos).

Once your video is uploaded to YouTube, make sure that your video share settings are set to “unlisted.” This will allow only those with access to the link (poster judges and session attendees) to watch your video.

After your video has been uploaded to YouTube, please email the link to Joy Erickson: ctjshs.erickson@gmail.com.

Hints and Tips for a Successful Presentation

- Become familiar with the Zoom tools available at the bottom of your screen. Practice first to see how Zoom works.
- With a free account you can do multiple takes. Practice and re-record until you are satisfied with the final video.
- Test your Zoom connection ahead of time, especially your audio and video. Ensure your microphone, headphone, or speakerphone is near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you. Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.