

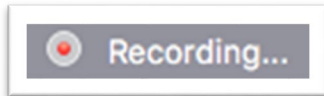
Starting a local recording in Zoom

1. Click the option to **Record**.

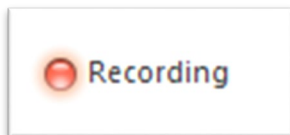


2. If there is a menu, select **Record on this Computer**.

Hosts will see the following recording indicator in the top-left corner while recording is active.



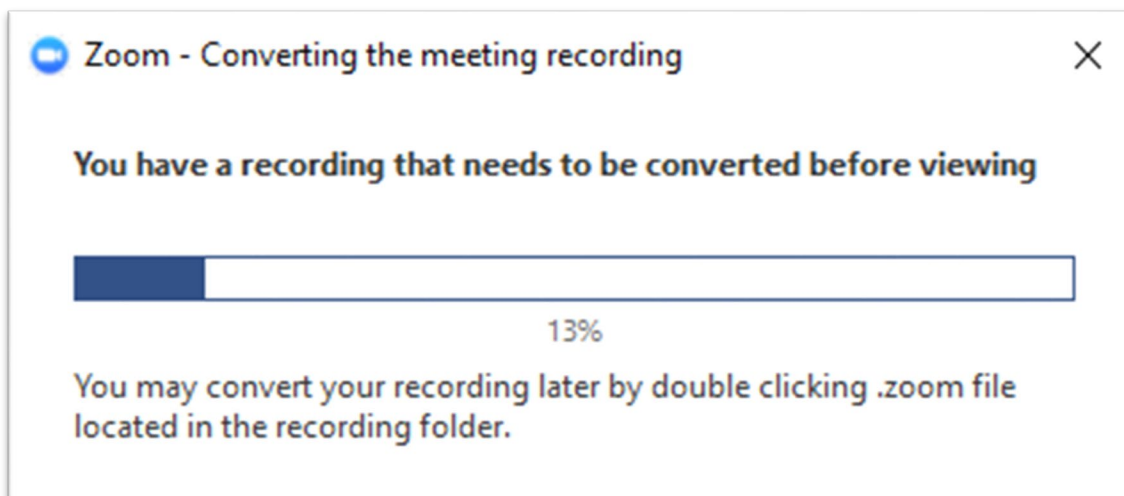
Participants will see the following indicator in the top-left corner while the recording is active.



3. Click **Participants** to see which participants are currently recording.



4. After the meeting has ended, Zoom will convert the recording so you can access the files.



5. Once the conversion process is complete, the folder containing the recording files will open.
Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

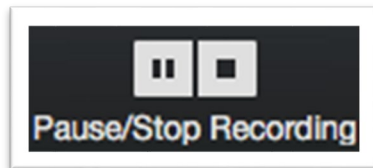
Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including active speaker, gallery view, and shared screen.

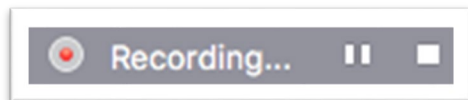
Stopping or pausing a local recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

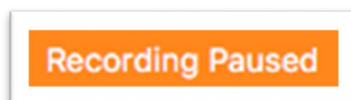
1. After a recording has been started, click Pause or Stop Recording at the bottom.



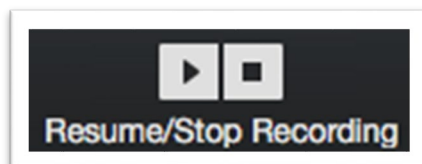
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom

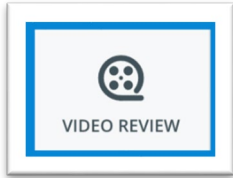


The recording can also be resumed by clicking the indicator in the top left corner.

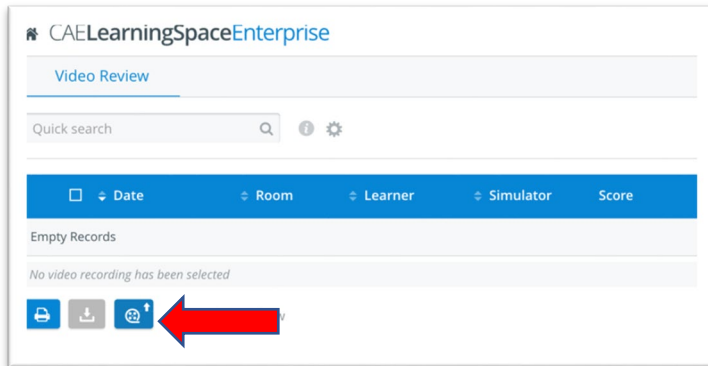


Uploading a video to Learning Space

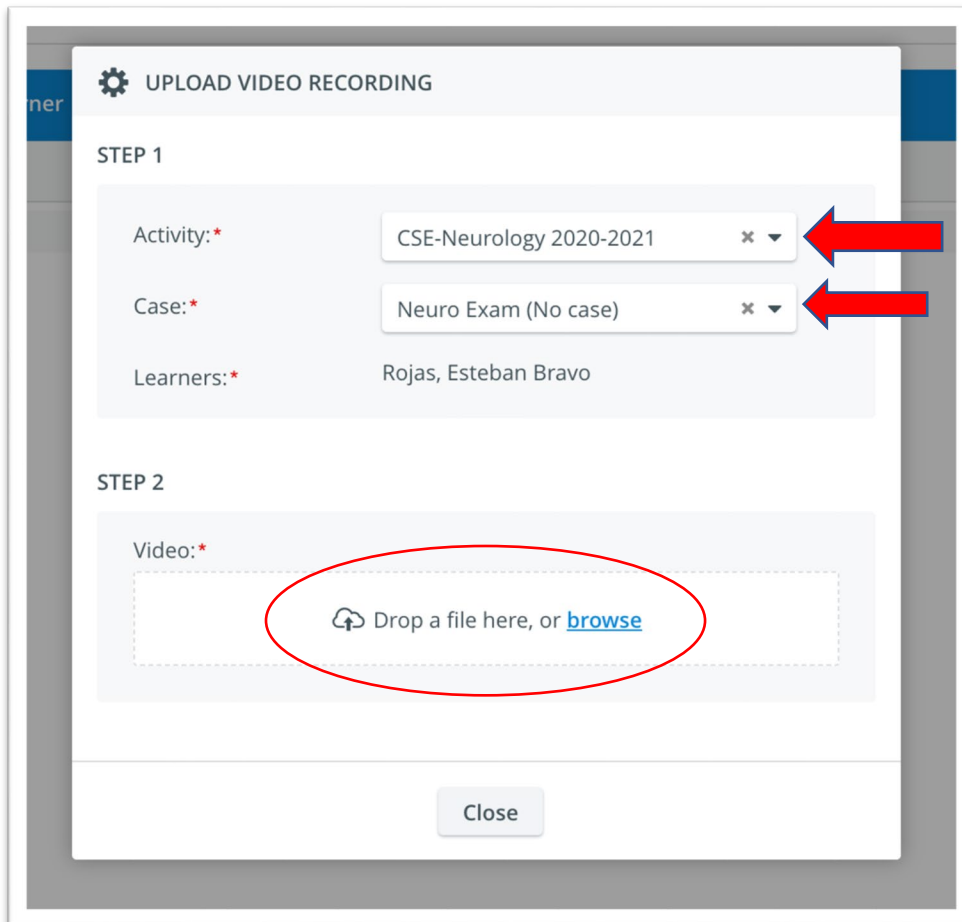
1. Login to <https://webspsim.louisville.edu/>
2. Click **Video Review** button.



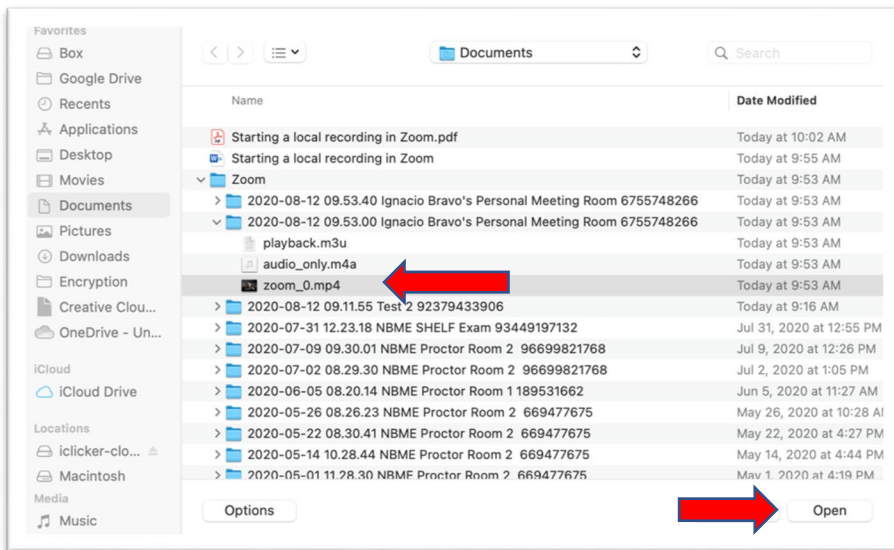
3. Click **Video Upload** button.



4. In Step 1 box select **Activity** and **Case**. Step 2 box click on **browse** to upload the video.



5. Navigate to the Zoom folder located in your Documents folder. Locate the folder (Zoom creates folders with date and time of each event you record) select the .MP4 file and click Open.



6. Learning Space will upload your video.

