UF | College of Pharmacy
UNIVERSITY *of* FLORIDA

Zoom for Lecture Recording

NOTE: Please notify us via email when you have completed and uploaded your lecture (video@cop.ufl.edu) and include your lecture title and the course in which it should appear.
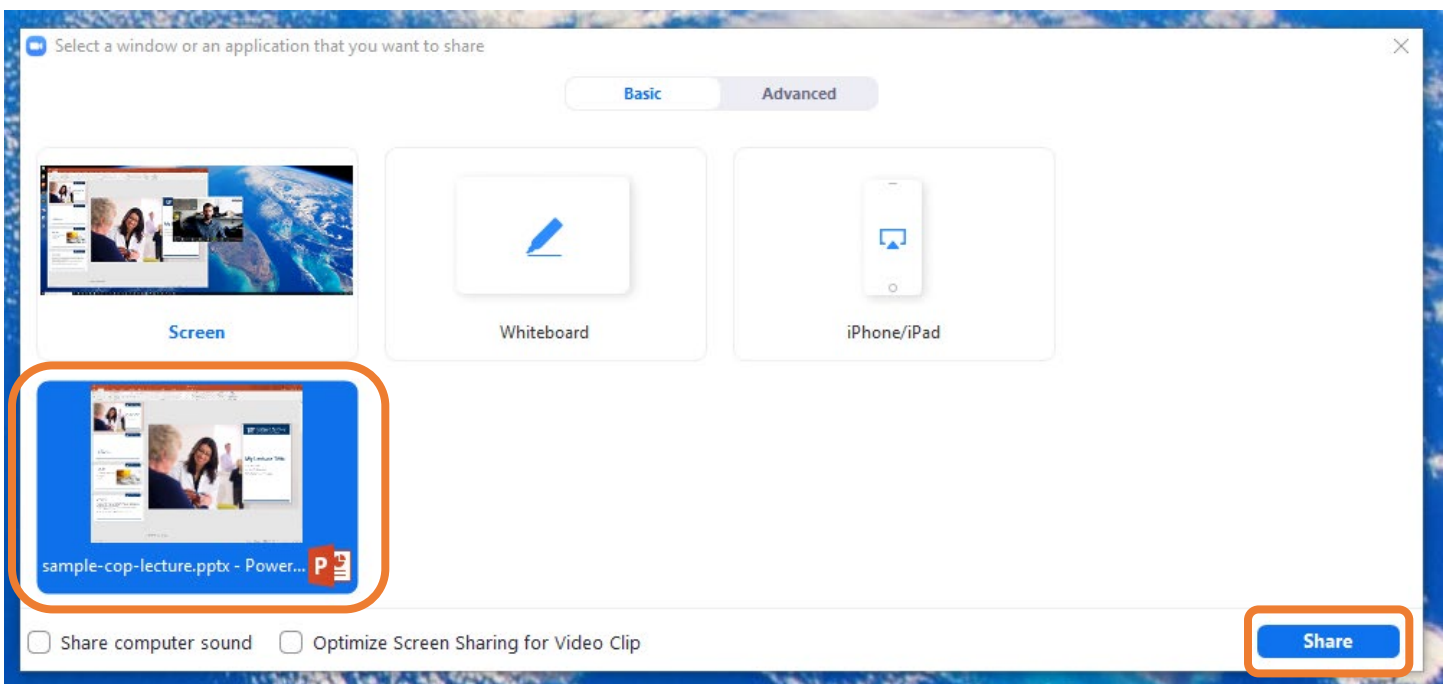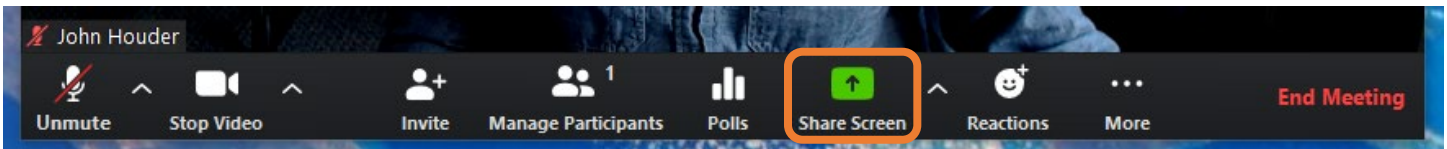
Step 1

Log into Zoom and begin a New Meeting. If you choose to use video, make sure you are in a well-lit area and that there is minimal room between the top of your head and the top of the video window.
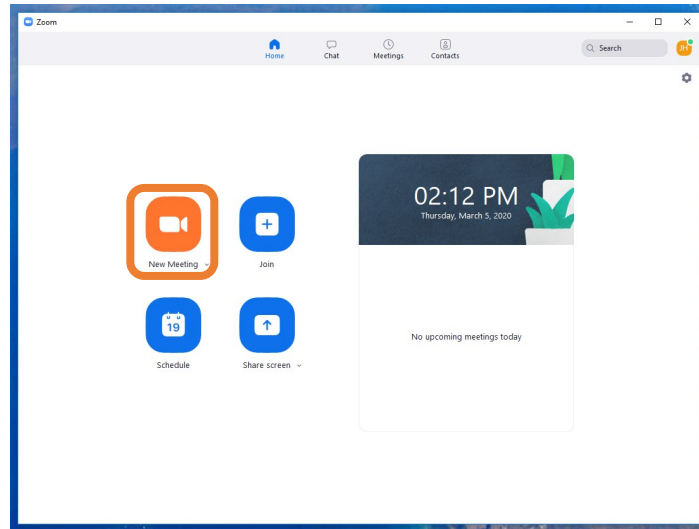
Step 2

Open your PowerPoint presentation, click "Share Screen, select PowerPoint from the list of programs, and click "Share".
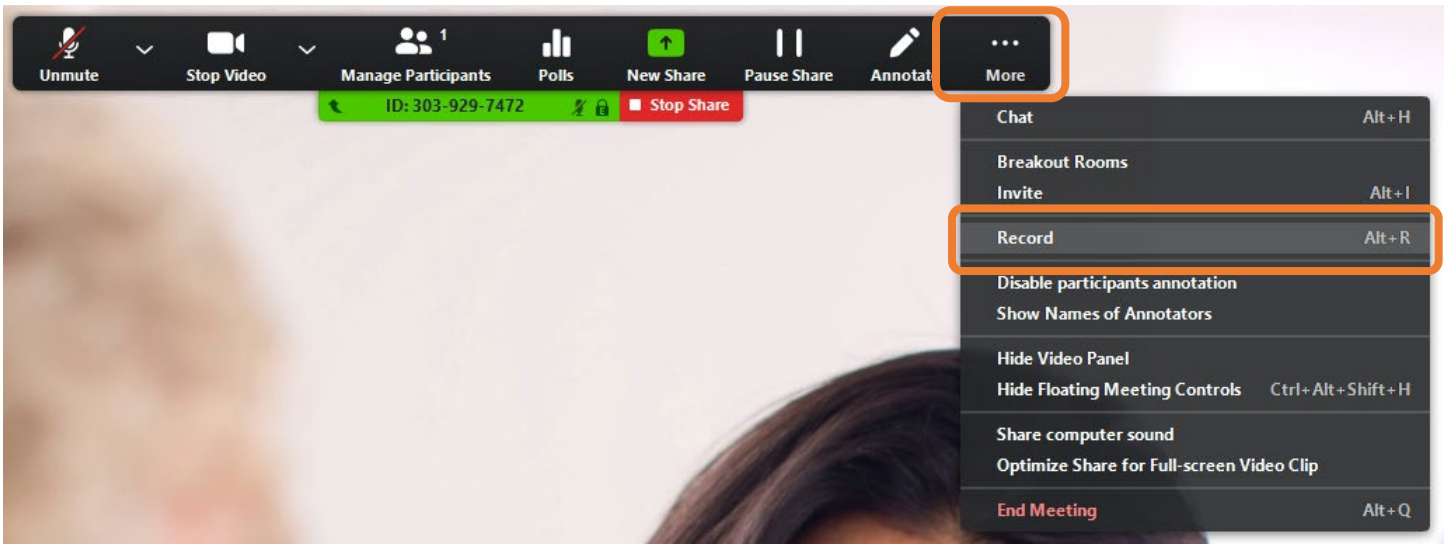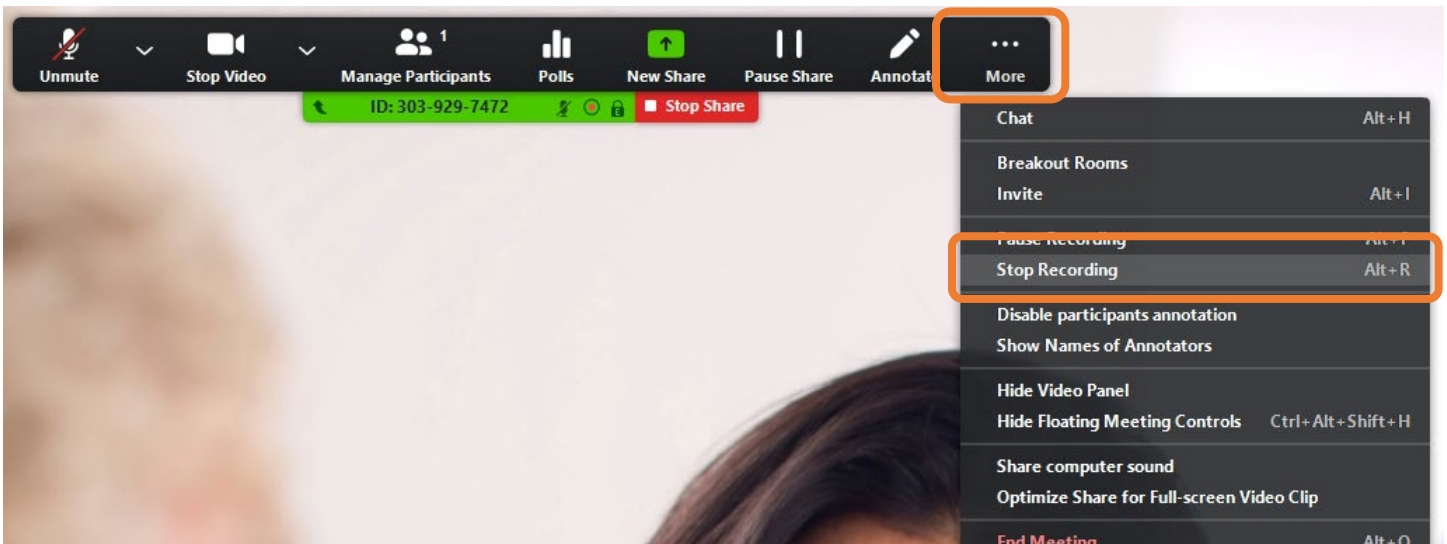
Step 3

Enter Presentation Mode in PowerPoint.

Step 4

From the Zoom toolbar, click "More" and select "Record". This will save a recording of your lecture on your computer after your lecture is over and you have ended the meeting.
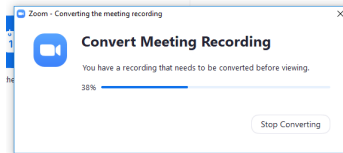

Step 5

When you are finished giving your lecture, click "More" and select "Stop Recording". You can then stop sharing and end the meeting.

Step 6

Once you have ended the meeting, you will see a notification that the meeting is being converted. Depending on the length of your lecture, this may take several minutes.


Step 7

When your lecture is done converting, Zoom will automatically open up the folder where the video is stored. If not, all Zoom recordings can be found on your computer at the following location:

C:\Users\[yourusername]\Documents\Zoom

All recordings are stored in dated folders, and the folder will contain three files. The lecture will have a generic name and end with the file type ".mp4". **Rename the file with the title of your lecture and the date.**
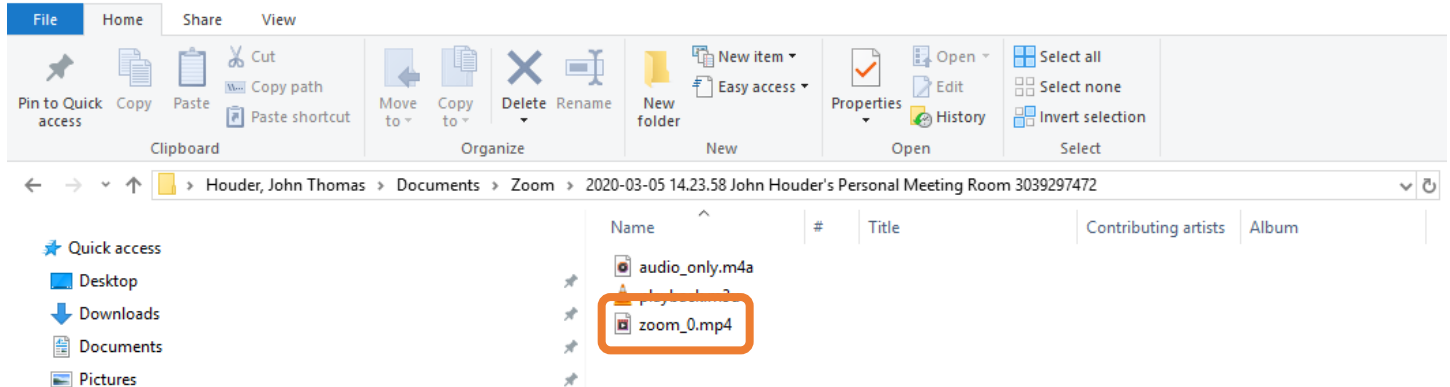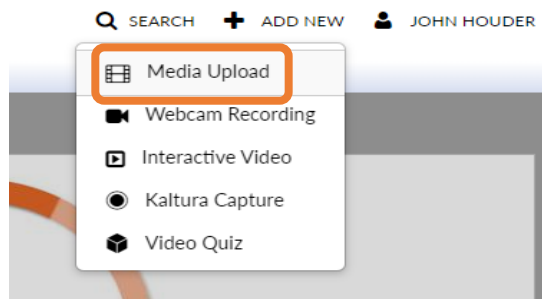

Step 8

After you have found and renamed the file, please upload it to MediaSpace. Open a web browser and navigate to https://media.ahc.ufl.edu.

Click on the "Guest" link in the top-right corner of the page, then click "Login" and log in with your GatorLink credentials.

After logging in, click on "+ Add New" and select "Media Upload" from the dropdown list.

Follow the on-screen prompts to upload your lecture, and fill out the following information:

- Name: The title of your lecture
- Description: Your name
- Tags: The PHA number of your course (e.x., PHA1234)

Videos can be uploaded as "Private"

Click Save.

Step 9

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