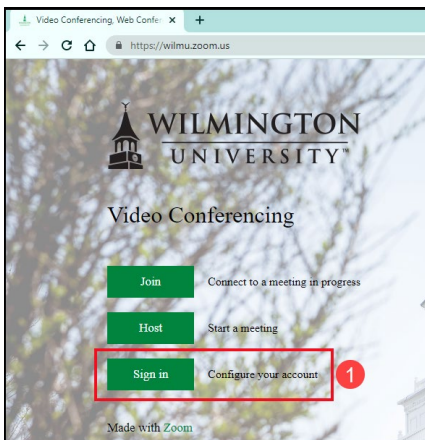


## Record in Zoom, See Zoom Recordings in My Media

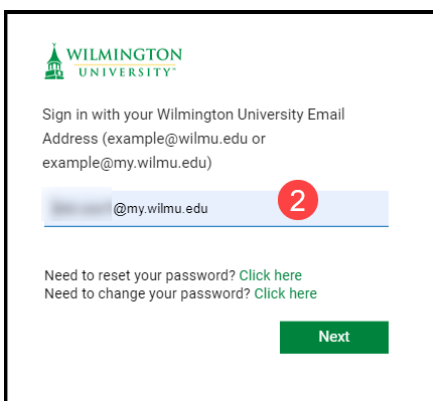
One alternative to record a presentation or screen capture is to login to your Zoom account and share desktop and click the record button to record in Zoom. Follow this tutorial to learn more about using Zoom to record a video. **Note:** You will need a microphone (internal computer mic, or external headset.)

### Login to your Zoom account

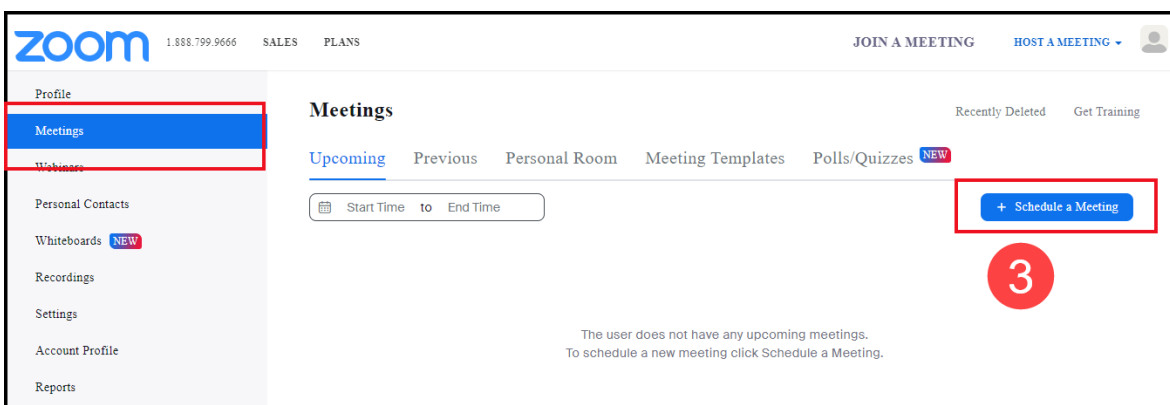
1. On your browser, type in <https://wilmu.zoom.us>  
Click **Sign in**.



2. Login with your WilmU credentials.



3. On your Zoom account, click on **Meetings** on the left menu and click the button **Schedule a Meeting**



4. Fill in your meeting details.  
Click Save.

zoom SALES PLANS JOIN A MEETING HOST A MEETING

### Schedule Meeting

Topic

+ Add Description

When

Duration  hr  min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Meeting ID ☒ Generate Automatically ☐ Personal Meeting ID 765 317 2239

5. On your meeting page,  
mouse over your scheduled  
meeting to see the Start  
button. Click Start.

zoom SALES PLANS JOIN A MEETING HOST A MEETING

### Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates Polls/Quizzes **NEW**

to

Today

10:00 AM - 11:00 AM **My Meeting**

Meeting ID: 942 2413 3564

6. The next window you  
will see a prompt. From  
the pop-up window,  
click the button **Open  
Zoom Meetings**.

WILMINGTON UNIVERSITY

Open Zoom Meetings?

https://wilmu.zoom.us wants to open this application.

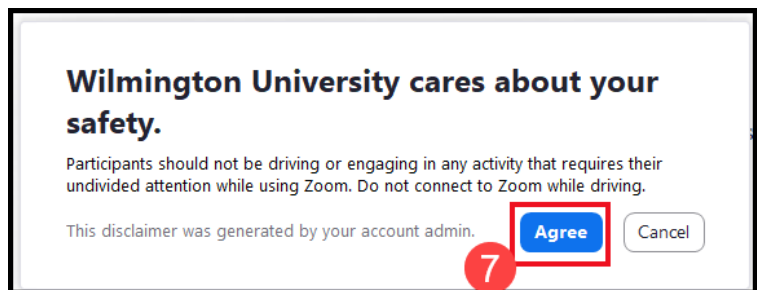
☐ Always allow wilmu.zoom.us to open links of this type in the associated app

Click **Open Zoom Meetings** on the dialog shown by your browser

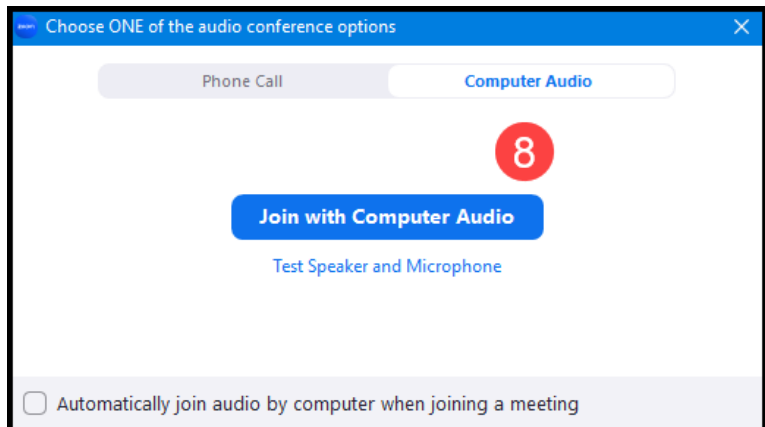
If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

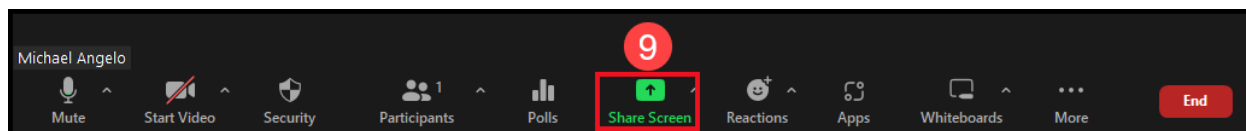
7. Click **Agree** to the Safety reminder.



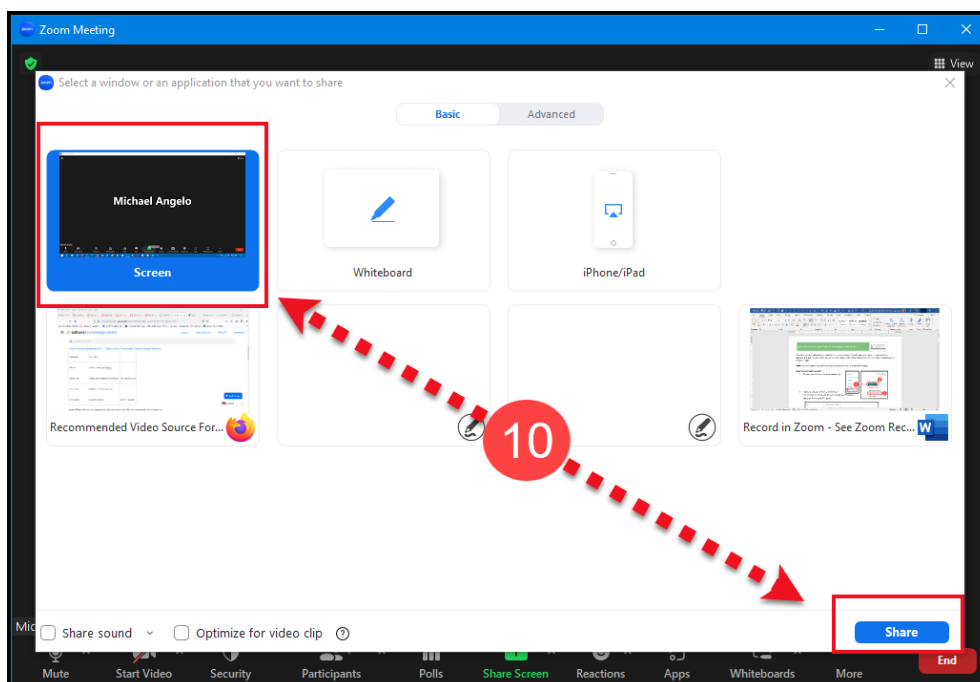
8. Click the button to join with computer audio. At this time, you may test your Speaker and Microphone, or do it within the Zoom room.



9. If you have a document or a PPT to present and record, get that ready on your computer. In the Zoom room, click Share Screen.

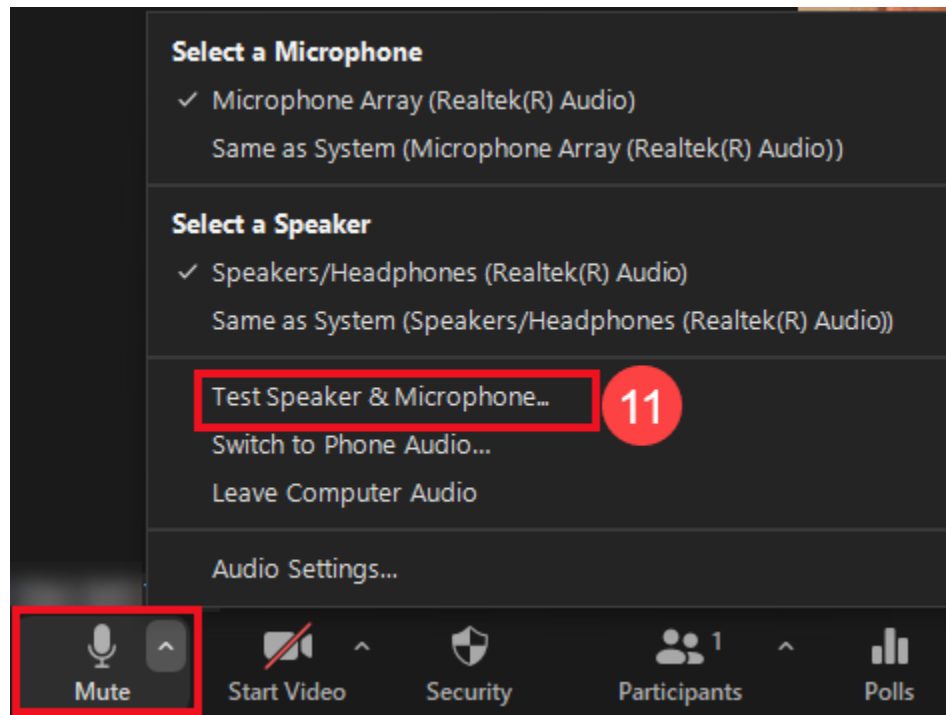


10. On the screen share page, select your Monitor, click Share at the bottom right of the screen.



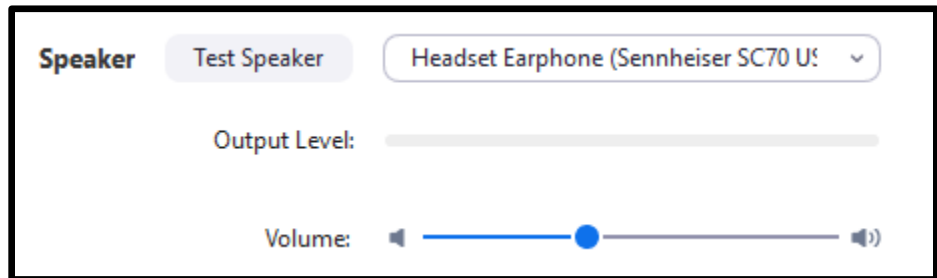
11. Before recording, check your audio settings in Zoom. Make sure you have tested those settings. You can access your audio settings and test your audio when you are already in a meeting.

- a. In the meeting controls, click the **arrow** next to microphone Mute/Unmute.
- b. Click **Test Speaker & Microphone**; this will open your audio settings.



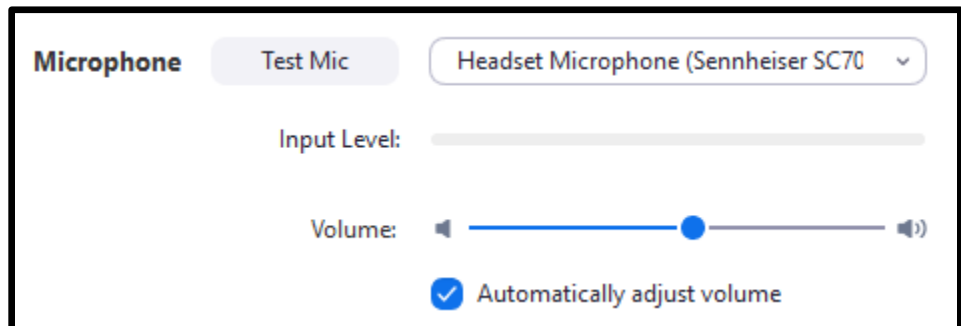
#### *Checking your computer speakers*

- a. Click **Test Speaker** to play a test tone.
- b. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.

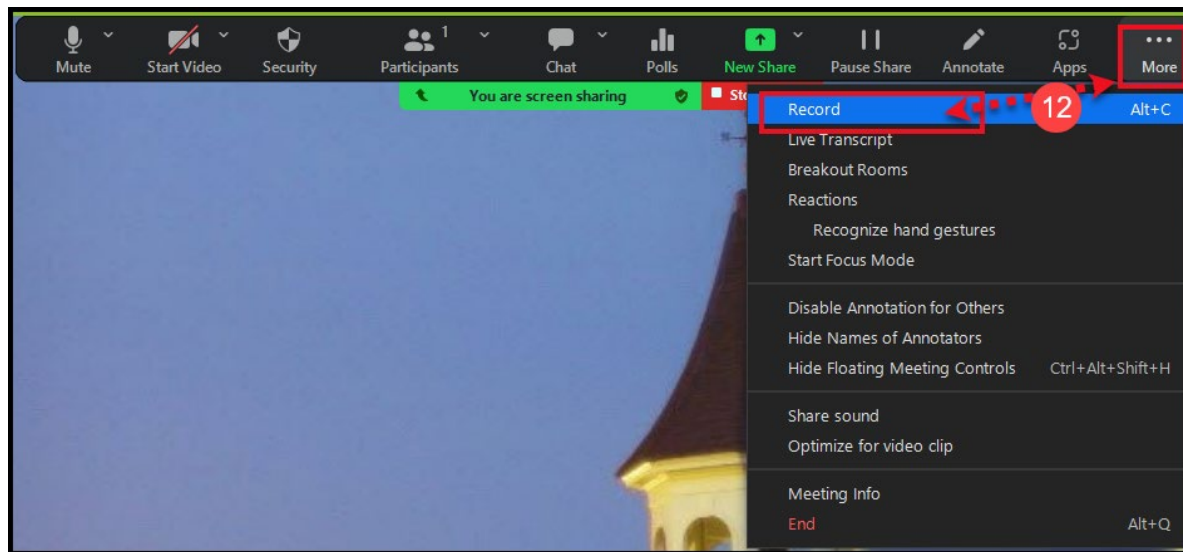


#### *Adjusting your computer microphone*

- a. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
- b. Click **Test Mic** to test your microphone.
- c. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
- d. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



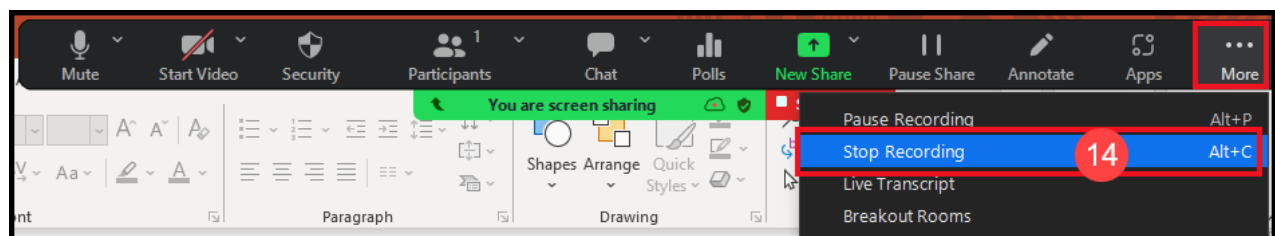
12. Then, look at your Zoom settings toolbar. Click on More. Select Record from the menu.



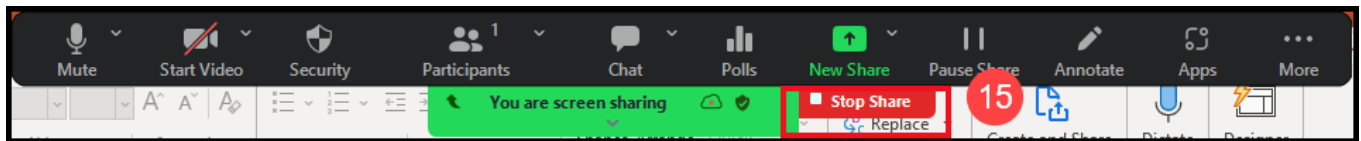
13. If presenting a PPT, launch slide show view and narrate your slides.



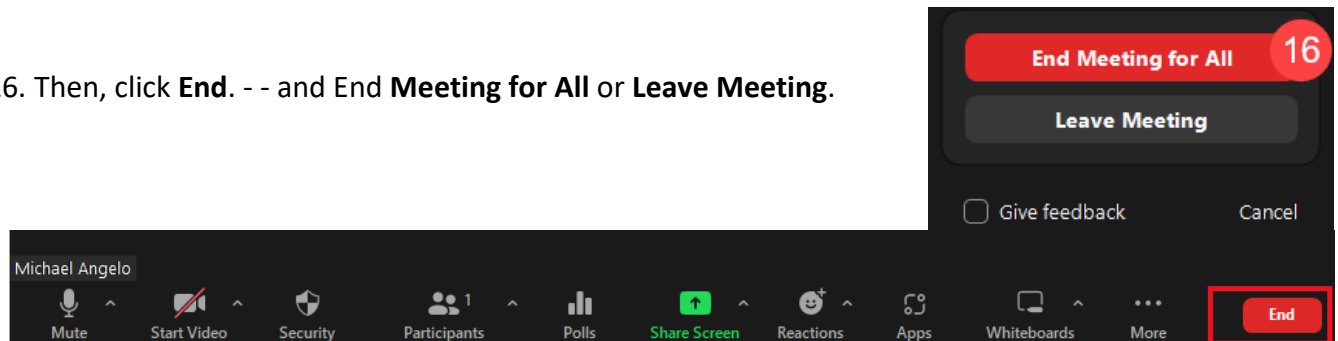
14. When done narrating your slides, click on the toolbar to Stop Recording.



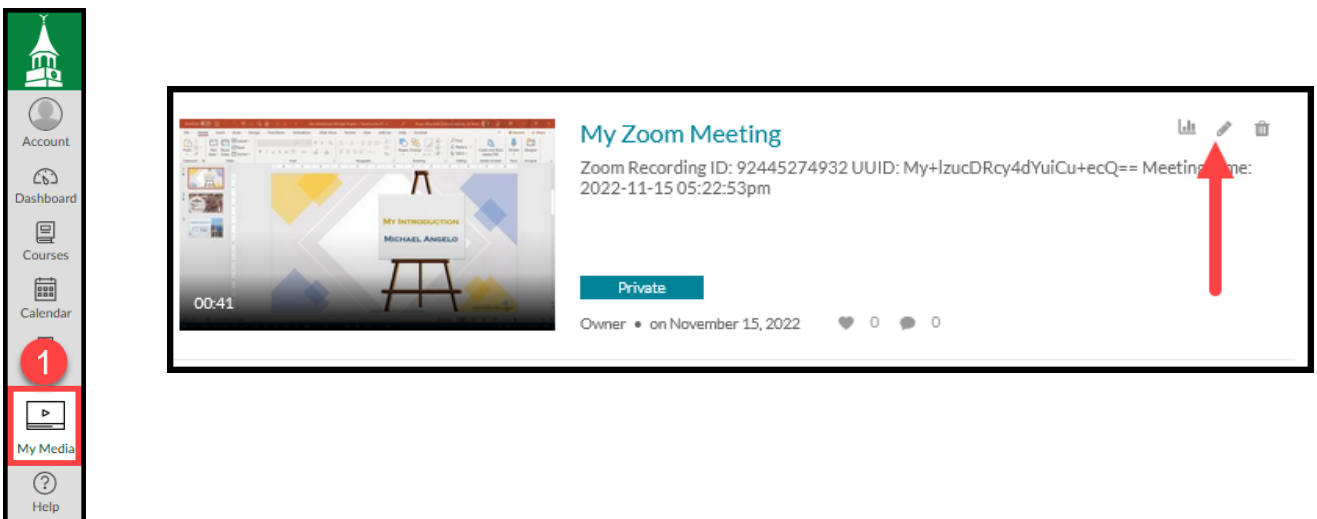
15. Then, click Stop Share.



16. Then, click **End**. - - and **End Meeting for All** or **Leave Meeting**.



17. Next, click on My Media found on the global menu. Here, you will see your Zoom recording video in your My Media repository.

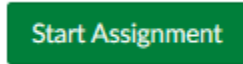


Finally, you may choose to Edit your video by clicking the pencil icon and Launch the Editor, adjust any misspelling in Captioning. After any editing, the video can be shared in a Canvas Assignment, page, Announcement, etc.

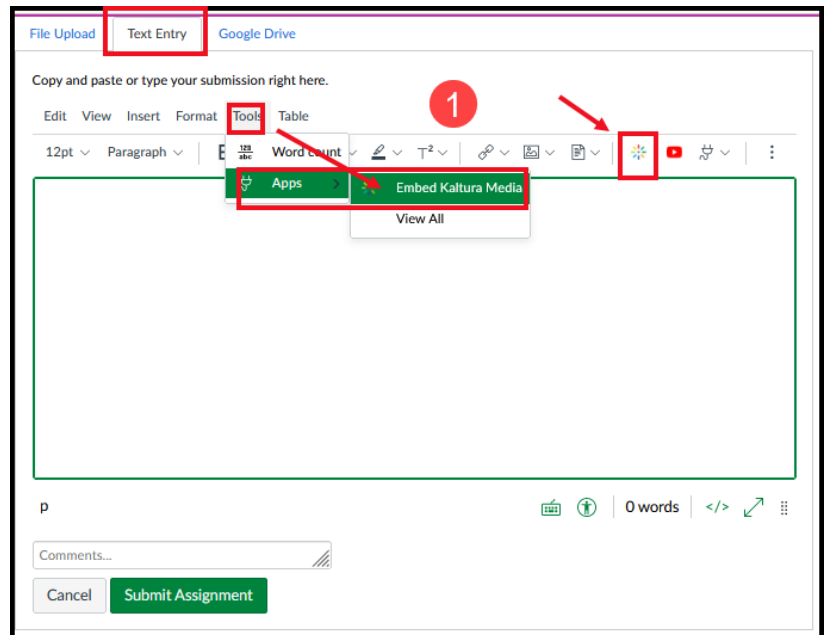
- Please review this tutorial on how to Edit parts of the timeline:  
[https://knowledge.kaltura.com/help/kaltura-video-editing-tools---editor-tab#multi\\_stream](https://knowledge.kaltura.com/help/kaltura-video-editing-tools---editor-tab#multi_stream)
- If you need to edit Captions, please review this information:  
[https://learning.kaltura.com/media/How+to+edit+captions/1\\_wgk4idbt/115993681](https://learning.kaltura.com/media/How+to+edit+captions/1_wgk4idbt/115993681)

## Submitting a Kaltura Video in an Assignment (for Students):

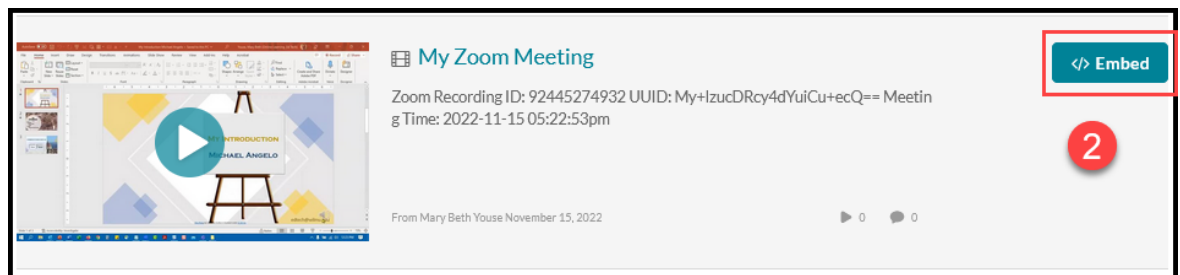
1. Navigate to your Canvas Assignment. Click the green button **START Assignment**.



- Using the **Text Entry** tab, you will locate the Kaltura App from the Tools/App and find the Kaltura App from the menu.
- Or click the bottom row of the Rich Content Editor and click the starburst icon (Embed Kaltura Media) tool.



2. This will take you to your My Media repository, where you can Select your video.



3. Back at the Assignment level, do not forget to click **Submit Assignment**.

If you are in a discussion, do not forget to click **Submit**, **Save**, or **Post Reply** to a Discussion Assignment.

