



INSTRUCTIONS – PRESENTING ON ZOOM

SELF-RECORD USING ZOOM

Zoom is a versatile platform where you can self-record your presentation (without any other meeting participants) and share your PowerPoint presentation by using the share screen function. This document will cover helpful tips on how to use Zoom for your Grad Slam qualifying round video submission.

[Sign in to your UCLA Zoom account](#)

[Before Recording](#)

[Using PowerPoint](#)

[Getting Ready in Zoom \(Share Screen\)](#)

[Recording in Zoom](#)

TIP

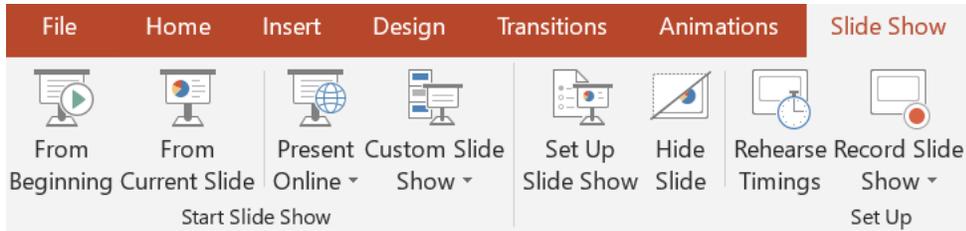
If you need a quiet space to record your Grad Slam presentation video, Graduate Division will be able to assist with this. Please contact gdevents@grad.ucla.edu to make arrangements.

BEFORE RECORDING

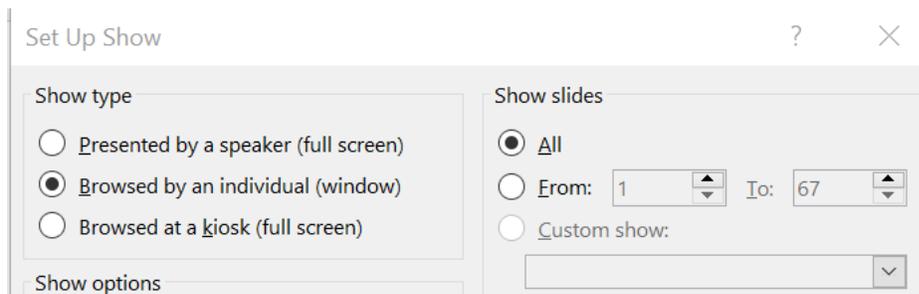
- Adjust your microphone correctly. Correctly setting your microphone volume is one of the most important improvements you can make in your recordings.
- Turn off phones and notifications that could cause distractions during recording.
- Plug in the webcam before opening Zoom.
- It is highly recommended that you practice using Zoom before recording so that you are comfortable with the controls before you record your presentation.

USING POWERPOINT

1. Open PowerPoint file
2. Click Slide Show
3. Click Set Up Slide Show



4. Under **Show Type**, click **Browsed by an individual (window)**. This will allow you to present in slideshow view without being in full screen mode. Full screen mode can make recording with Zoom more difficult.



5. Click **OK**
6. Click **Play from Start** or **From Beginning** to begin the slideshow.

GETTING READY IN ZOOM

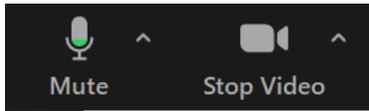
1. Open the Zoom app
2. Click **New Meeting**



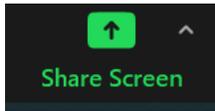
New Meeting ▾

3. Zoom will begin a video conference session. If asked to choose an audio conference option, click Join with Computer Audio.

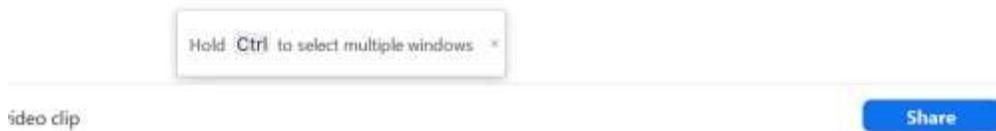
- Click the ^ next to the **Mute** button in the lower-left corner of the Zoom window to open audio options. At the top of the menu that appears, select your recording microphone if you are using something other than your computer's built-in microphone.



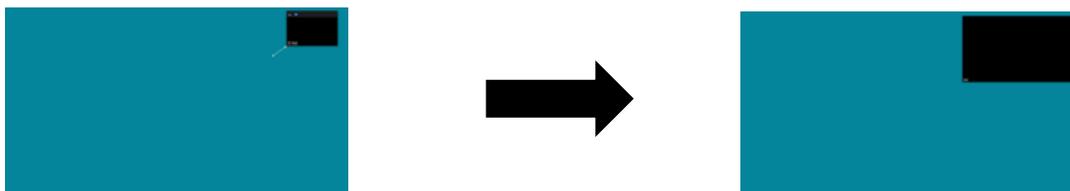
- At the bottom of the Zoom window, click **Share Screen**.



- In the Share window, click the window you wish to use in the recording.



- Click **Share**. The window that is being shared/recorded will have a green outline.
- You can reposition and resize the webcam video window as needed. To resize the webcam video, simply select the corner of your video box and drag to the desired size (or as large as it will let you). Make sure your video is not covering up any text or images on your PowerPoint slides. See these examples below:



- The webcam feed will be recorded regardless of whether it is positioned within the green recording border.
- When a window is being "shared" in Zoom (i.e. recorded), the Zoom control bar will minimize and move to the top of the screen. Hover over the minimized control bar to reveal the full set of Zoom controls.

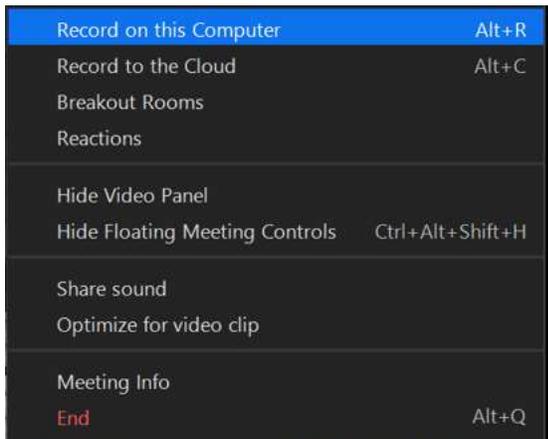


RECORDING IN ZOOM

1. To begin recording, click...**More** in the Zoom control bar at the top of the screen.



2. Click **Record to the Computer*** in the dropdown menu that appears (or press Alt+R on Windows or ⌘+Shift+R on Mac).



* **Recording locally to your computer will ensure that the video box stays enlarged. Give yourself enough time to record your video before the submission date so that if you need to re-record, you will have time to do so.**

If you are muted, click **Unmute myself** in the window that appears. You are now recording and ready to give your presentation. You can pause recording at any time by clicking ...**More**, in the Zoom control bar, then **Pause Recording** (or press **Alt+P** on Windows or **⌘+Shift+P** on Mac).

TIP

If you are unable to control PowerPoint or Zoom with your keyboard, first click the PowerPoint or Zoom window to focus your keyboard commands on that window.

Additional notes on doing local recording or recording to the computer:

- Zoom desktop client for Windows, macOS, or Linux, version 2.0 or higher
- Local recording is not supported on iOS and Android mobile devices.

3. When you are finished, click...**More** and click **Stop Recording** in the Zoom control bar at the top of the screen (or press **Alt+R** on Windows or **⌘+Shift+R** on Mac).
4. Click **Stop Share** in the Zoom bar at the top of the screen.
5. Click **End Meeting** then click **End Meeting for All**.
6. After the meeting has ended, Zoom will convert the recording so you can access the files.
7. Once the conversion process is complete, the folder containing the recording files will open. If you're using a PC, the Zoom folder with the files should be under "Documents".

Note: By default, the [recording files are formatted](#) a certain way. The audio/video file (MP4) will be named **video[random number].mp4**. The audio only file (M4A) is named **audio[random number].m4a**.