

Zoom Recording Best Practices for UC Colleagues

Here's 9 tips to record your talk.

1. Talk format < 15 minutes

Experience has shown that 15 minutes is an effective length for audience engagement. Consider shortening your talks or breaking your talks into separate segments/recordings. For example, if your talk has a science and management component, maybe offer part 1 on science and part 2 on management. Or if there is important background info on a topic, make that part 1, and then deliver the impact in part 2. Or just keep it to 15 minutes.

2. Use UC's branded slides where possible

Use the UCANR and Cooperative Extension branded slides. They can be downloaded [here](#). UC has some additional [tips](#) for webinar slides that are helpful.

3. Engage (from the start)

We have found if you start your recording with a question it helps engage the audience. For example, "what are the key issues that need to be considered with xxxx topic"? If you pause for a moment and help explore the question, it stimulates the thinking process for the virtual audience.

4. Record with the camera on

Please record with your camera on. Make sure people can see you - your eyes and smile. This helps build trust. Share your name and credentials with your audience. You can either sit or stand, but if you record while standing your voice will be stronger and it may modulate more (keeping it interesting). You may find it easier to have a colleague or friend help you with the recording to have someone to talk to. If they are listening, their camera will not be captured during the recording if they are muted.

5. Sharing your screen

Zoom Help Center has several articles to help when it comes to sharing your screen. For example, if you plan to switch between multiple windows during your presentation or you need a basic understanding of screen sharing please see the article, "[Sharing your screen, content, or second camera](#)". If your presentation has sound you want to share see the article, "[Sharing Computer Sound During Screen Sharing](#)".



Use these tips to record a more engaging and professional webinar

6. Use the phone option during the recording

Your recording will sound the best if your audio is through the phone rather than internet audio. Phone audio is more reliable as well.

7. Editing your presentation

After you finish your presentation, you'll likely need to do a small amount of editing to trim up the front end of the presentation where you may have been turning on the recording and turning it off. There are many software options to do that video editing. Adobe Premier Elements is <\$50 and is available for purchase through Aggie Buy. If you don't have that capacity, check options at the L&D video page.

8. Setting up Zoom and sending your files

In general, log into Zoom and check your advanced settings. The primary issue you need to look for is how your video will be recorded. Most of it is intuitive. Look for settings about "audio type", "email notification" of when the cloud recording will be available. It is good to record "active speaker with shared screen" and "record in gallery view" so your video will not be on top of your slides. "Display participants names" in the recording is also helpful. You can also choose to manually turn record on or have it start recording the moment Zoom is active.


When you have finished recording to the cloud an email will be sent to you. If you can't trim your own presentation, following the link (see below) use the green circled share button in the right hand side to send a link to someone who can help. Don't use the "copy a shareable link" as it won't include the password.

My Recordings > Chris Ramey Rx Fire Workshop Talk

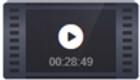

Rx Fire Workshop Talk ✓




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3 files 81 MB Don't use

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 Shared screen with speaker view	70 MB
 Audio only	11 MB
 Audio transcript	26 KB

9. When you are done

Send your completed video, or video to edit, to your ANR contact. Include a 1-2 sentence description of your video that identifies authors, topics covered, geographic area of relevance, or other key ideas to attract an audience to your video.

Resources: Want more?

Try the UC ANR Learning & Development site.