

## Recording & Uploading via Zoom and MediaFlo

### Get into a Zoom meeting:

1. Join your scheduled Zoom meeting or Start a Meeting quickly in Zoom.
  - a. Login to your Texas State Zoom account (<https://doit.txstate.edu/services/online-meetings>)
  - b. In the top-right of your profile, click **Host a Meeting** (with Video On)

### Recording inside the Zoom meeting:

1. (optional) set up your screen share if you are using a visual aid for your lecture (e.g. PowerPoint)
2. Press the **Record** button on your Zoom button bar across the bottom of your meeting window.
  - a. *If you are using a screen share visual aid for your recording, the button bar is located at the top of your screen, run your mouse to the top screen-edge and it will pop up.*
  - b. *If your button bar does not have a **Record** icon, it will be found under the **More** button.*
3. **Record to Computer** – when you start recording you will hear: “This meeting is being recorded”
4. The **Record to Computer** button will be replaced with **Pause Recording** and **Stop Recording**.
5. **Stop Recording** – when you have finished. You will hear: “The recording has stopped.”

### Finding and Converting your Zoom Recording File:

1. Zoom will default save to your **Documents** Folder, there will be a **Zoom** sub-folder.
2. Open the **Zoom** folder. (Sub folders will start with date and time of recording, example below)

This PC > Documents > Zoom

Name	Date modified	Type
2020-04-16 14.26.55 Scott Christensen's Perso...	4/16/2020 2:26 PM	File folder
2020-04-24 14.39.17 Scott Christensen's Zoom...	4/24/2020 2:39 PM	File folder

3. Open the folder with the correct date and time of your recording.
4. Files named **Double Click to Convert** will be in the folder.

Name	Date modified	Type	Size
double_click_to_convert_01.zoom	4/24/2020 2:41 PM	ZOOM File	1,298 KB
double_click_to_convert_02.zoom	4/24/2020 2:41 PM	ZOOM File	3 KB

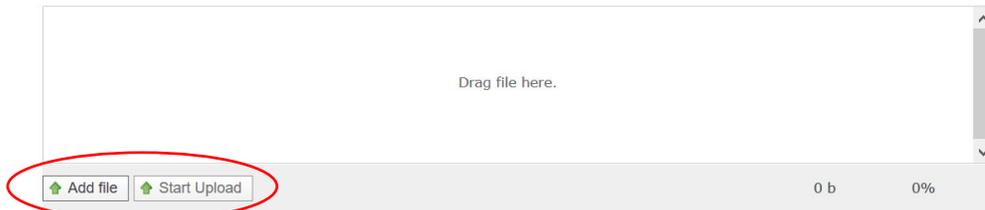
5. **THE IMPORTANT FILE TO DOUBLE CLICK IS THE FILE WITH A LARGE FILE SIZE. IN THIS CASE IT WOULD BE MY \_01.ZOOM FILE (IT HAS A FILZE SIZE OF 1,298kb)**
6. Double-click the file to convert it and you will get 3 new files:

audio_only	4/24/2020 2:49 PM	M4A File	16 KB
playback	4/24/2020 2:49 PM	M3U File	1 KB
zoom_0	4/24/2020 2:49 PM	MP4 File	256 KB

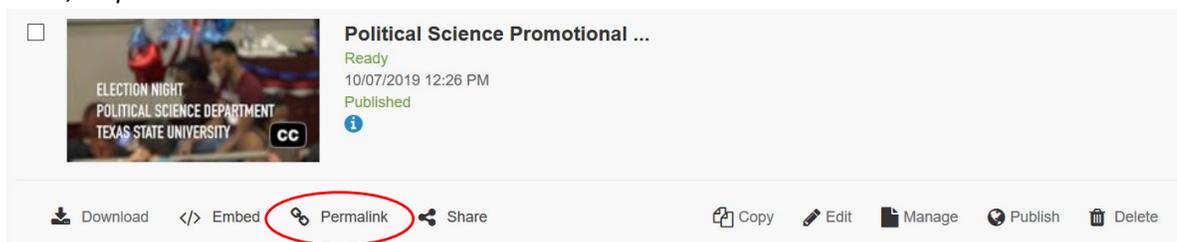
- a. Audio Only – just the audio version of your recording, like a podcast version.
- b. Playback – very small file size, useless
- c. Zoom\_0 – **this is your audio/video file to upload to MediaFlo.** (I recommend you rename your Zoom\_0 file to something you can understand.)

## Uploading your File to MediaFlo

1. Login to your TXST MediaFlo account: <https://doit.txstate.edu/services/mediaflo.html>
2. Navigate to your **Media Library**. (It should be the selected button on the left of the window, if it is not, select **Media Library**. (Located directly under the MediaFlo logo in the top left.)
3. Click the green **Add** button. 
4. Title your video upload. And then hit the green **Continue** button.   
(Title is the only required field, you can add the other information if you would like.)
5. Scroll down until you find the box where you will upload your file.



6. Click the **Add file** button, navigate to your converted Zoom\_0 (that you hopefully renamed), and select the file.
7. Click the **Start Upload** button.  
*\*Your upload box will now have the video file in it will be converting the file a few times for different viewing rates.*
8. Scroll down and click the green **Continue** button.
9. Navigate back to your **Media Library** by pressing **Media Library** in the top left of the window. (under the MediaFlo logo in the top left)
10. You will now see your uploaded video in your Media Library.  
*\*Note: In the blow picture it shows (in green text) that my video is **Ready**. If your video says something along the lines of **Converting** or **Processing**, MediaFlo is still working to upload the video, be patient.*



11. Click the Permalink button located below the video. (If this button is not there, your video is still processing, it will automatically appear when the video is ready.)
12. Copy the URL in the permalink pop-up window and put that link where you send class information to your students. (TRACS, Canvas, email, etc.)