

## **Making your own recordings- the short form**

While there are many different options in order to make a recording, here are the easiest and quickest way that we recommend:

### **Hardware-**

- Laptop, Mac or iPad
- Headset (or very quiet area)
- Webcam

Optional- stylus for iPad (Apple Pencil or Logitech Crayon)

### **Zoom-**

- Use Zoom to record a meeting with yourself where you can share a screen and talk over what you are sharing. When recording, please record to the Zoom Cloud.

Find out more at our website – <https://sites.uml.edu/vtr/zoom>

### **Annotation-**

- Within Zoom, you can annotate over shared screens (PowerPoint, etc.) with the built-in Annotation tool. Note: Annotation must be enabled for your meeting/recording.
- Annotating from an iPad and PowerPoint is possible by being in slide mode and tapping at the top of the screen, which displays a pencil. By selecting that, annotation is possible.

### **Editing-**

- Editing can be done within Echo.

See <https://learn.echo360.com/hc/en-us/articles/360035035812-Editing-Videos>

- More extensive editing requires a stand-alone editor, such as Camtasia or Premiere Elements.

### **Captioning-**

- Captioning is done automatically for both the Zoom Cloud recordings and Echo recordings. Both can be edited as well.

### **Recording Retention-**

Because recordings made within the Zoom Cloud are retained for a period of 110 days from the creation date, there is a back-up copy of the original recording made to your Echo account. However, any editing done within the Zoom Cloud does NOT get copied over into Echo, therefore we recommend that any simple editing be done via Echo.

### **Best practices-**

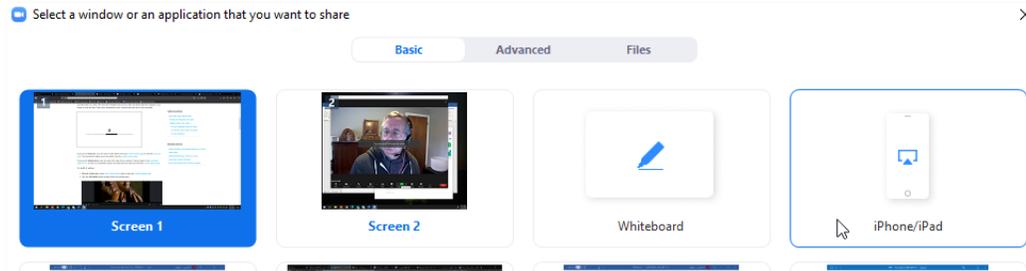
- Practice making a recording first. Once made, listen and view the recording to ensure that the audio and the video displayed is what you desire.

## Advanced Methods-

**Sharing an iPad screen** is done via Zoom, letting the iPad join in as a participant or via Mirroring360 (available from Instructional Technology Services (IT)).

### iPad & Zoom-

- Start a Zoom meeting/recording. Click on Share, then choose to share to iPad/iPhone and click Share to start.



Note: You might need to install a plug-in before this works but follow instructions that Zoom provides.

If you encounter problems, please contact UML TechServices for assistance.

- A second way to share an iPad wirelessly is to let the iPad join your meeting/recording as a participant. Download the Zoom app onto your iPad and join your meeting/recording once the app is ready. Note: Do not join the meeting/recording from your iPad without signing in; be just a participant. You must do this for Zoom will NOT allow you to have two instances of Zoom running. Once the iPad has joined the meeting, you will allow the iPad to share its screen, app or whatever you wish.
- An alternative solution is to use Mirroring360, a 3<sup>rd</sup>-party app. that directs the signal from your iPad to another computer that you use which in turn is recording via Zoom. While a bit more complex, our office can assist you in getting that setup.

### Explain Everything-

- A stand-alone application that some faculty use allows you to make and edit your own recordings via an iPad (or PC/Mac as a secondary alternative).
- A license is available for using this app. See more info at <https://explaineverything.com/> but contact us for more information.

Need more info or have a need not described here?

Please [contact us](#) for more extensive help or contact UML TechServices at 978-934-4357.