Zoom Presentation Creation and Upload Instructions

Greetings IFTA 2021 Conference Presenters,

This year we are making our conference completely virtual to ensure the health and safety of our conference attendees. We will be utilizing YouTube to host the workshop videos, so we are asking each presenter or group of presenters to pre-record and upload their presentations by **Sunday, January 31, 2021** in order for IFTA committee to have enough lead time to upload the videos and contact you if there are any issues prior to the start of the conference.

We recommend you create your presentation video in Zoom and utilize the record feature to create your video file that you can upload to the designated **2021 Presenter Videos** folder in the IFTA Google Drive so we can upload it to the IFTA YouTube Channel. All videos will be set to unlisted so that only conference attendees will be able to view the video via a link. We will leave the videos on the YouTube channel for a designated window of time and then the videos will be deleted from the channel.

Below are instructions to walk you through setting up Zoom, creating our recorded presentation, and how to upload it to the IFTA google drive folder. You may use another format to record your presentation provided it meets the YouTube video format requirement (MP4, MOV, MPEG4, AVI, WMV, MPEG PS, FLV, 3GPP and WebM). MP4 is the preferred format.

How to Create a Zoom Recorded Presentation

Setting up Zoom

1. If you plan to utilize a PowerPoint Presentation, web links, video or any other digital media we recommend that you open all these files or links prior to starting the Zoom Meeting in order to access these items when you select **Screen Share.**
2. Login to your Zoom account. (If you do not have a Zoom account you can create one for free at https://zoom.us/)
3. Click on **Host A Meeting**, located near top right corner of the window, (Screenshot #1) to start a Zoom meeting instantly. We recommend you select **With Video On** from the drop-down menu. You will be able to adjust settings and share your screen from the meeting window.

Note: With Video On means when you record your presentation a small window of your camera view will appear next to your presentation if you are utilizing any media. As you record it will look like the camera window is over your presentation but in the recording it will be on the side. If you are not utilizing other media then only your camera view will display in the video.

a. You may be prompted to "Open Zoom Meetings" via a pop-up window. Please click on the **Open Zoom Meetings** button.
4. Your Zoom meeting window will open. We recommend you click on the **Enter Full Screen** button at the top right corner of the window. From here you can change your settings if you mouse over the bottom of the Zoom window.
   a. Make sure your sound is on and change any settings necessary ([Screenshot #2](#))
   b. Make sure your video is on and your camera selected is the front facing camera if you have more than one (I am utilizing the back facing camera for this instructional document) and change any settings necessary ([Screenshot #3](#))
5. **Share Screen** by hovering your mouse over the bottom of your Zoom window. A menu bar will appear. From here you can click on the green **Screen Share** button ([Screenshot #4](#)).

Note: If you have more than one presenter and would like them to be able to share their screen as well you will need to change the settings by clicking on the small up arrow (^) in the top right corner of the **Share Screen** button.

a. A pop-up window will appear ([Screenshot #5](#)). From here you can:
   i. Select the PowerPoint presentation you would like to share or any other media you would like to share during your presentation. You are only able to share one item at a time.
   ii. Make sure you check the boxes **Share computer sound** and **Optimize Screen Sharing for Video Clip** at the bottom right of the pop-up window so that video and sound from any media you use will be clear in the recording.
   iii. Click on the blue **Share** button at the bottom right corner of the pop-up window.

Note: The menu bar in the Zoom presentation window will now be at the top of your screen and indicate you are sharing your screen.

b. If you have a PowerPoint presentation that you are sharing you will enter into the standard edit view. Please switch to slide show view to maximize the presentation in the window.
c. To switch between PowerPoint presentations and other media you would like to share you will need to select the **New Share** button. To access this button you will need to mouse over the green and red **You are screen sharing** bar and the menu will drop down ([Screenshot #6](#)). Click on the green **New Share** button and the same pop-up window will appear as before. You can select the other media item you wish to share from here.

Recording and Saving Digital File

Now that you have everything set up in Zoom for your presentation you can now start recording. You should be in **Full Screen** mode in your Zoom meeting window.

1. Mouse over to the menu bar (top of screen if **Screen Share** is on, bottom of screen if **Screen Share** is off).
2. Click on the **...More** button in the menu bar. A drop down box will appear ([Screenshot #7](#))
3. Select either **Record on this Computer** or **Record to the Cloud**. Recording to the computer will prompt you to save the files to a designated folder on your computer. Recording to the cloud will save the files within Zoom. If you are unfamiliar with how to access files in Zoom we recommend you stick with the record to the computer option.
4. Your video will begin recording immediately.
    a. Please keep track of your time and keep your presentation to the allotted time you were assigned by IFTA.
    b. You can **Pause** and **Resume** your recording at any time. In **Standard** mode the pause and play buttons will appear in the top left of the Zoom window. In **Screen Share** mode the pause and play options are accessible via the menu bar under the **… More** button ([Screenshot #8](#))
    c. You can also minimize your camera view thumbnail in **Screen Share** mode during your presentation by mousing over your camera view thumbnail and selecting the **- (Hide Thumbnail Video)** and bringing your thumbnail back by selecting the **Square (Show small active speaker video).** This will hide or show your speaker video within the recording.
5. Once you are done with your presentation you can **End** the presentation by either
    a. In **Screen Share** mode - Mouse over the top of the window to drop down the menu bar and click on the **… More** button. Click on **End** located at the bottom of the drop down menu.([Screenshot #9](#)) ,**or**
    b. In **Zoom Meeting** standard mode - Mouse over the bottom of the window to bring up the menu bar and click on the red **End** button ([Screenshot #10](#))
6. A pop-up window or drop down menu will appear. Click on the red **End Meeting for All** button.
7. Your video will automatically begin converting your recording into several files.
8. A pop-up window asking you to select where you would like the files to be saved will appear. Select where you would like to save your files and click **OK**.

Uploading your Video File to IFTA Google Drive

Now that your presentation is recorded and you should have three separate files saved to your computer. These will likely be labeled **audio_only**, **playback**, and **zoom_0**. We will only need the **zoom_0** file to upload to YouTube.

Note: The **zoom_0** file may have another number assigned to it if you have multiple video files saved so please be sure you are selecting the correct video file you want to be uploaded to YouTube.

1. Before you upload your file please **Rename** your **zoom_0** file to the title of your presentation and your name. For example: **Teamwork Makes the Dream Work - Ruth Johnson**
2. Now your video file should be ready to upload into the IFTA Google drive.
3. Click here - **2021 Presenter Videos**
4. Please drag and drop your video into the Google Drive folder.

That's it! The IFTA Conference Committee will take care reviewing the videos and uploading them to YouTube. If there are any issues you will be notified. We ask that you send us your video as soon as possible so we have some lead time to ensure the videos are up in time for the conference.

Tips:

1. Consider doing a test run prior to recording your final presentation video to help you become familiar with all the settings and steps you need to set up.
2. Consider scheduling a meeting and inviting colleagues or friends to attend as an audience so you can conduct your presentation in front of an audience.
3. Make sure all nonessential windows or programs are closed during your presentation such as social media accounts or calendar alerts to minimize sound interruptions.
4. If your presentation is longer than 60 minutes, consider breaking your presentation up into sections by recording separate videos for each section. This will prevent you from having to redo your whole presentation if something goes wrong.
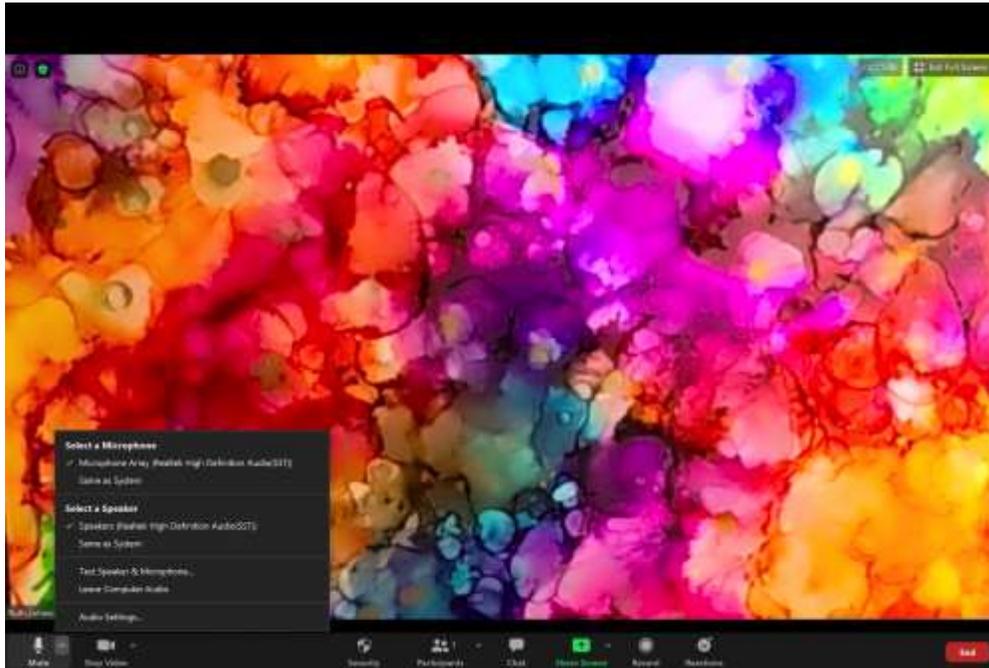
Contact Information

If you get stuck or have any questions please contact our IFTA Program Chair, John J. Lawless at john.lawless@esc.edu or jjlawless64@gmail.com
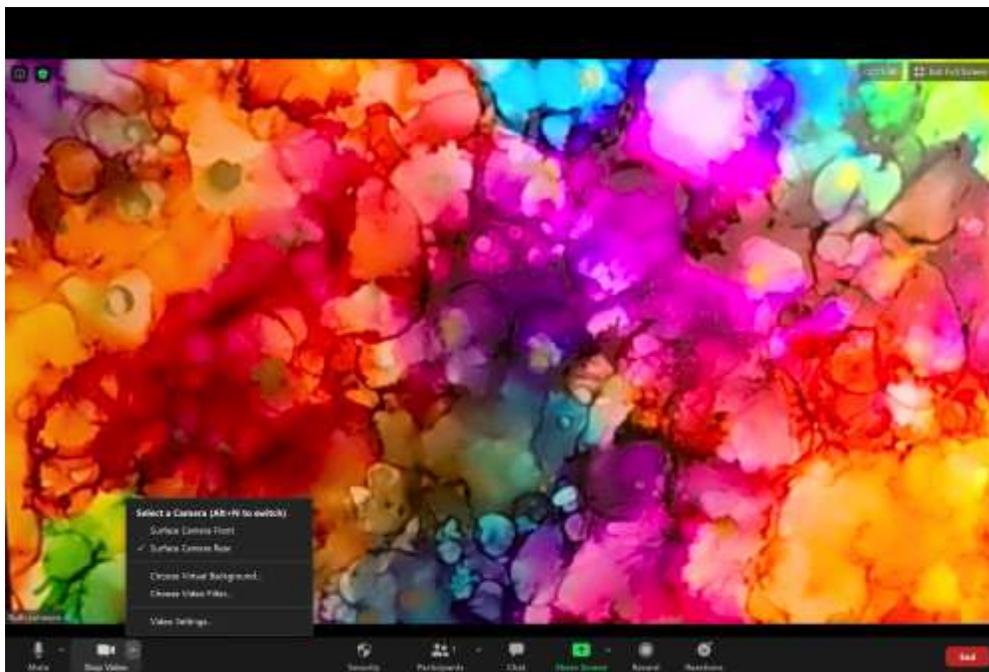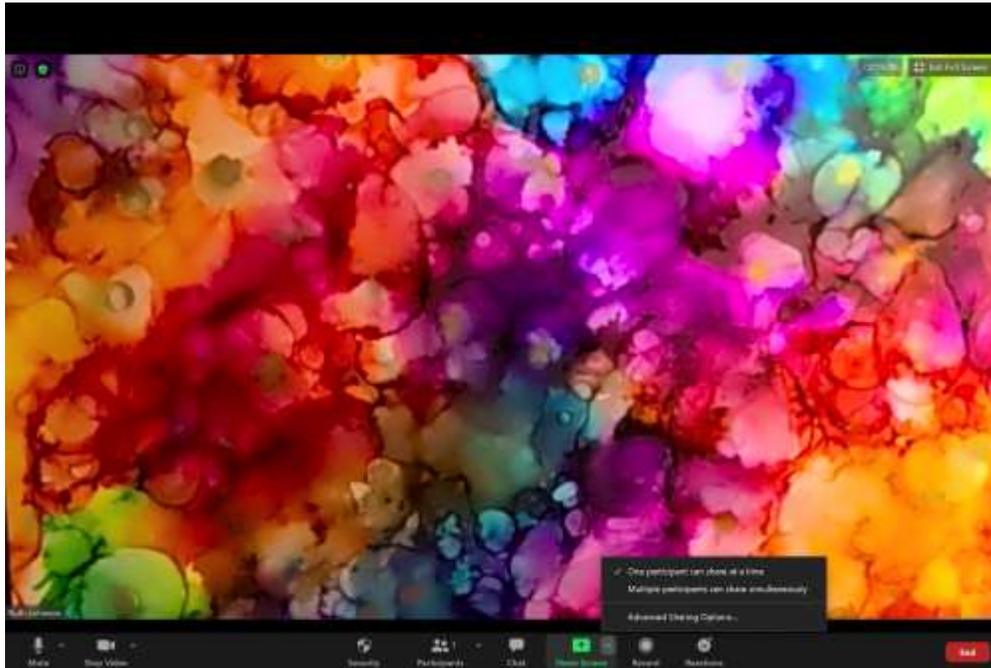
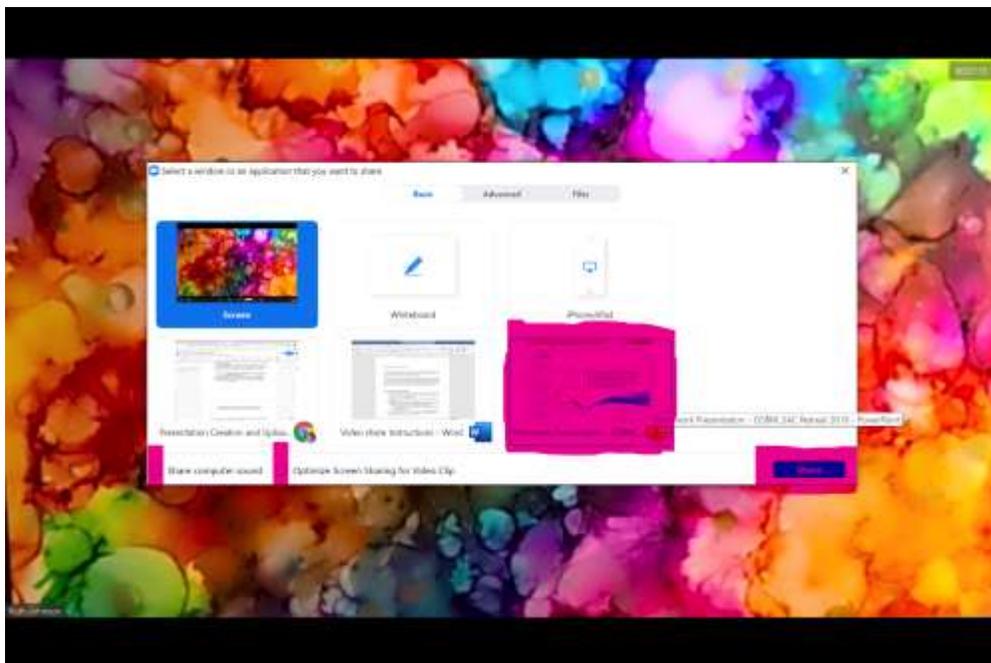**Screenshot #1 - Host a Meeting → With Video On**

Screenshot #2 - Sound Settings

Screenshot #3 - Video Settings

Screenshot #4 - Screen Share Button

Screenshot #5 - Screen Share Menu Window

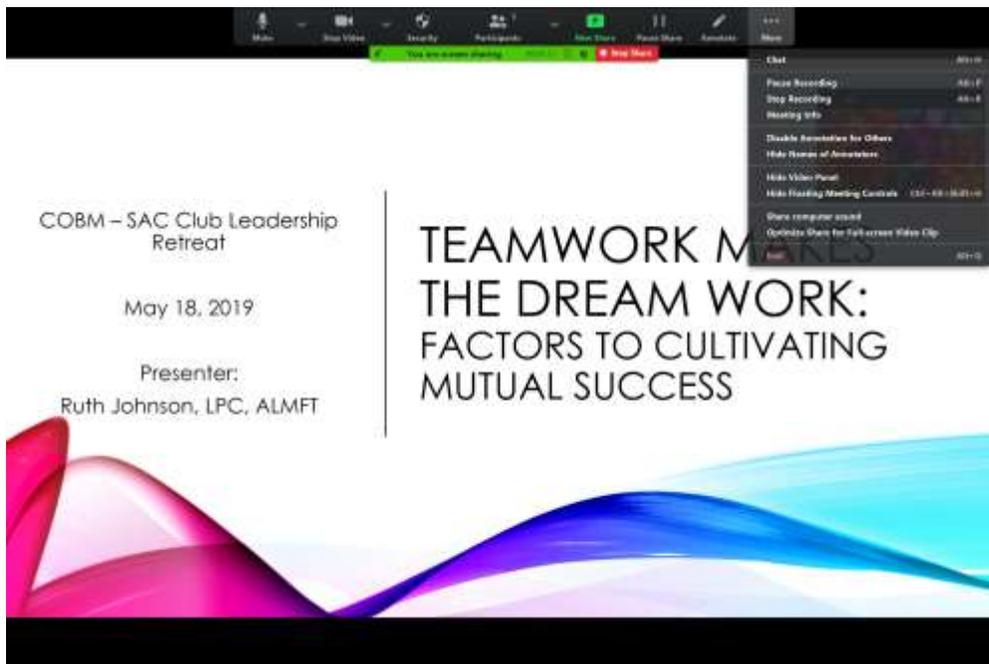**Screenshot #6 - New Share**

Screenshot #7 - Record Presentation

Screenshot #8 - Pause Presentation in Share Screen Mode
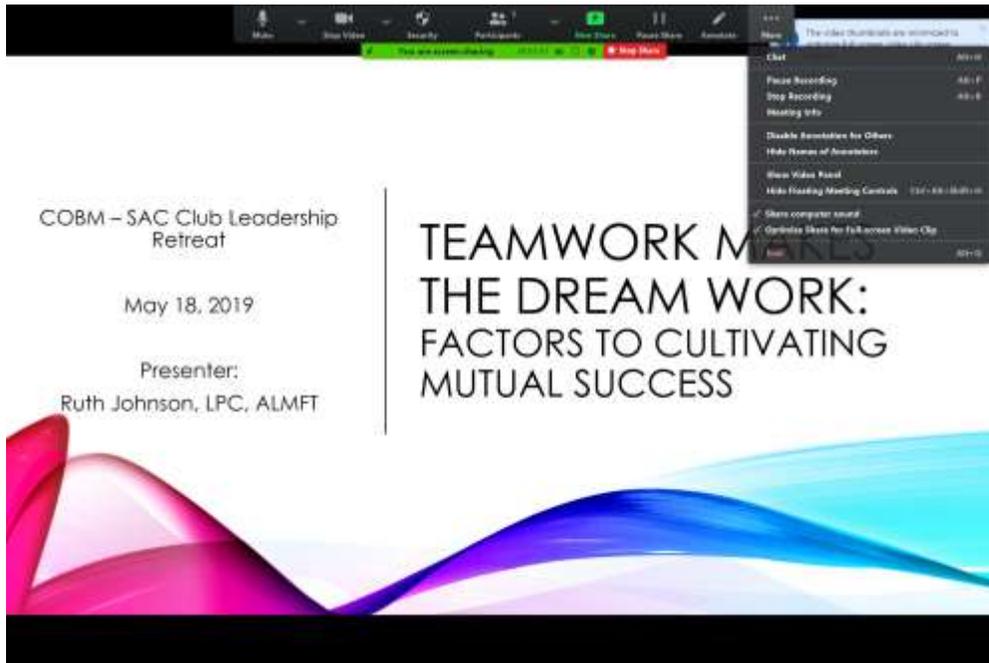
Screenshot #9 - End Recording/Meeting in Share Screen Mode

Screenshot #10 - End Recording/Meeting in Standard Mode