



HOW TO RECORD AND POST A VIDEO LECTURE

RECORDING THE VIDEO LECTURE

- **STEP 1:** Click on the **'Zoom'** tab in the course navigation bar (on the left-hand side of the screen). If you are logging into the Zoom feature for the first time, you will likely need to sign with your DU credentials. If not, go straight to STEP 5 below.

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Autumn Semester 2023

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Welcome to Trial Practice I. This course is designed to teach the concepts and organizing principles of the formal trial process. It

- **STEP 2:** Begin the sign-in process by clicking on the **'SSO'** (key) icon at the bottom of the screen.

Sign In

Email Address

Password





[Forgot password?](#) [Help](#)

Sign In

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Stay signed in

Or sign in with

SSO Apple Google Facebook

- **STEP 4:** Enter your **DU credentials** and click the **'Login'** button. This will bring you to the Zoom main page.



DU email (first.lastname@du.edu)

Password

Login

You are attempting to access the following service: **udenver.zoom.us**

- **STEP 3:** Type **UDenver** into the **'Company Domain'** box and click the **'Continue'** button.

Sign In With SSO

Enter your company domain.

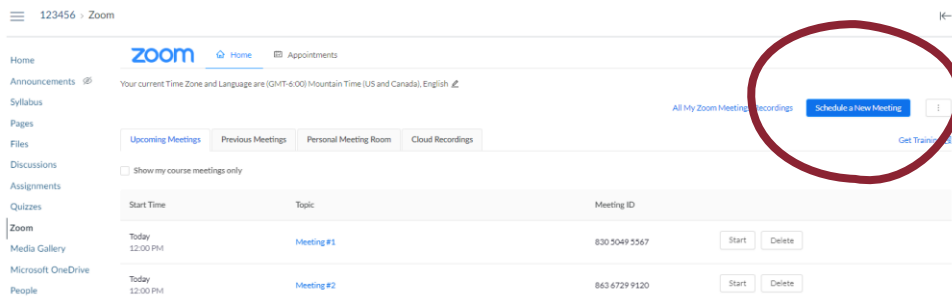
Company Domain .zoom.us

[Help](#)

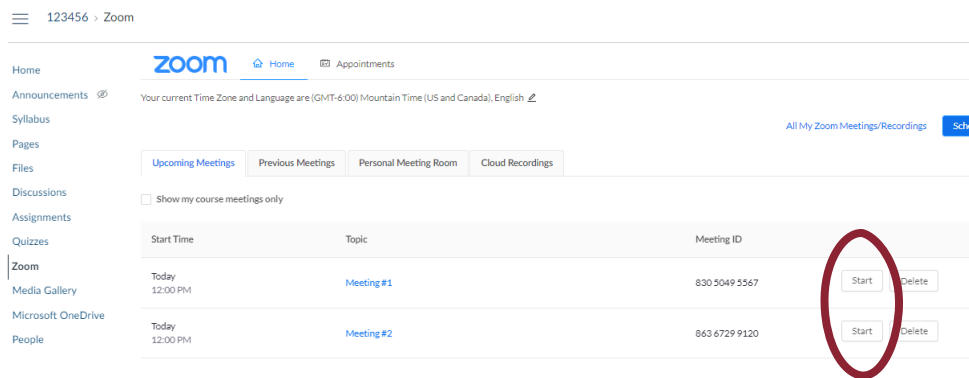
Continue

[I don't know the company domain](#)

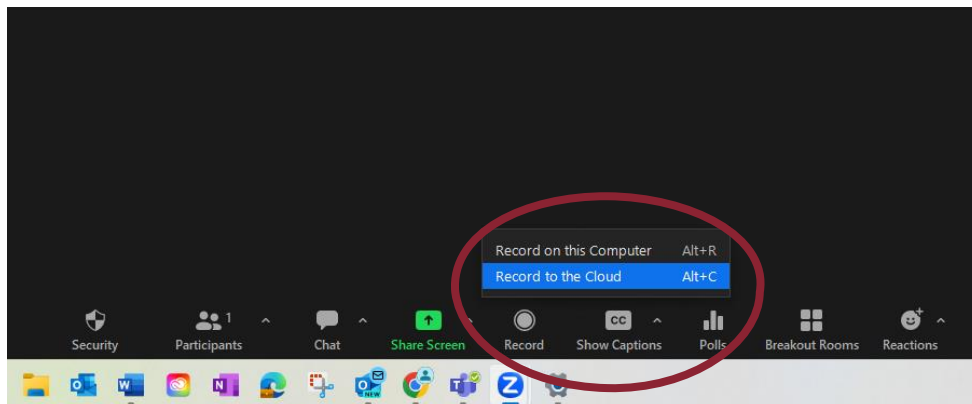
- **STEP 5:** Click the **'Schedule a New Meeting'** button and follow the process of creating your meeting. If you already have a meeting scheduled, go to STEP 6 below.



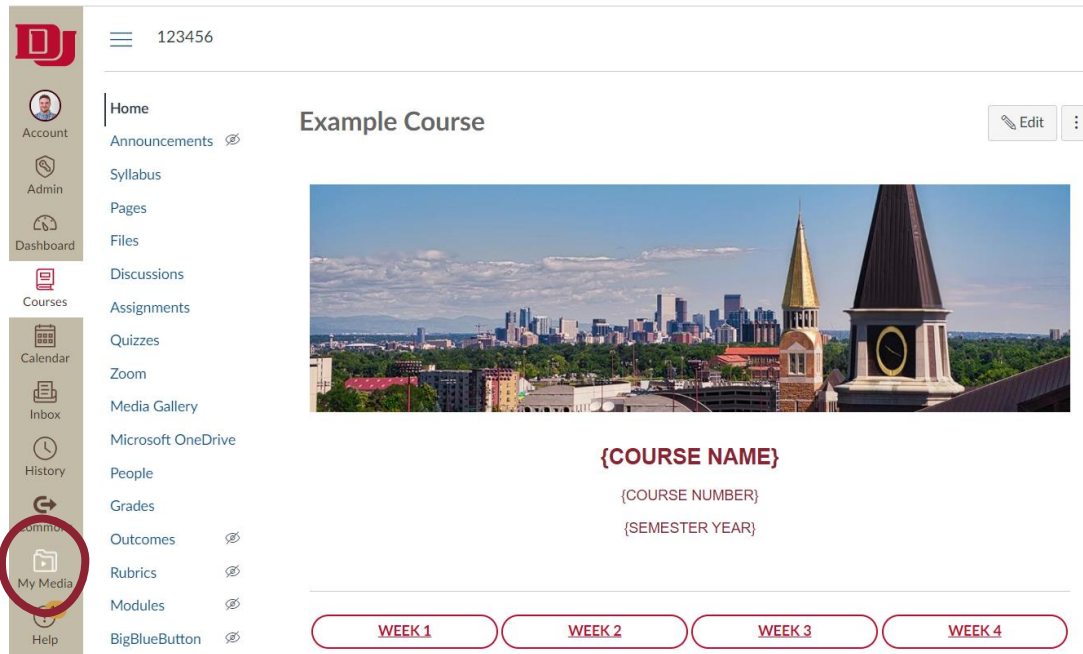
- **STEP 6:** Go to the appropriate meeting from the list under the 'Home' tab and click the **'Start'** button.



- **STEP 8:** In your Zoom meeting, click on the **'Record'** button along the bottom of the screen and choose the **'Record to the Cloud'** button.

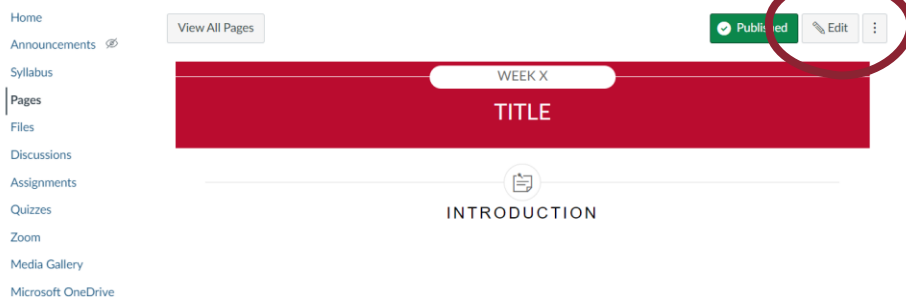


- **STEP 8:** When you stop recording and exit the meeting, your video will be automatically transferred to your 'My Media' account. This process can take several minutes (especially with longer videos) but when it is complete you will get an email notification and it will appear under the 'My Media' tab in the global navigation bar.

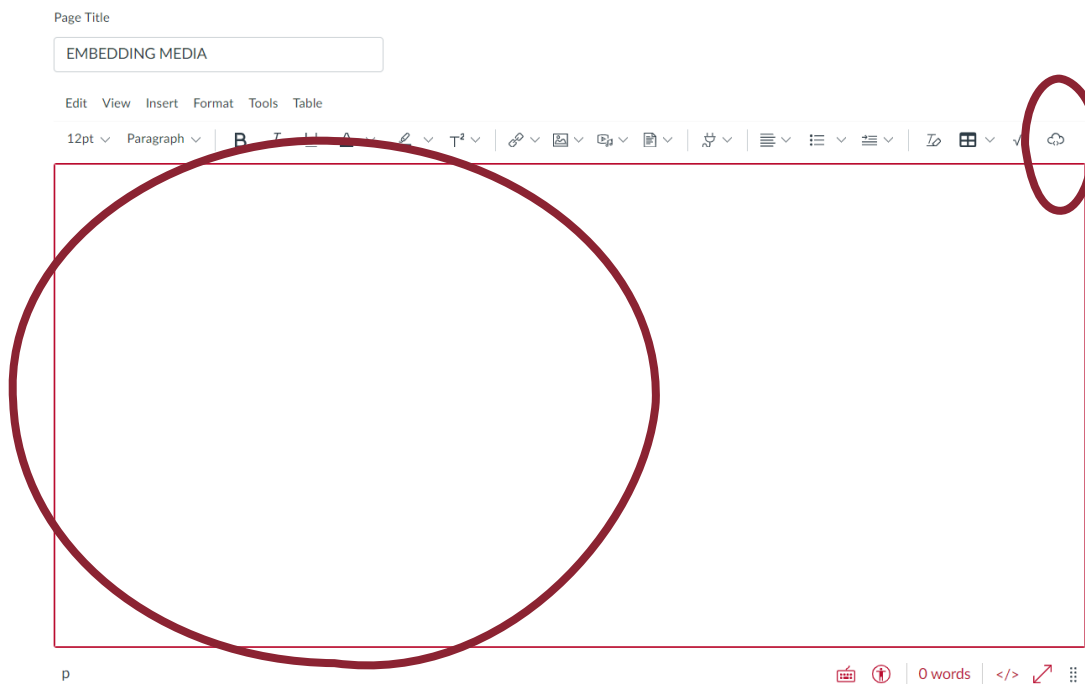


POSTING A VIDEO LECTURE

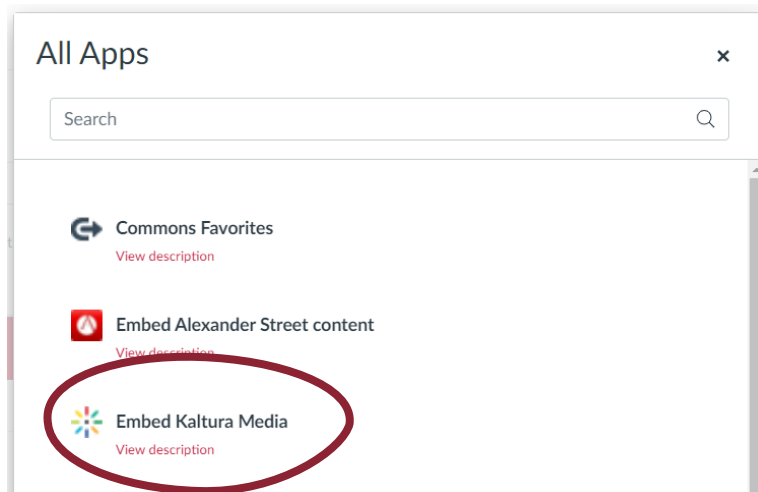
- **STEP 1:** Start by opening the page where you want to post your video lecture. Click on the 'Edit' button in the upper right-hand corner.



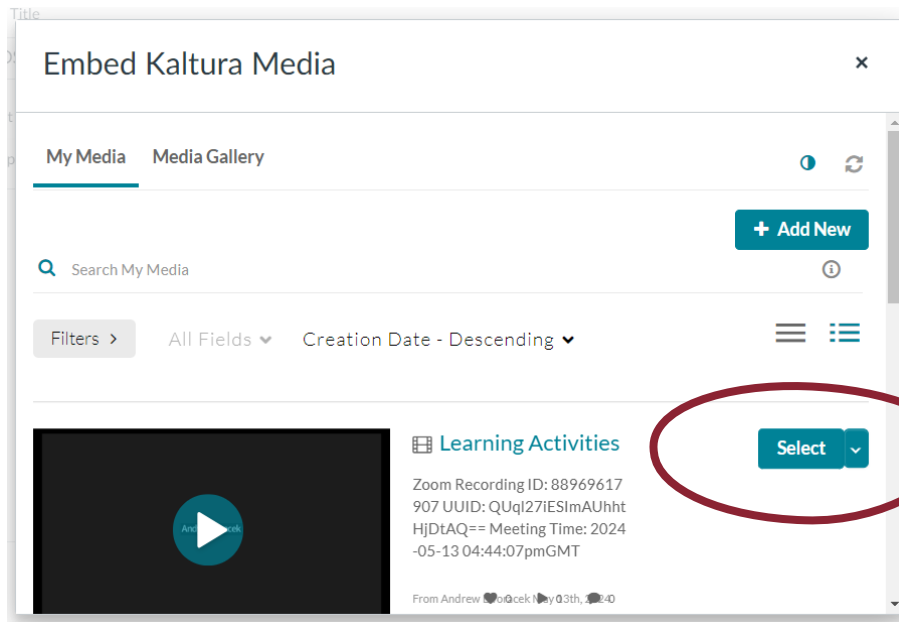
- **STEP 2:** In the primary textbox (marked with a red border), place the cursor where you want your lecture to appear. Next, click on the 'Apps' (electrical plug) icon along the top of the primary textbox and select the 'View All' option.



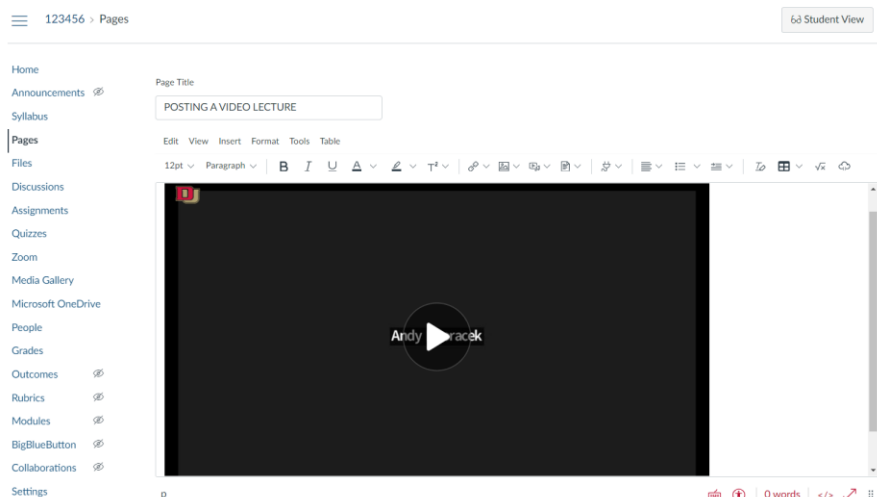
- **STEP 3:** Choose the 'Embedding Kaltura Media' option.



- **STEP 4:** Find your video lecture in the list under the 'My Media' tab. Click on the 'Select' button to the right of your lecture.



Your video lecture will be automatically inserted (though it may take a few minutes).



STEP 4: Finalize the process by clicking on the **'Save'** button in the lower right-hand side of the screen.

