

# Using Zoom to Record and Caption Lectures

## First Time Only

If you are not sure if you have a Washburn Video Server account, log in to the video server to create one.

1. Go to <http://video.washburn.edu>
2. If you aren't logged in, click the (very small) Washburn CAS link (below the normal login)

Login

Help Portal

## Welcome to Washburn Video

Orchestrate Your Video

Login to manage and publish your video and audio files. Use Washburn Video to enhance teaching, learning, and communication. Your username and password are your MyWashburn username and password.

Support for Washburn Video:  
e-mail [video@washburn.edu](mailto:video@washburn.edu) or call 785-670-3000

Username  
Password

Identity Provider  
Ensemble Account

Remember Me

Login

Single Sign-on?  
Washburn CAS

3. Log in like you would to MyWashburn
4. That's it, your account is now created.

## Recording a Lecture without Students

1. Start a Zoom session
2. Get your presentation ready
3. Share your presentation to the meeting
4. When you are ready, click the Record button
5. Choose "In the cloud"
6. Do your presentation
7. When you are done, click the End Meeting button (or stop the recording and then end the meeting)
8. Wait for a confirmation email from Zoom indicating the transcripts have been complete (you will get two confirmation emails, this will be the second one)
9. Click the first link in the email ("These files are available to view, download, and edit on the recording detail page:")
10. Click the Download button (it will indicate you will be downloading multiple files)
11. Choose a place on your computer to save the files (you will need to find them later in this process)

## Recording a Lecture with Students

1. Start the scheduled Zoom session
2. When you are ready, click the Record button
3. Choose "In the cloud"
4. Conduct your session as normal
5. When the session is over, click the End Meeting button

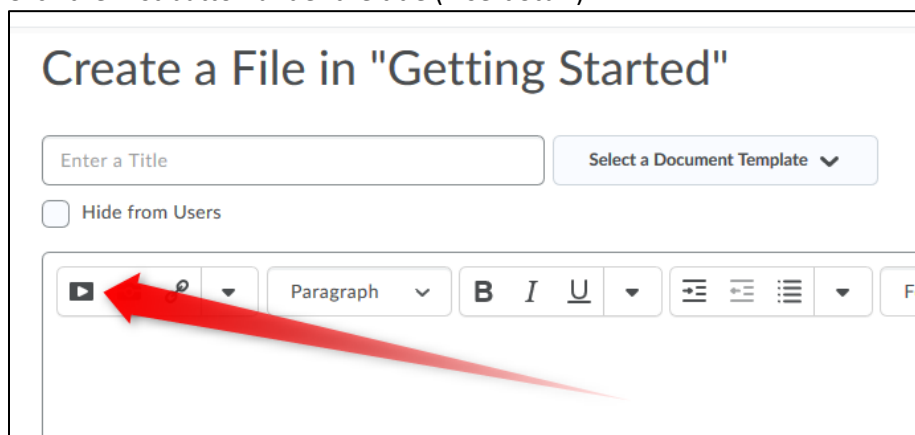
6. Wait for a confirmation email from Zoom indicating the transcripts have been complete (you will get two confirmation emails, this will be the second one)
7. Click the first link in the email (“These files are available to view, download, and edit on the recording detail page:”)
8. Click the Download button (it will indicate you will be downloading multiple files)
9. Choose a place on your computer to save the files (you will need to find them later in this process)

## Emailing a Link to the Lecture to Students

1. Go to <http://video.washburn.edu>
2. If you aren’t logged in, click the (very small) Washburn CAS link (below the normal login)
3. Log in like you would to MyWashburn
4. Find the lecture you want to share
5. Click the Permalink option below the video (if there isn’t a Permalink option it is because the video is still processing, you will need to check back later)
6. Copy the link from the box below “Copy the link below to share with friends”
7. Send that link to students

## Adding the Lecture to Desire2Learn

1. Go to [Desire2Learn](#)
2. Go to your course
3. Go to Content
4. Go to the module where you want the video
5. Click the Upload/Create button
6. Choose Create a File
7. Name the file (it is the link the students will click on to see the video)
8. Click the first button under the title (Insert Stuff)



9. Choose Washburn Video at the bottom of the list (you may need to scroll down)
10. Click Choose under the video you want
11. Click the Save button
12. Click the Insert button (bottom left)
13. Click the Save and Close button (bottom left)