

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)



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 at least an hour
9. Proceed to the section below on either Emailing a Link to Students or Adding the Lecture to Desire2Learn

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 at least an hour
7. Proceed to the section below on either Emailing a Link to Students or Adding the Lecture to Desire2Learn

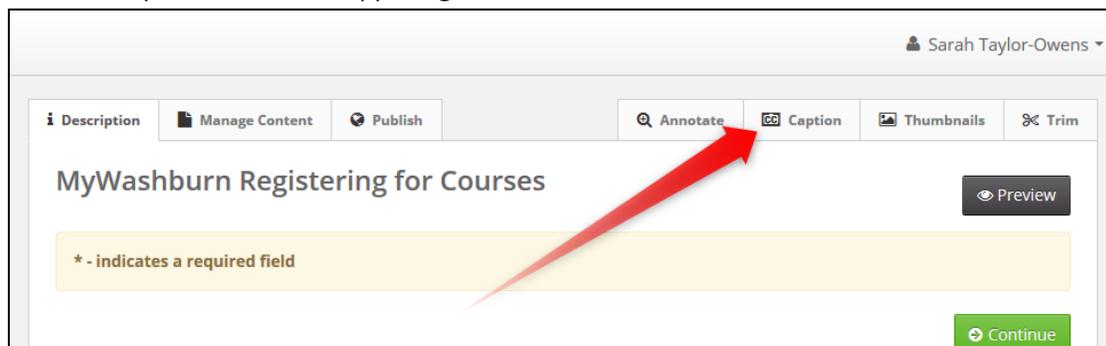
Editing the Captions

1. Go to <http://video.washburn.edu>

- If you aren't logged in, click the (very small) Washburn CAS link (below the normal login)



- Log in like you would to MyWashburn
- Click the Edit button to the far right of the video you want to edit the captions on
- Click the Captions tab in the upper right



- Click the Launch Amara Editor button
- If the screen is greyed out and has instructional boxes, click anywhere to continue
- Edit subtitle text as needed
- Click the Publish button in the upper right
- Click the Continue button in the lower right
- Scroll to the bottom
- Click the Publish button in the bottom right

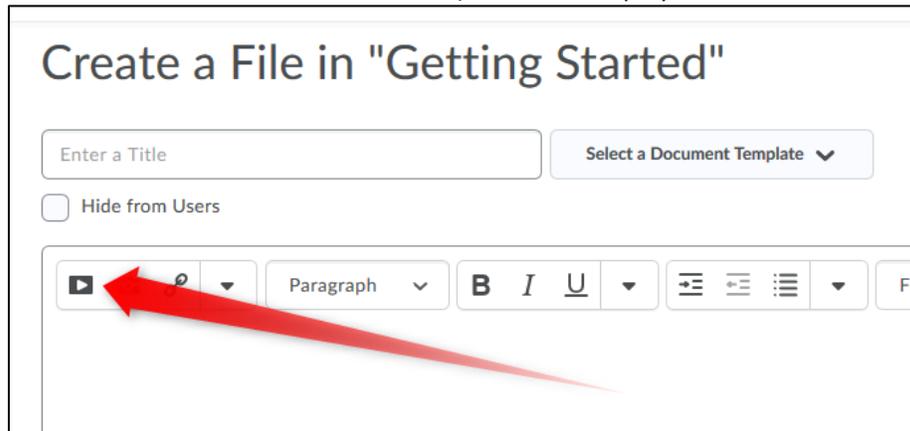
Emailing a Link to the Lecture to Students

- Go to <http://video.washburn.edu>
- If you aren't logged in, click the (very small) Washburn CAS link (below the normal login)
- Log in like you would to MyWashburn
- Find the lecture you want to share
- 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)
- Copy the link from the box below "Copy the link below to share with friends"
- Send that link to students

Adding the Lecture to Desire2Learn in the Description Text of a Module

- Go to [Desire2Learn](#)
- Go to your course
- Go to Content

4. Click on the module in the Table of Contents
5. Click on the words "Add a description..." below the module name near the top middle
6. Click the first button in the editor bar (it looks like a play button and is called "Insert Stuff")



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

Adding the Lecture to Desire2Learn as a Link in a Module

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 Existing Activities button
6. You may need to scroll down
7. Choose Washburn Video (ELT)
8. Click Choose under the video you want
9. Click the Save button