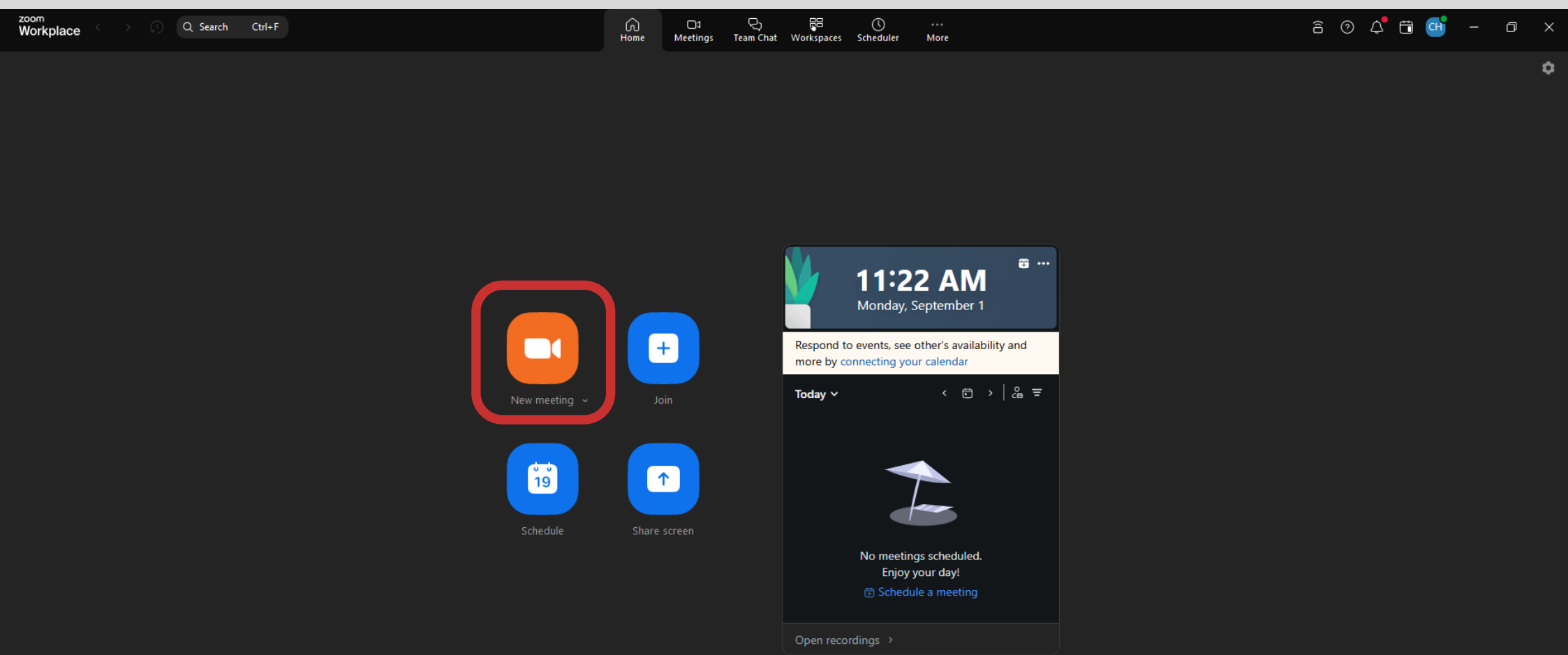


How to record and share your lecture recording

Start a new meeting in Zoom on the desktop in the lecture room.



Click the “Record” button and select “Record to the Cloud” so the recording can be retrieved online in your Zoom account.



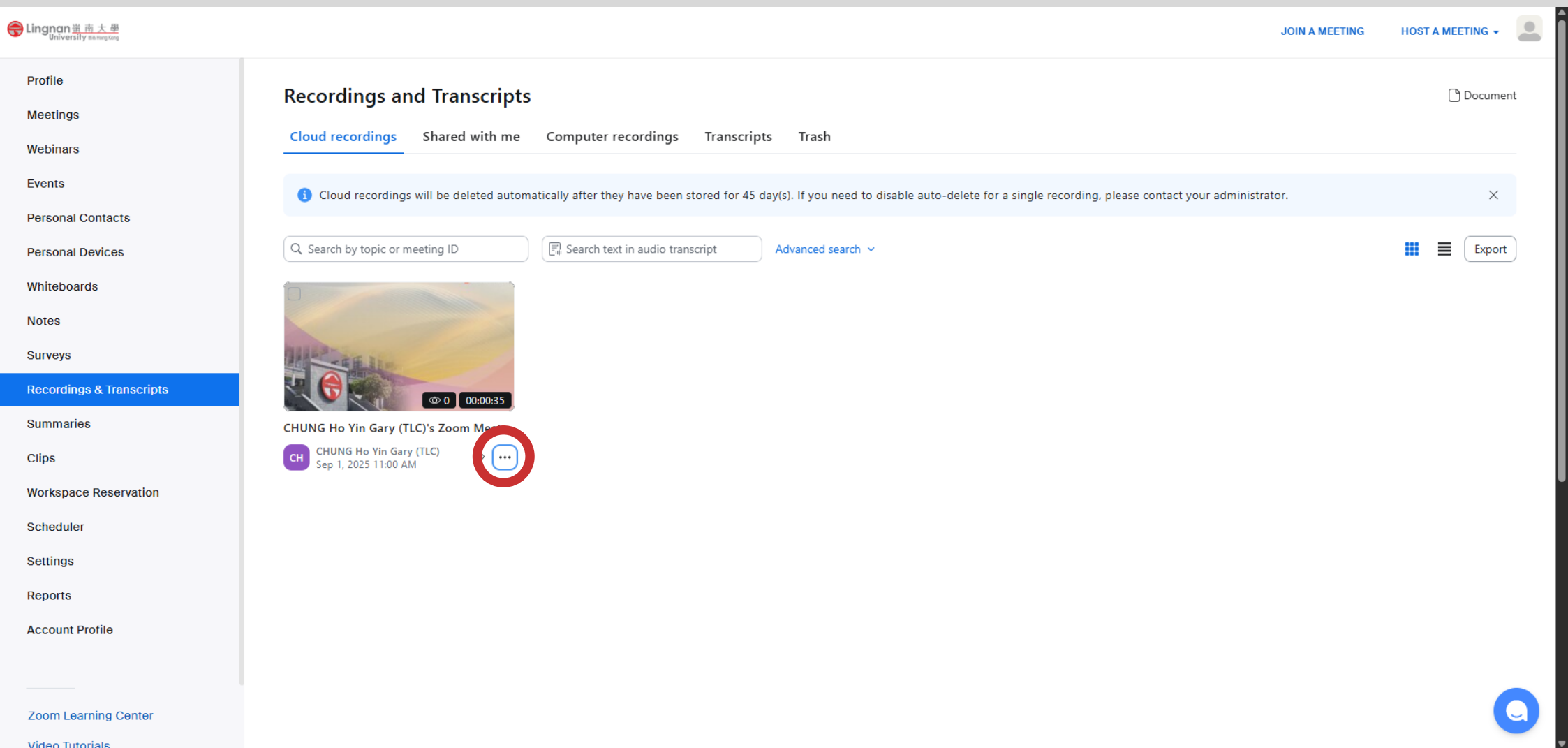
Ensure the recording has started.



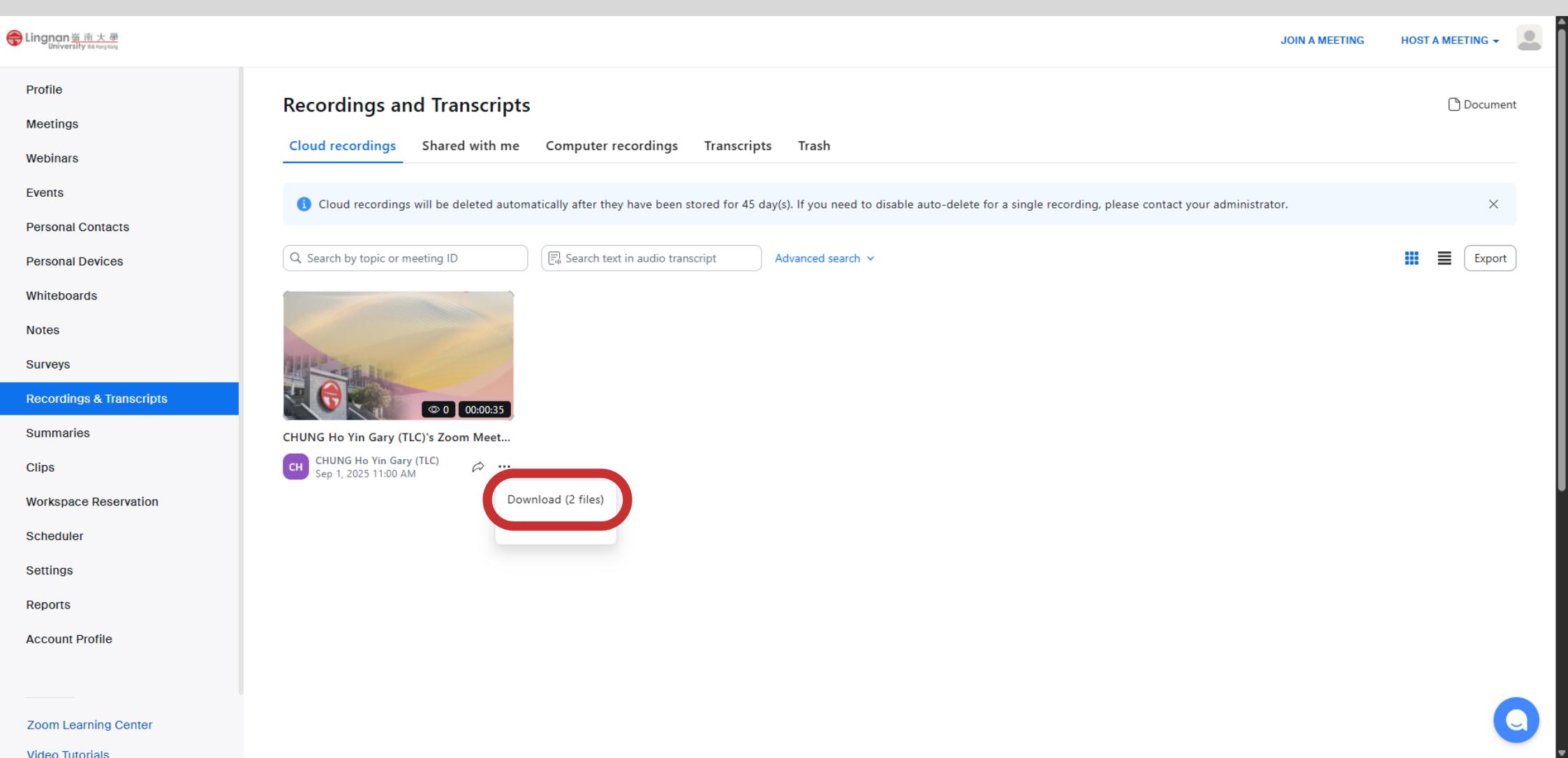
Click “End Meeting for All” after the lecture.



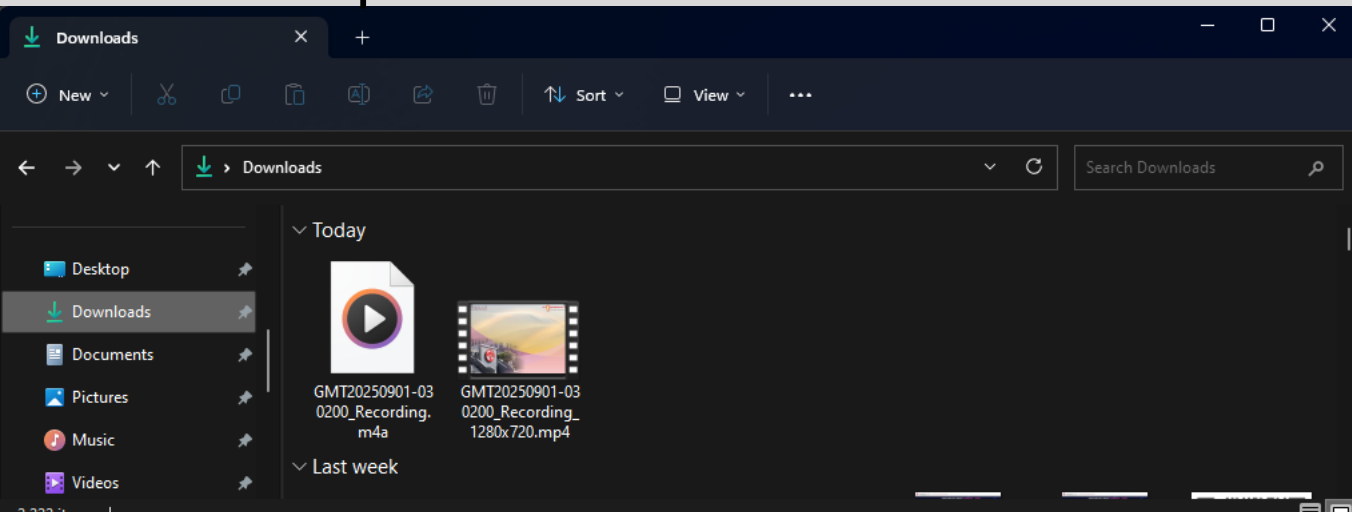
Go to <http://lingnan.zoom.us/recording>, where the lecture recording will be displayed, and click the options button.



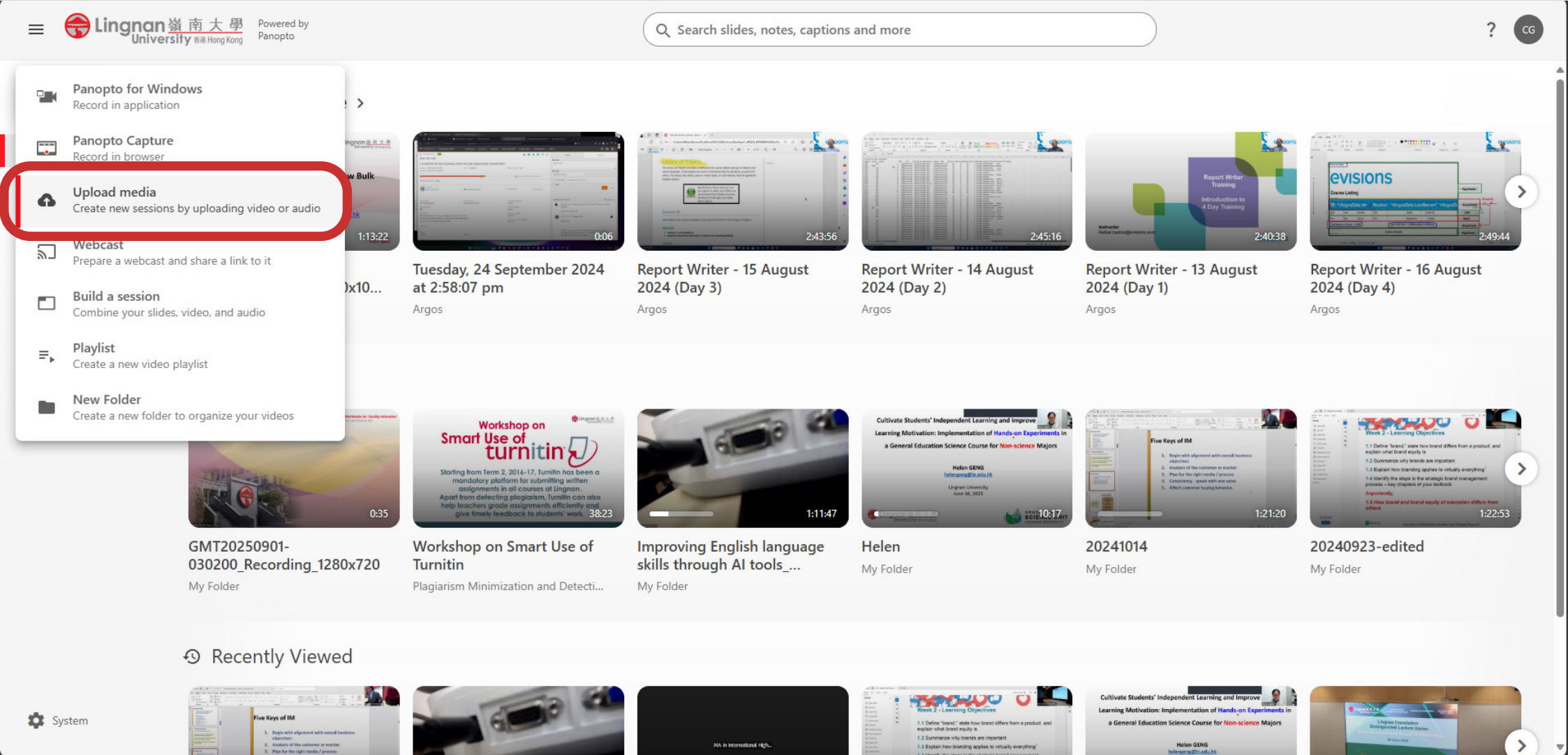
Click “Download.”



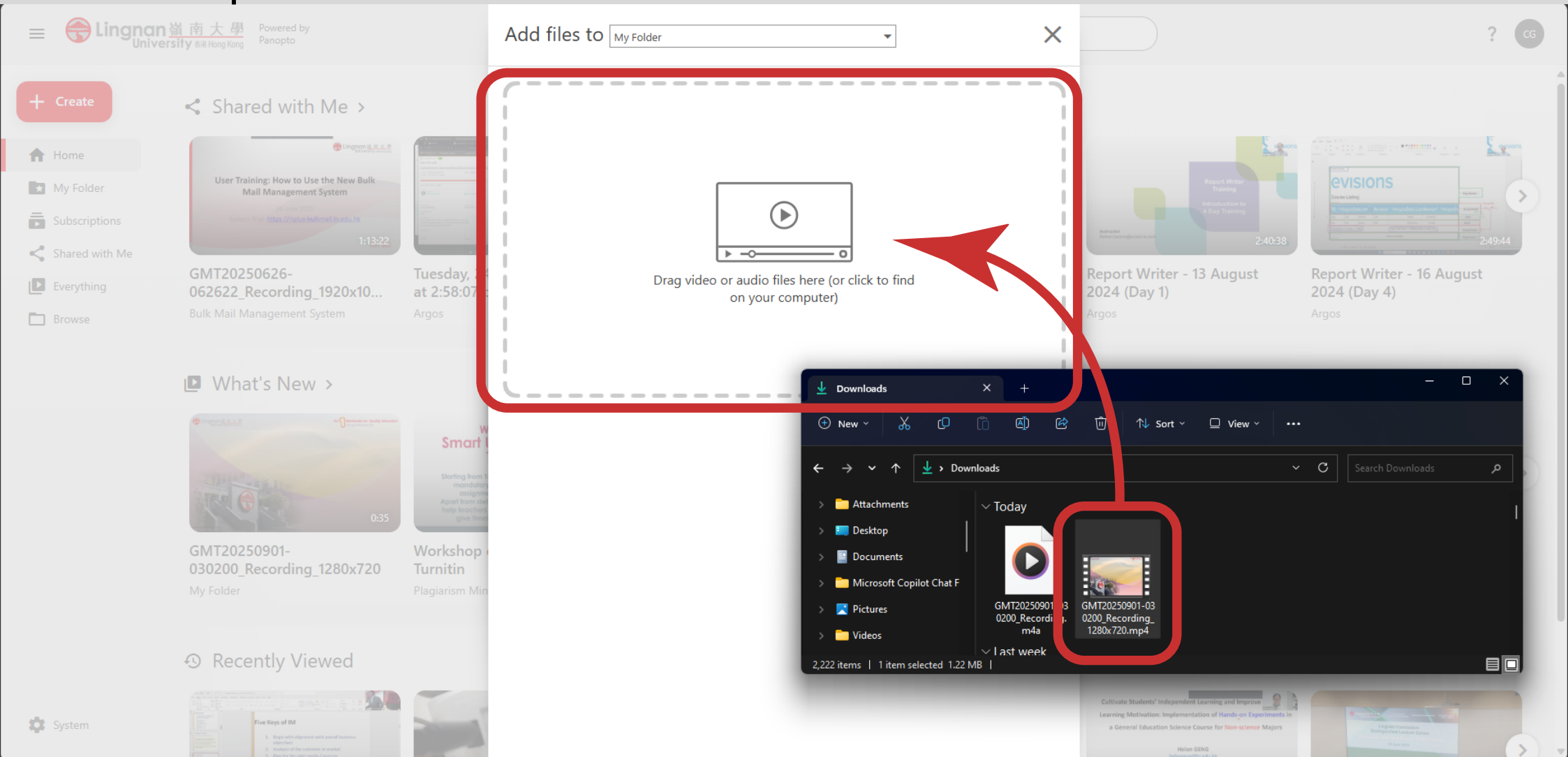
An MP4 file and an M4A file (audio-only) will be downloaded to your local desktop.



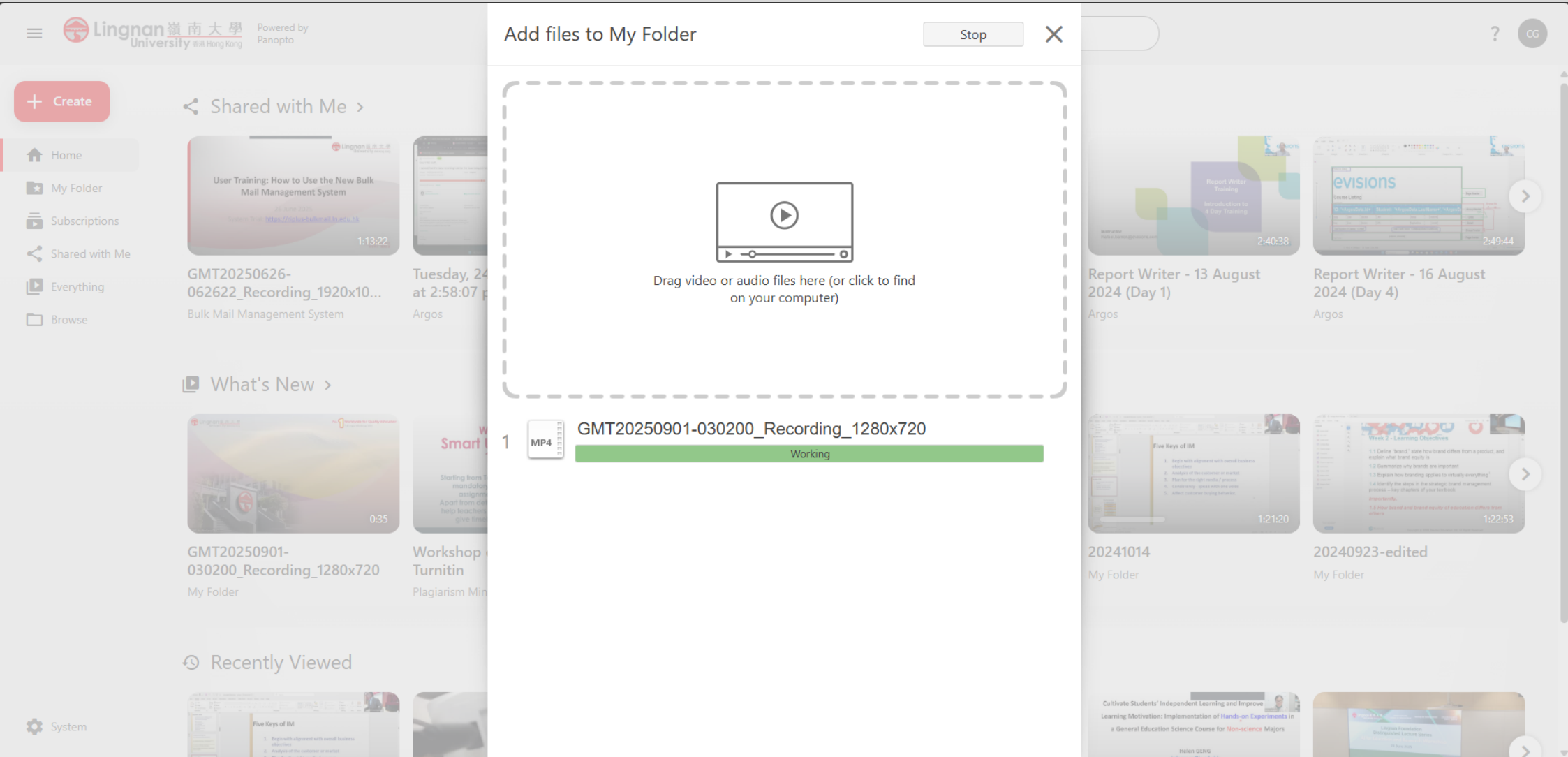
Go to <http://lingnan.ap.panopto.com/> and click “Upload media”



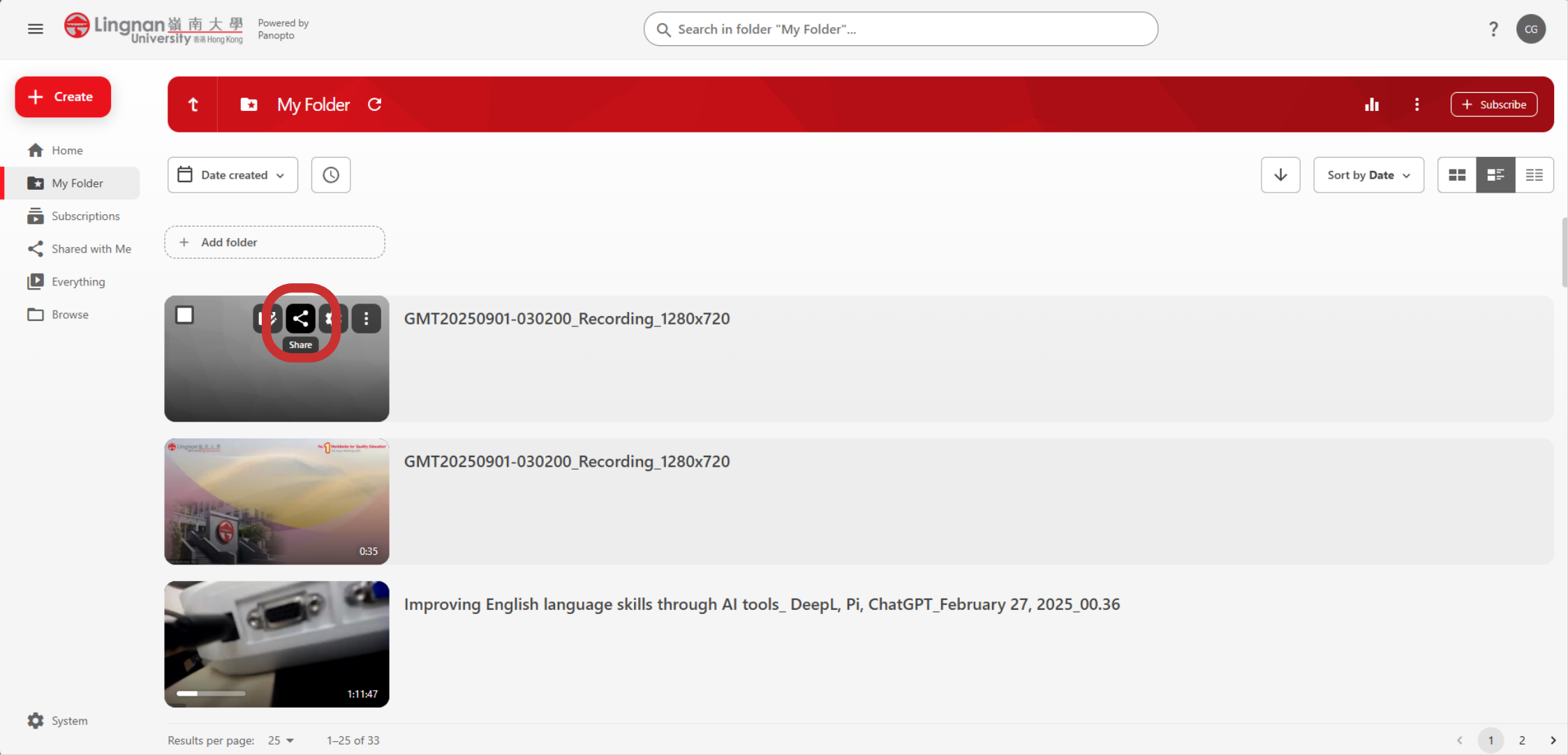
Drag the MP4 file into the designated field to upload the recording to Panopto.



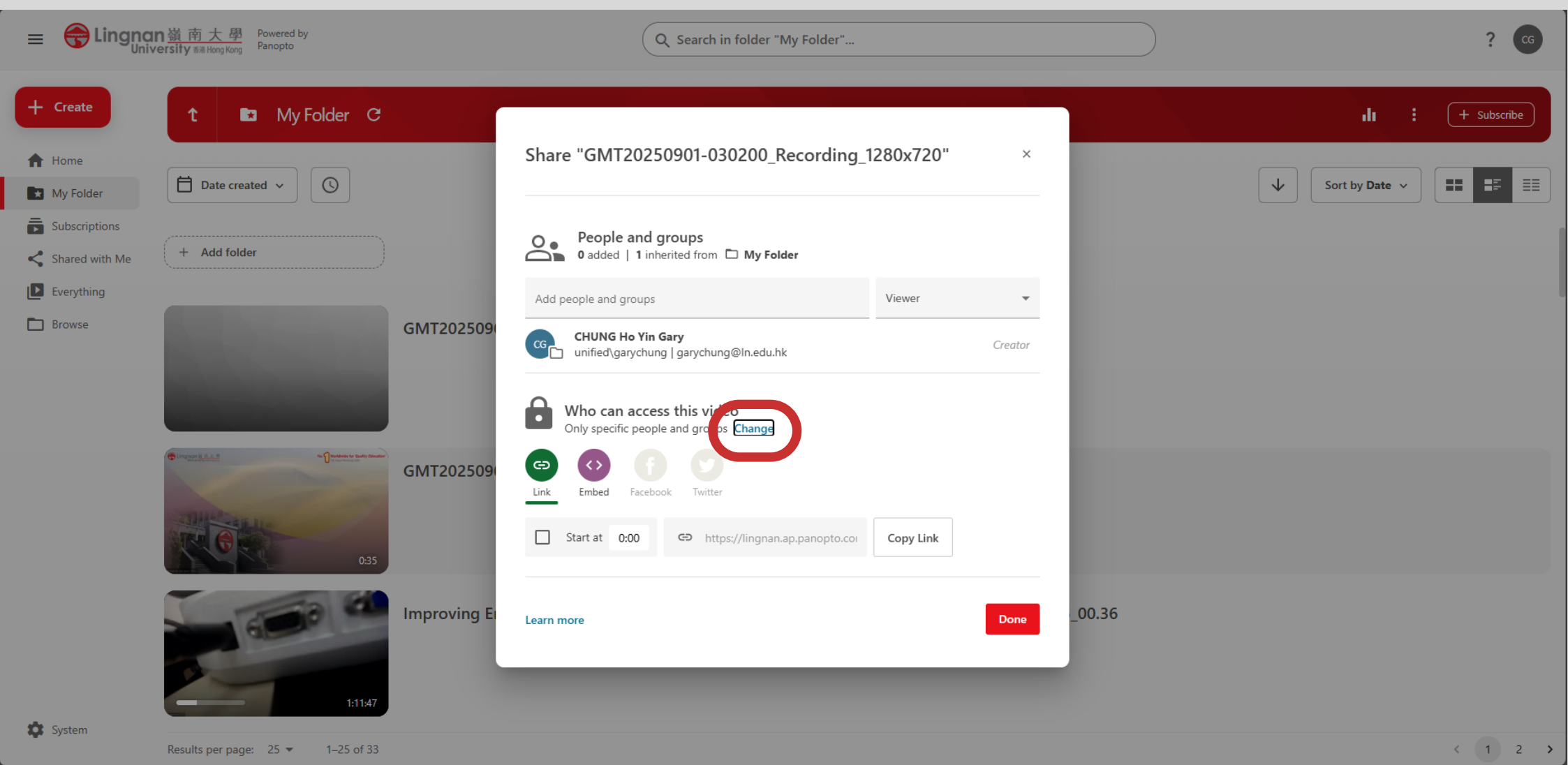
The uploading process may take some time.



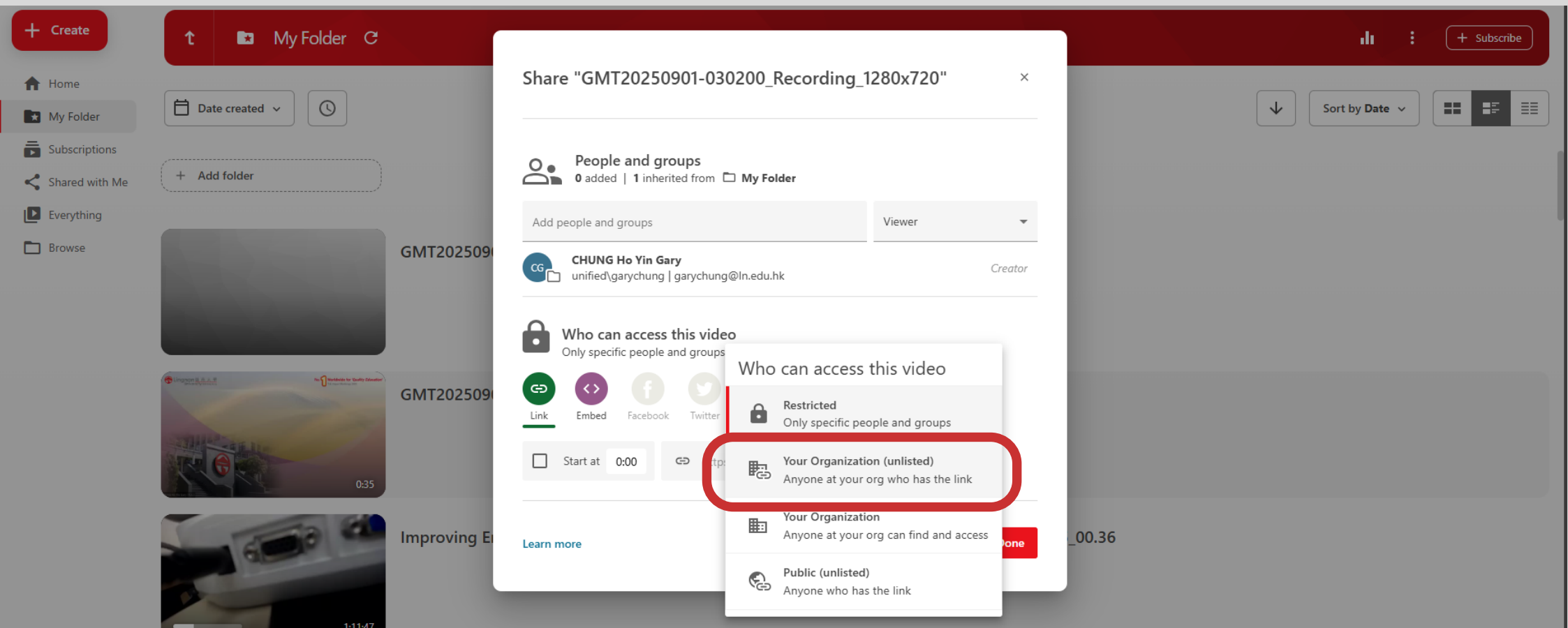
After the upload is complete, click the “Share” button.



Click “Change” to set the accessibility of the video.



Select “Anyone at your organization who has the link.”



Click “Copy Link” and share it with students via Moodle.

