

HOW TO EDIT AND UPLAOD A ZOOM PRE-RECORDED LECTURE

TLS services

**PART 1: EDITING ON ZOOM
CLOUD**

**PART 2: EDITING A VIDEO ON
IMOVIE**

PART I

HOW TO RECORD A MEETING?

- On the ZOOM application, start a meeting and record your meeting.
- Once you are done with your lecture, click end recording.
- The mp4 file recording will normally upload to the Zoom Cloud if you have enabled that feature on zoom. (It should be enabled for McGill instructors)
- Cloud recording is automatically enabled for all paid subscribers. When you record a meeting and choose **Record to the Cloud**, the video, audio, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser.
 - Sign in to the Zoom web portal.
 - In the navigation panel, click **Settings**.
 - Navigate to the **Recording** tab and verify that the **Cloud Recording** setting is enabled.

Cloud recording

Allow hosts to record and save the meeting in the cloud



EDITING ON ZOOM

- Log onto the Zoom Web Portal.
- Go to recordings, then cloud recordings.
- Select the video you want to edit.
- Click the title of a video to see more details.

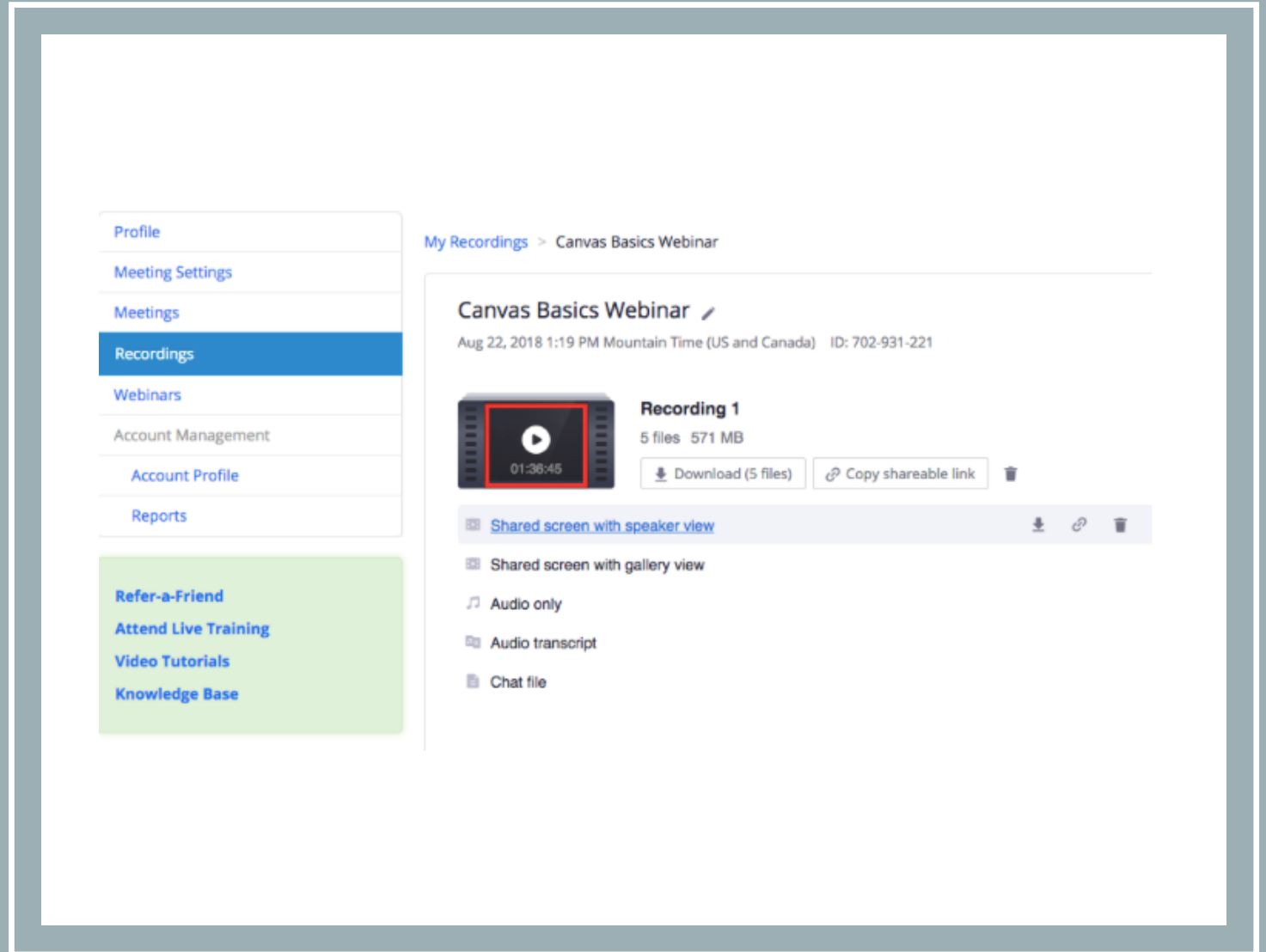
The screenshot displays the Zoom Cloud Recordings management interface. On the left is a navigation sidebar with options: Profile, Meeting Settings, Meetings, Recordings (highlighted in blue), Webinars, Account Management, Account Profile, and Reports. Below these are links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for Cloud Recordings (selected and highlighted with a red box) and Local Recordings. It includes filters for 'From' (MM/DD/YYYY), 'To' (10/03/2018), and 'All Status'. There are search and export buttons, and 'Delete Selected' and 'Delete All' options. A table lists recordings with columns for Topic, ID, Start Time, and File Size. Each row has 'Share...' and 'More +' buttons. A 'Trash (2)' link is visible in the top right of the table area.

Topic	ID	Start Time	File Size	Actions
<input type="checkbox"/> Canvas Basics Staff Training	530-626-366	Sep 07, 2018 13:31	3 Files (162 MB)	Share... More +
<input type="checkbox"/> Canvas Basics Webinar	702-931-221	Aug 22, 2018 13:19	5 Files (571 MB)	Share... More +
<input type="checkbox"/> eLCC TechTrek	648-932-596	Jul 27, 2018 11:09	2 Files (595 KB)	Share... More +

EDITING ON ZOOM

-Click the play button to
open the video editor.

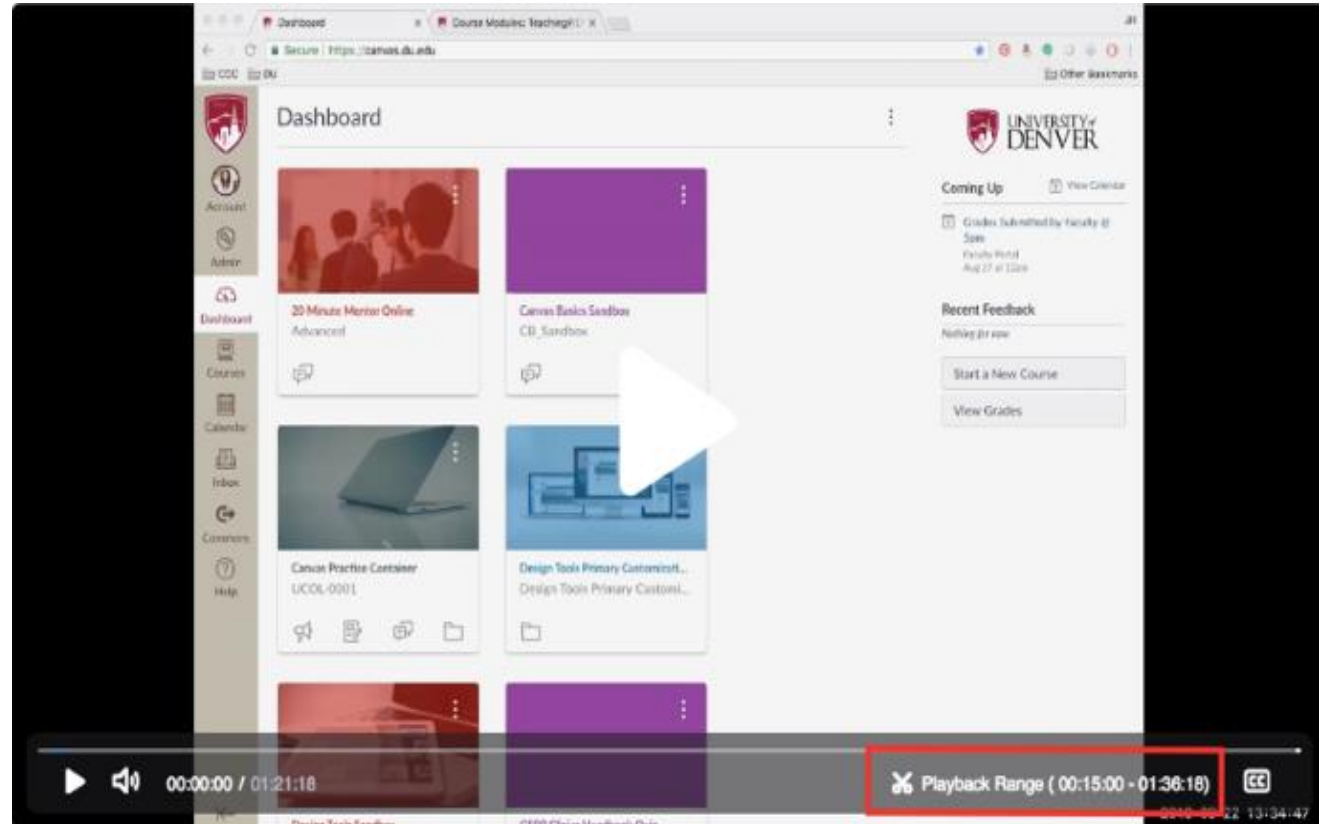
-Open the video on full
screen.



The screenshot displays the Zoom web interface. On the left is a navigation menu with options: Profile, Meeting Settings, Meetings, Recordings (highlighted in blue), Webinars, Account Management, Account Profile, and Reports. Below this menu is a green box containing links for Refer-a-Friend, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows 'My Recordings > Canvas Basics Webinar'. The recording details include the title 'Canvas Basics Webinar', the date and time 'Aug 22, 2018 1:19 PM Mountain Time (US and Canada)', and the ID '702-931-221'. A video player thumbnail for 'Recording 1' is shown with a red box around the play button and a duration of 01:38:46. Below the player are buttons for 'Download (5 files)', 'Copy shareable link', and a trash icon. A list of recording items follows: 'Shared screen with speaker view', 'Shared screen with gallery view', 'Audio only', 'Audio transcript', and 'Chat file'.

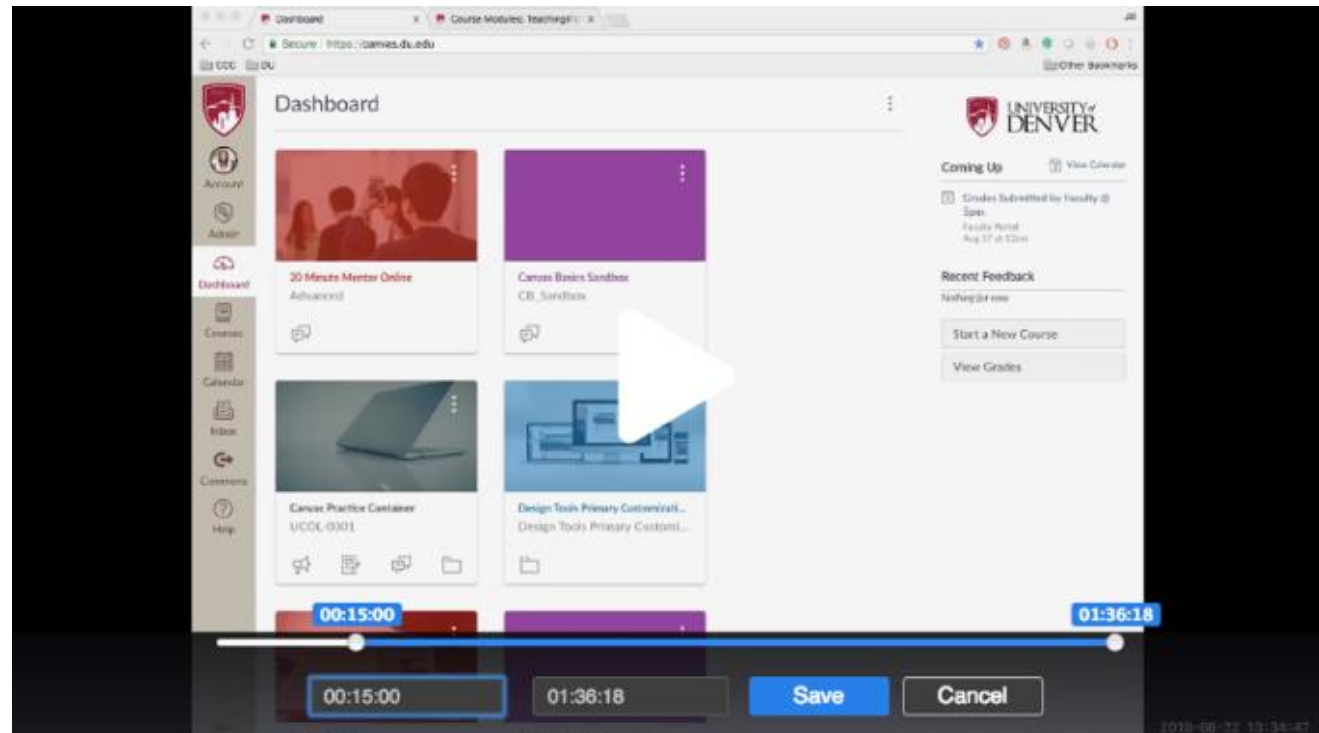
EDITING ON ZOOM

- Click on the scissors icon at the bottom right of the screen.



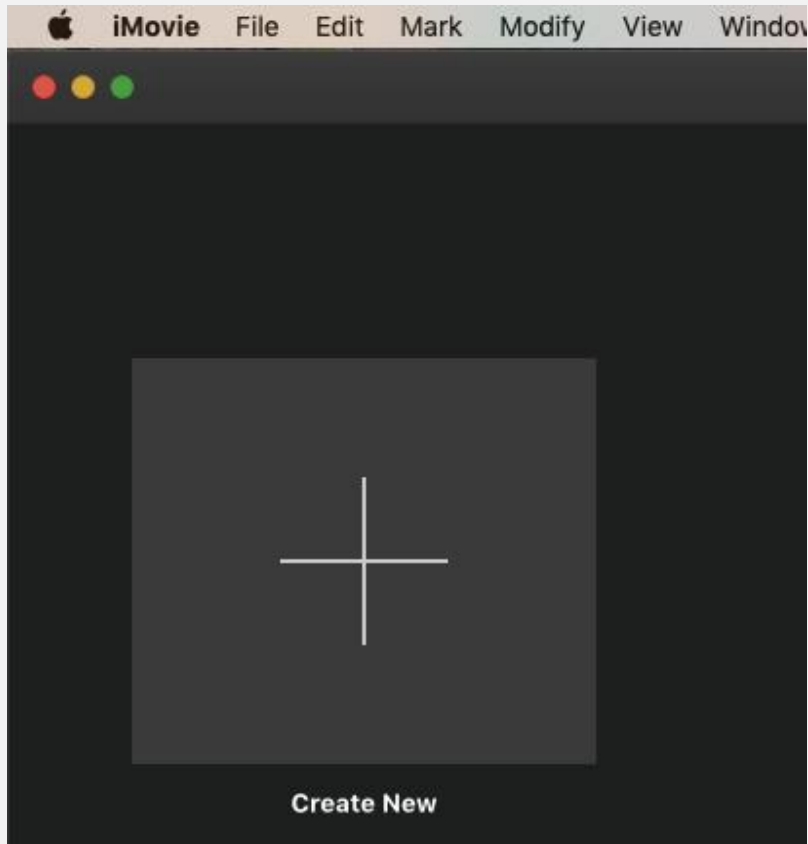
EDITING ON ZOOM

- Drag the cursor to where you would like the video to start, or type in the desired start and end times.
- You can trim the beginnings, as well as the end of your video.
- Then click on save.
- The video will then be uploaded on Zoom Cloud.

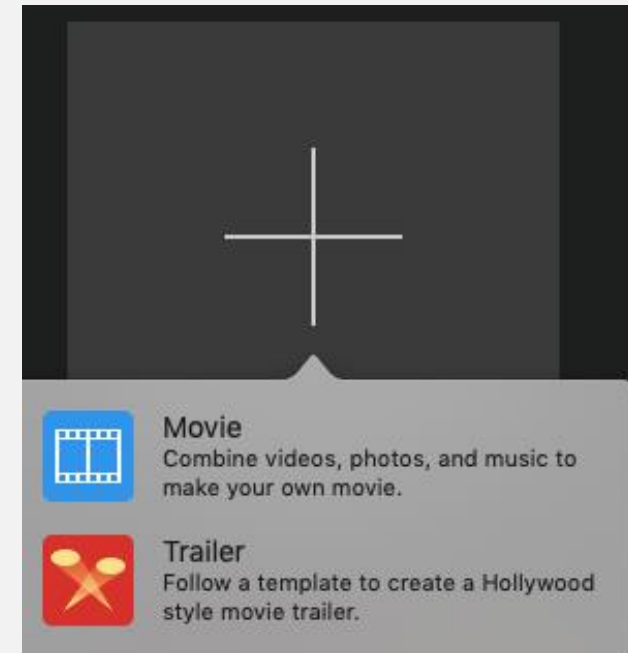


PART II

EDITING A VIDEO ON IMOVIE

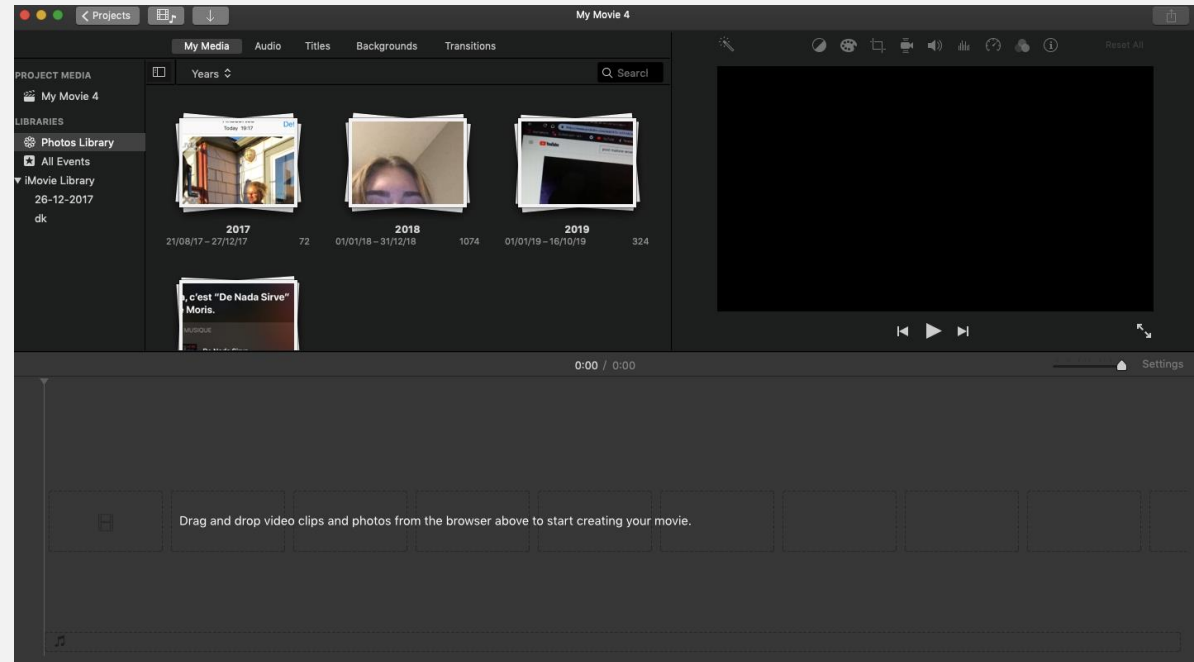


- Open iMovie on your dashboard
- Click on create new on the opening page
- Click on the option "movie"

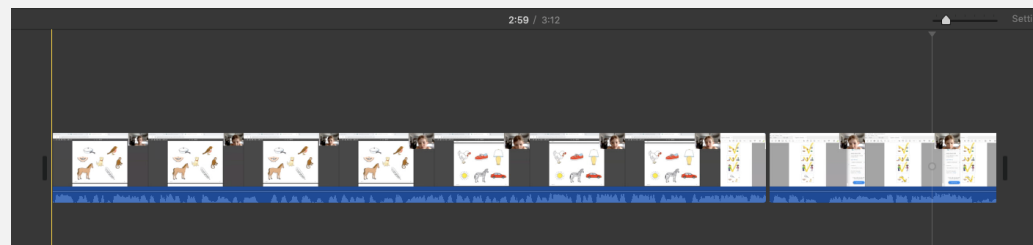


EDITING A VIDEO ON IMOVIE

- Drag the video you wish to edit on iMovie onto the bottom part of the iMovie tab, as indicated on the photo.

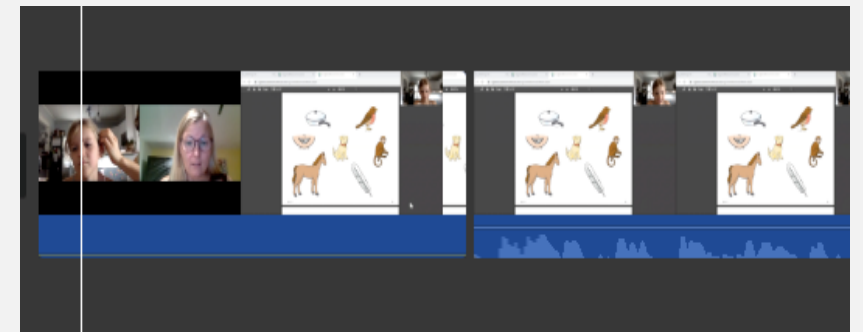
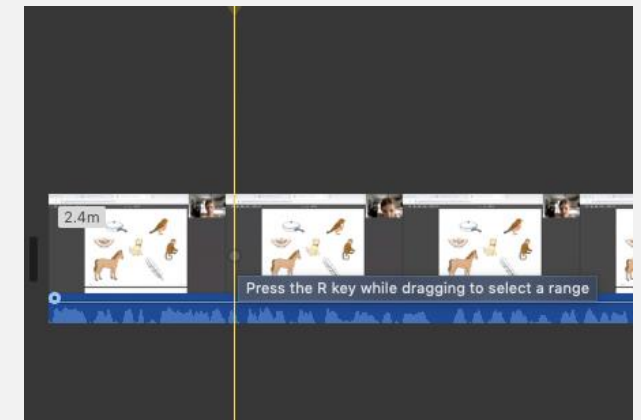
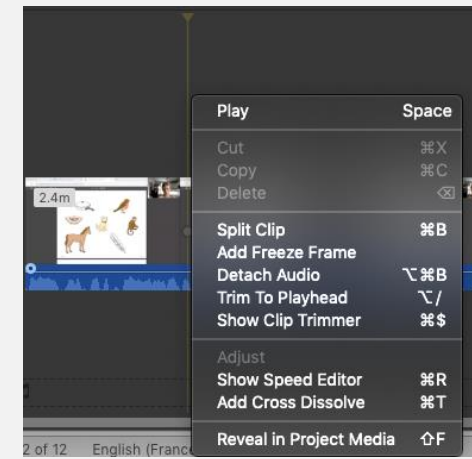


- It should look like this.



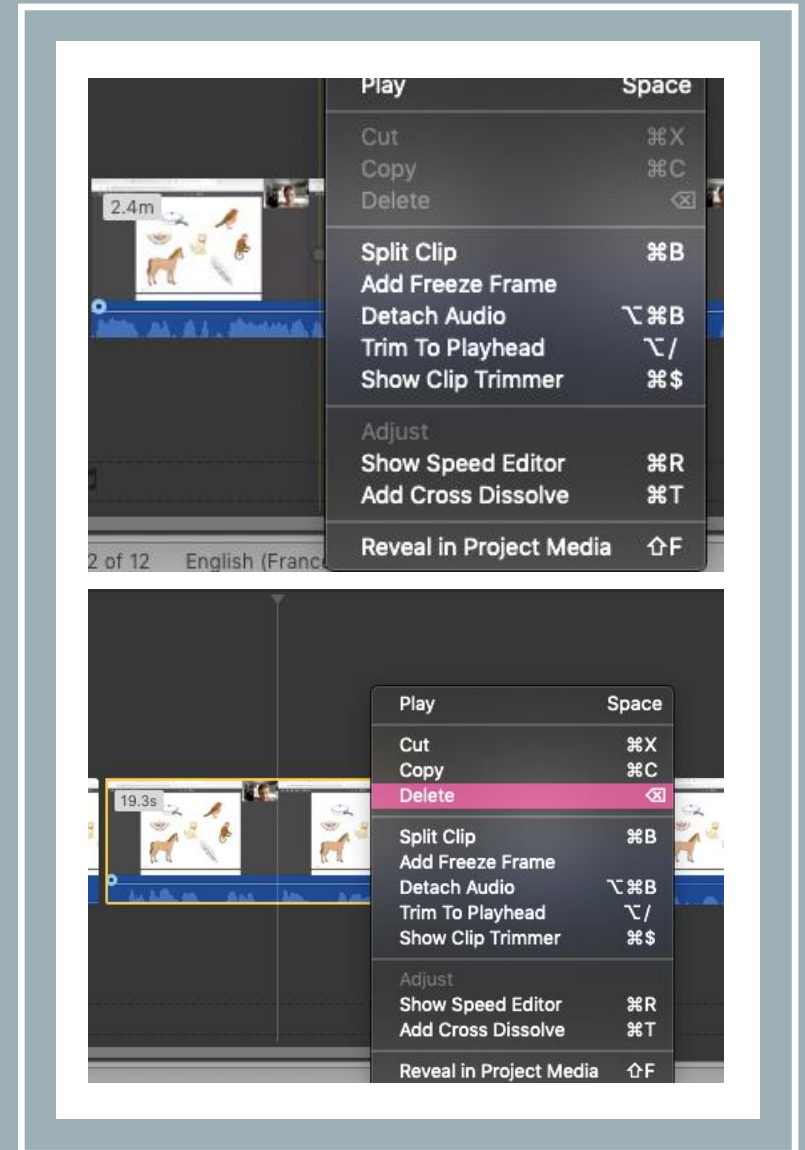
EDITING A VIDEO ON IMOVIE – CUTTING THE SOUND

- Place the cursor at the end of the video section in which you wish to cut the sound of.
- Then click right on your cursor, and select the option 'split clip'.
- In the clip you have split, place your cursor on the blue sound at the bottom.
- Lower or raise the volume accordingly, by lowering or raising the cursor.
- As you can see on the bottom picture, in the clip we have split, the volume is low and no sound waves are indicated.



EDITING A VIDEO ON IMOVIE: DELETING PART OF YOUR VIDEO

- In the same way, firstly click right to split the part of the video you want to edit.
- Then, click right again and this time if you wish to do so, delete the clip you selected.
- This part of the video will be deleted, and the rest of the video will go on.

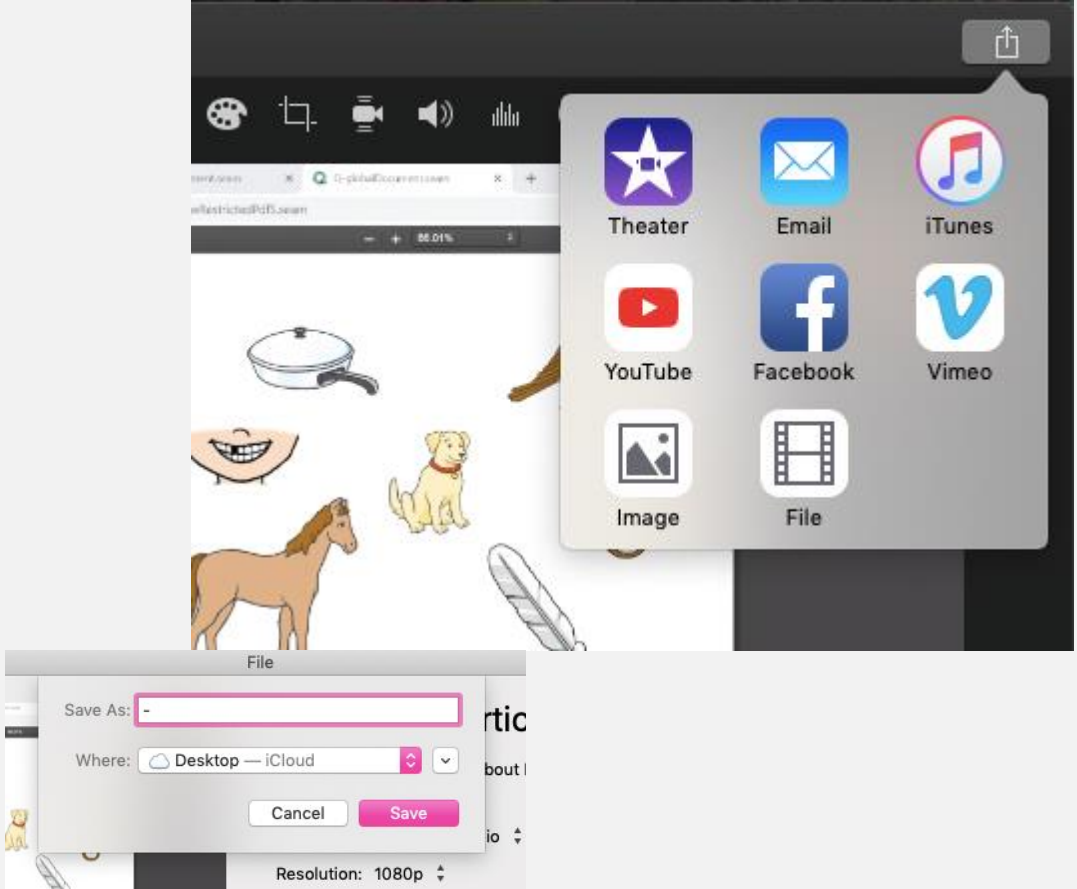


SAVING AND UPLOADING YOUR IMOVIE

- Once you are done with your changes, export your project.
- Click on the icon “share” at the top right of your iMovie window.
- Then select the icon “File”
- Click next.



- Then select where you would like the video to be saved.
- You can then upload the video on mycourses.



UPLOAD ON MYCOURSES

- Go to MyCourses
- Select your course
- Click on lecture recordings
- Click on upload and follow the steps accordingly.

The screenshot displays the 'Tools for SCSD-681-001' interface. At the top, a navigation menu includes 'Content', 'Zoom', 'Lecture Recordings', 'Assignments', 'Quizzes', 'Classlist', 'Class Progress', 'Grades', and 'Course Admin'. Below this, a red header bar shows 'Tools for SCSD-681-001' and 'Role: Staff'. A secondary navigation bar contains four options: 'MANAGE RECORDINGS', 'UPLOAD' (which is the active step), 'ADD ZOOM RECORDINGS', and 'COURSE SETTINGS'. The main content area is divided into three steps: '1 Recording Information', '2 Media File', and '3 Publish'. The 'Recording Information' step is active and contains a 'PREVIOUS' button on the left and a 'CONTINUE' button on the right. Below these buttons, there is a toggle switch for 'Enabled : true', a date and time field set to 'Oct 8, 2020, 10:18 PM' with a 'Click to Set a Date Time' link, and an 'Instructor' field with the name 'Ria Eva-julia Van-dam'. At the bottom, there is a text input field for 'Recording Title / Name' with a placeholder text: 'A quick Title / Name to help identify recordings content.'