

Download Recorded Zoom Lectures and Set up in YouTube Account

While LMS, helps you in sharing your recorded lectures, course outline, weekly calendar, study notes, and Power Point presentations as well as quizzes and assignments. The lack of your actual presence will be compensated greatly by using ‘You Tube Live streaming’.

The step-by-step instructions mentioned below will help you:

- Download recorded lectures from Zoom cloud

Create, login and update:

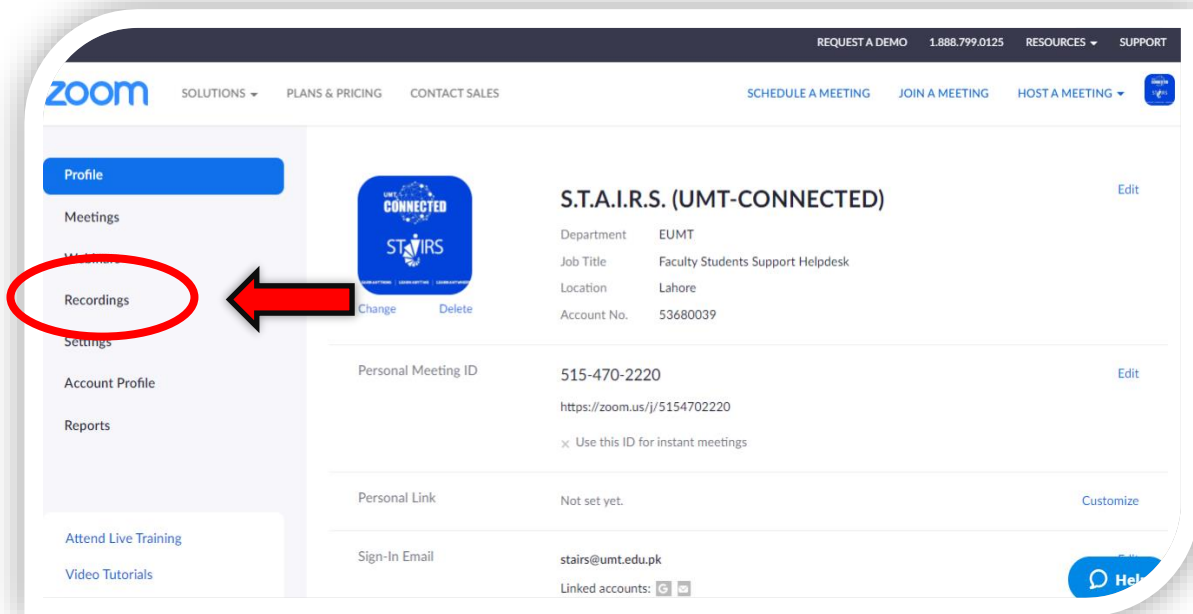
- You Tube Account
- You Tube Channel
- You Tube Playlist

S.T.A.I.R.S. will facilitating UMT faculty and students in the transition to digital learning from the traditional format of learning.

How to Download Recorded Lectures from Cloud

Step 1:

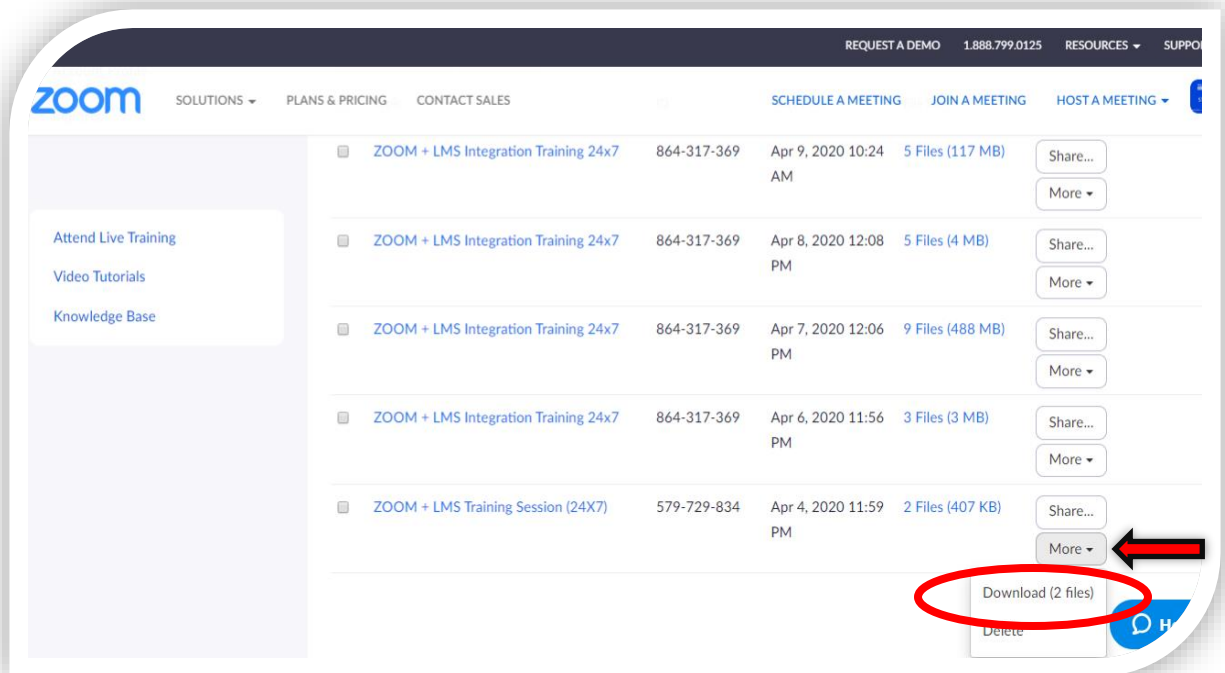
Open your Zoom account and go to “Recordings”



Step 2:

On the particular lectures you want to download in your system,

- Click **“More”**
- Select **“Download”** form the drop-down menu



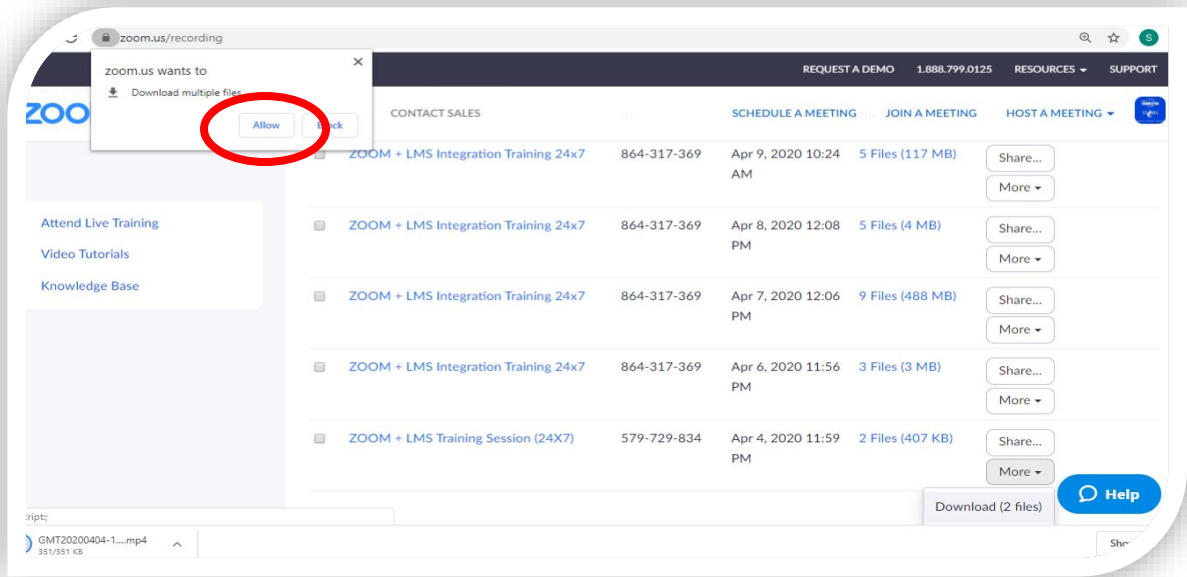
The screenshot displays the Zoom LMS interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. The main navigation menu features 'zoom', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A sidebar on the left contains 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area shows a list of training sessions:

Session Name	Phone Number	Date & Time	Files	Actions
ZOOM + LMS Integration Training 24x7	864-317-369	Apr 9, 2020 10:24 AM	5 Files (117 MB)	Share... More ▾
ZOOM + LMS Integration Training 24x7	864-317-369	Apr 8, 2020 12:08 PM	5 Files (4 MB)	Share... More ▾
ZOOM + LMS Integration Training 24x7	864-317-369	Apr 7, 2020 12:06 PM	9 Files (488 MB)	Share... More ▾
ZOOM + LMS Integration Training 24x7	864-317-369	Apr 6, 2020 11:56 PM	3 Files (3 MB)	Share... More ▾
ZOOM + LMS Training Session (24X7)	579-729-834	Apr 4, 2020 11:59 PM	2 Files (407 KB)	Share... More ▾ Download (2 files) Delete

A red circle highlights the 'More ▾' button for the 'ZOOM + LMS Training Session (24X7)', and a red arrow points to the 'Download (2 files)' option in the dropdown menu.

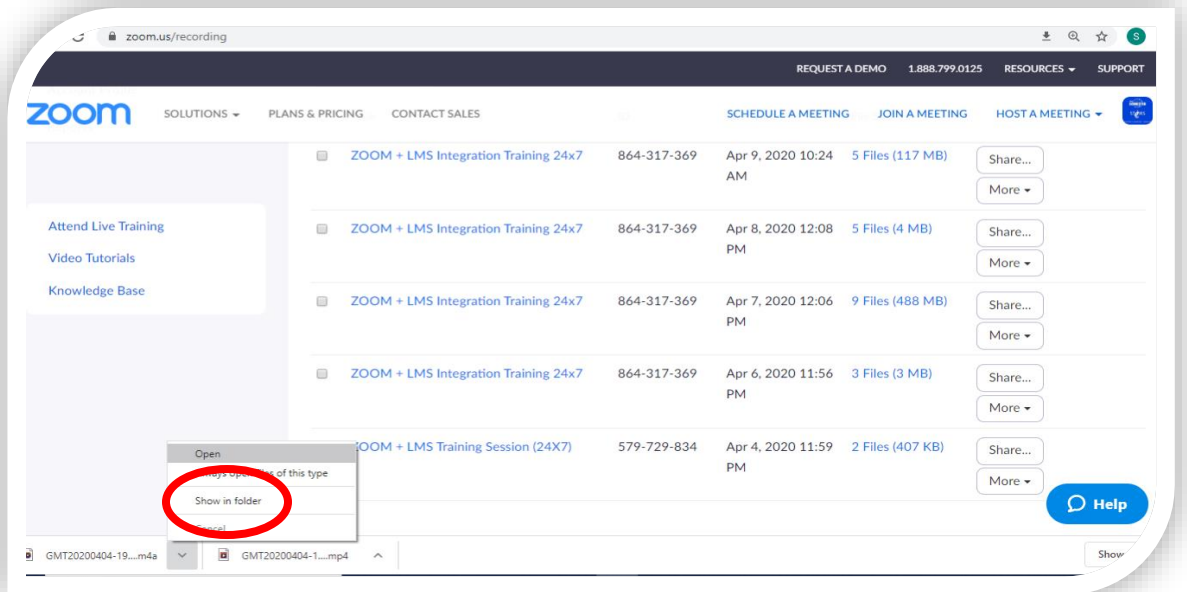
Step 3:

Click on “Allow”



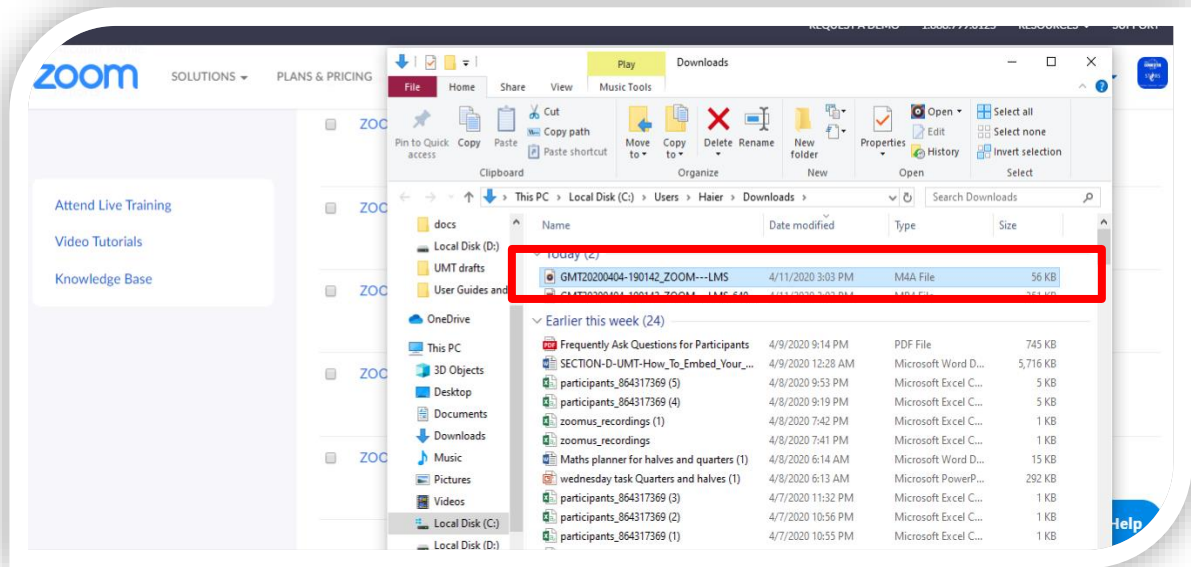
Step 4:

Click on “Show in folder” as highlighted in the figure below



Step 4:

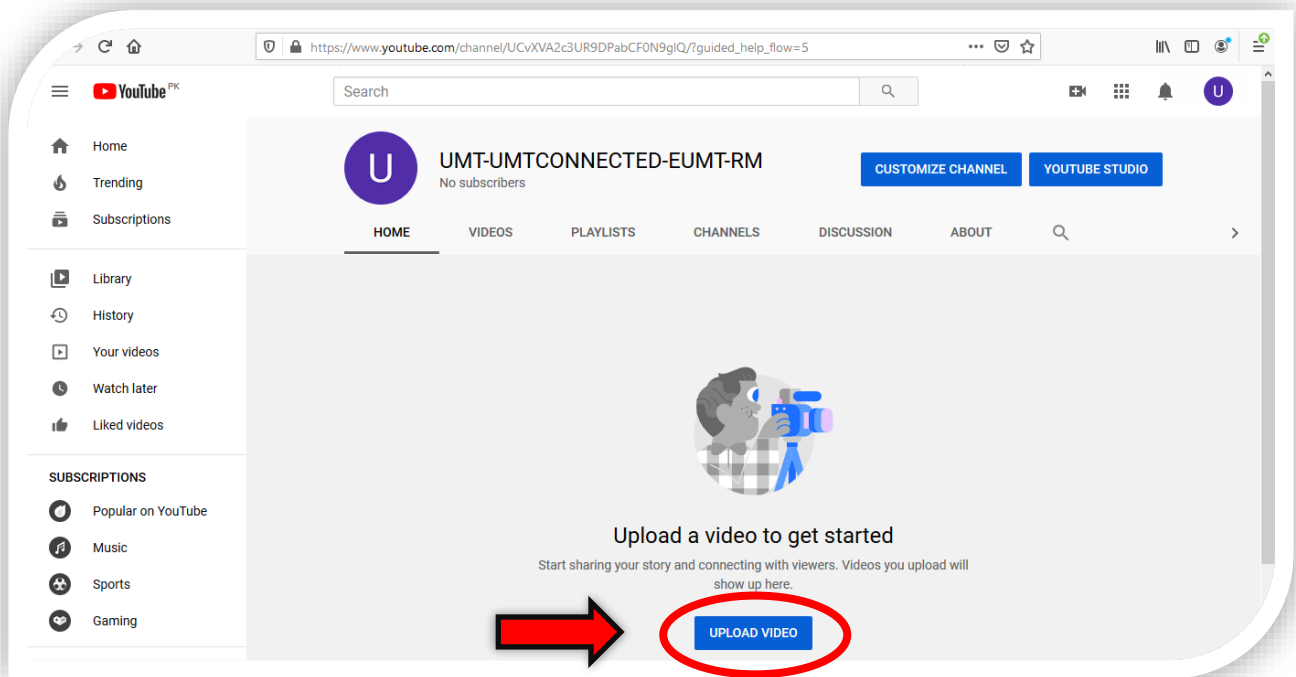
Your recorded lecture is now downloaded in your computer from the Zoom cloud.



How to Upload Recorded Lectures on YouTube

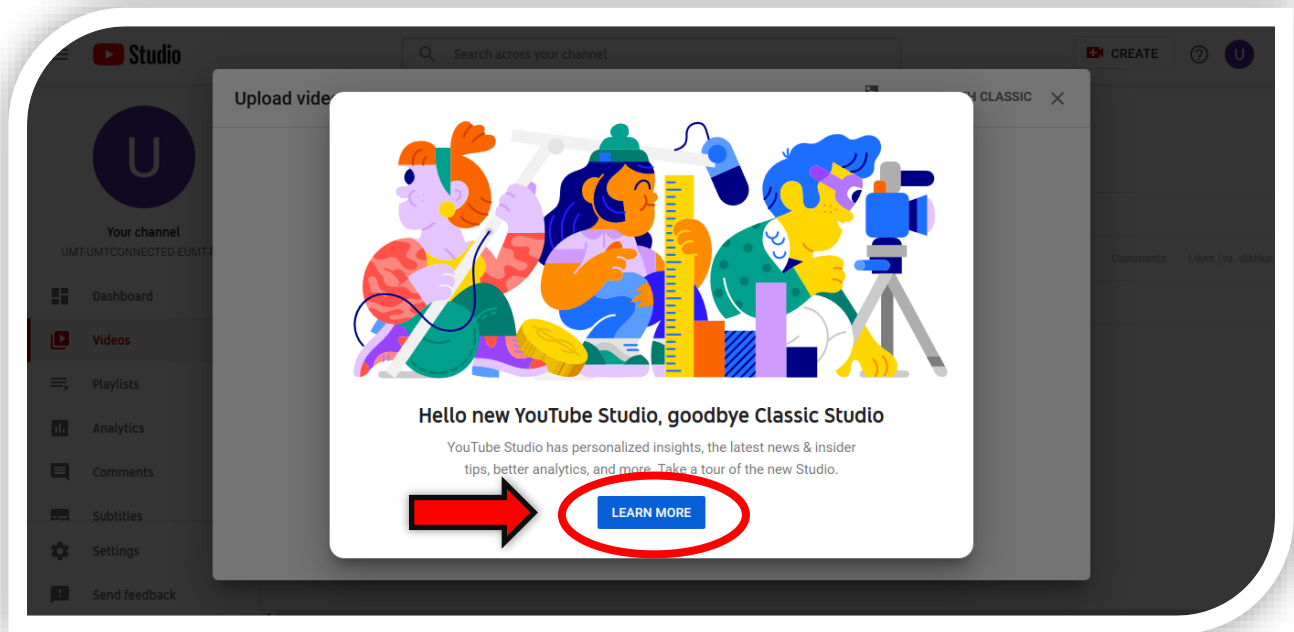
Step 1:

Click on **“Upload Video”** as shown in the highlighted area.



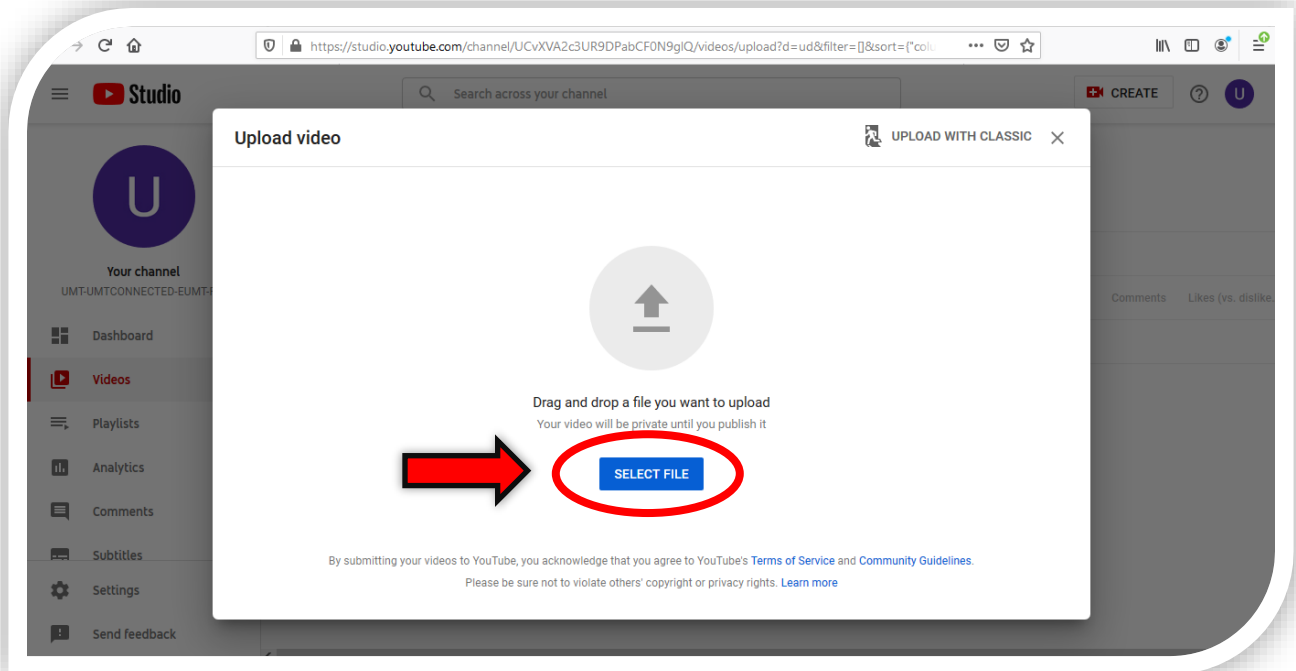
Step 2:

Click on “**Learn More**” as shown below if you want to explore it further other move towards step 14.



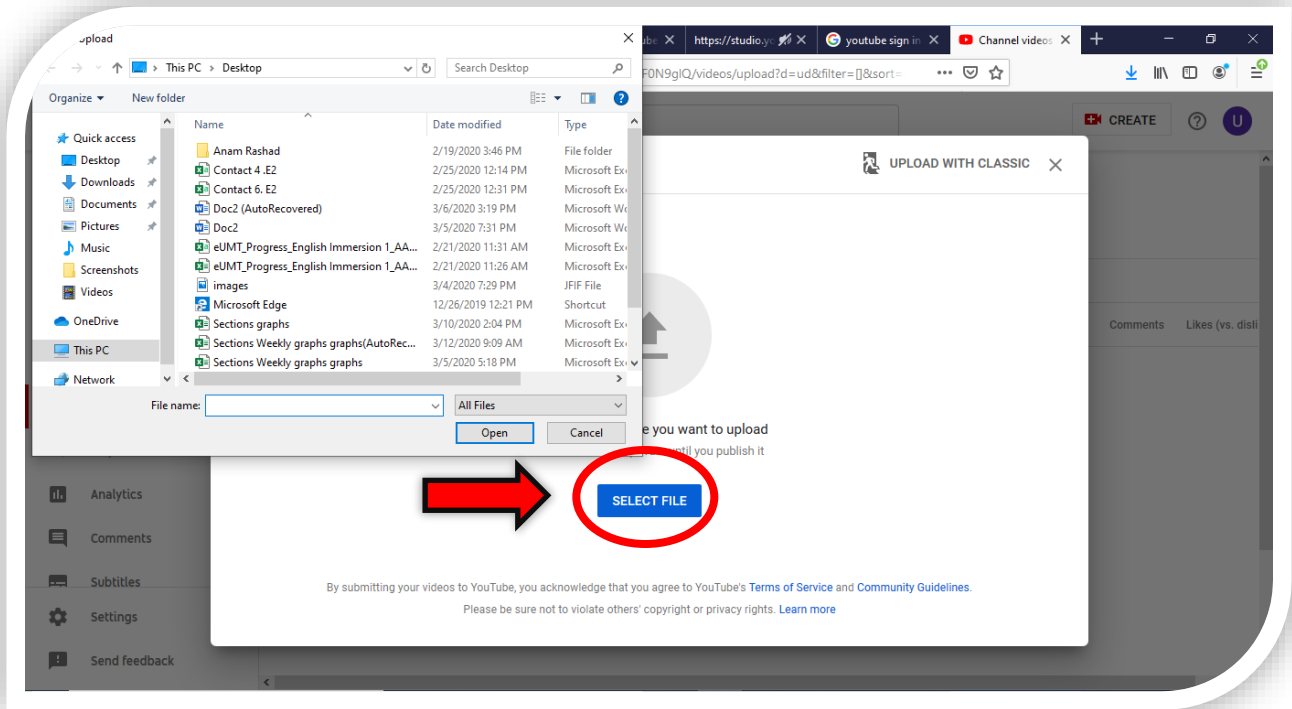
Step 3:

Click on “**Select File**” to upload a video.



Step 4:

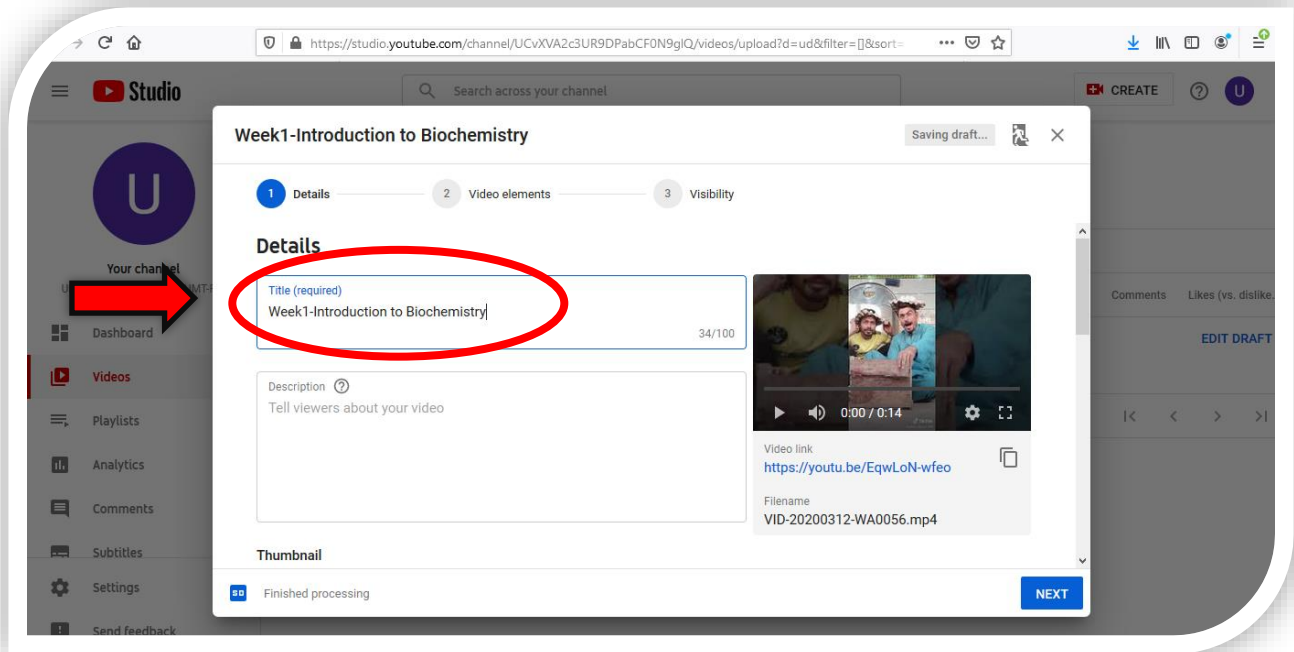
“Open” that specific file you want to upload.



Step 5:

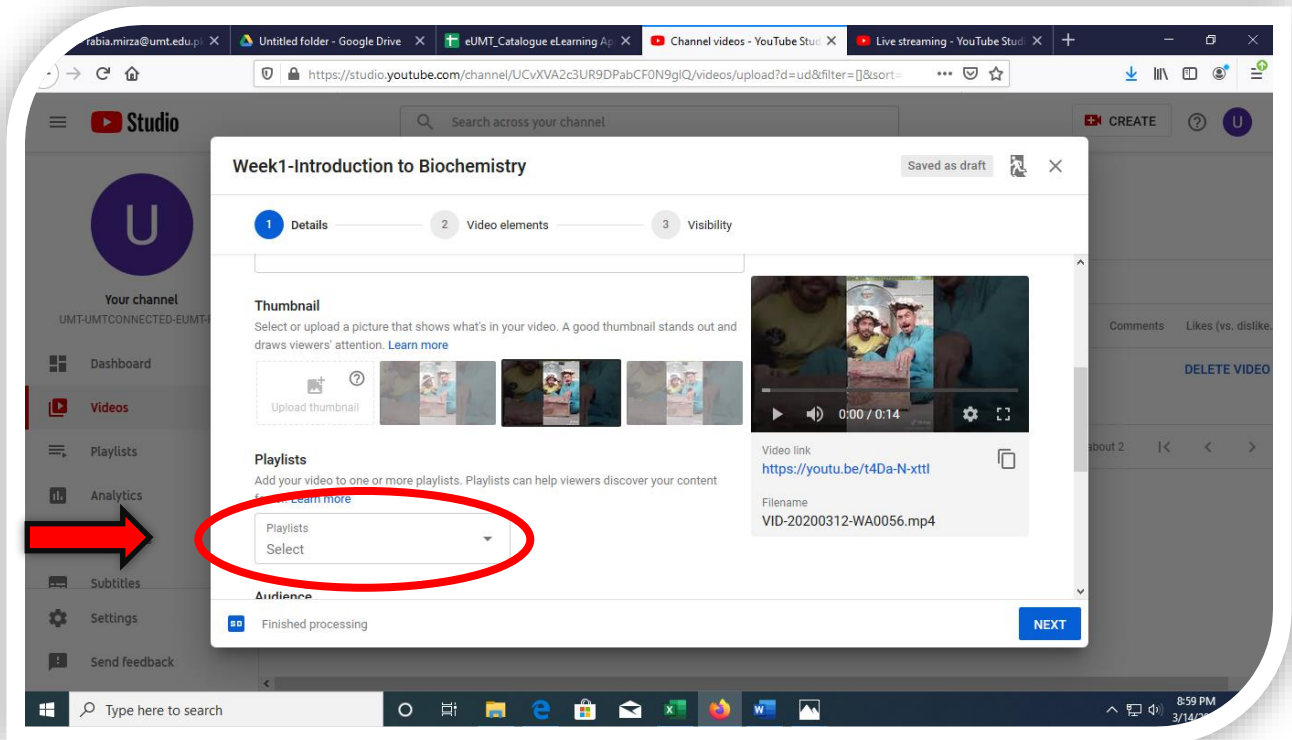
Enter the video title in the circled area in the following format:

Week1-Chapter name



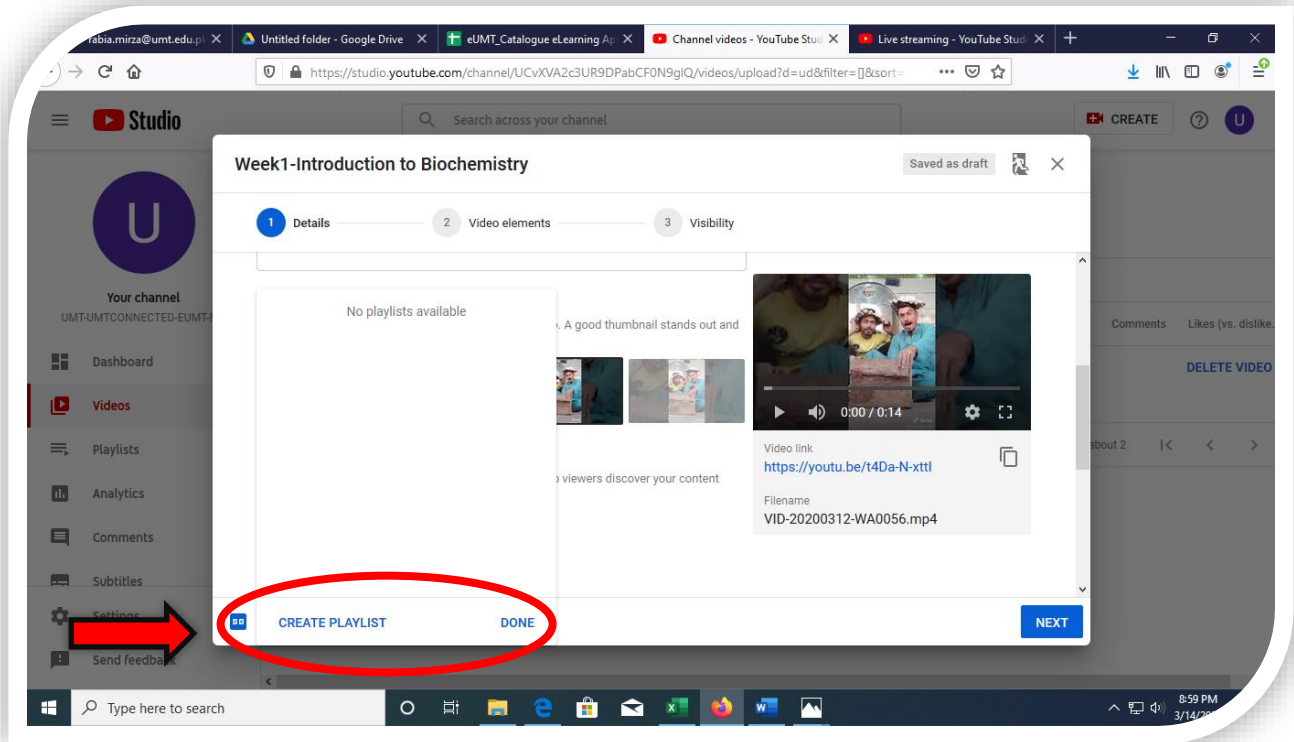
Step 6:

Scroll down and click on “Select” option as shown in the highlighted area.



Step 7:

Click on “Create Playlist”

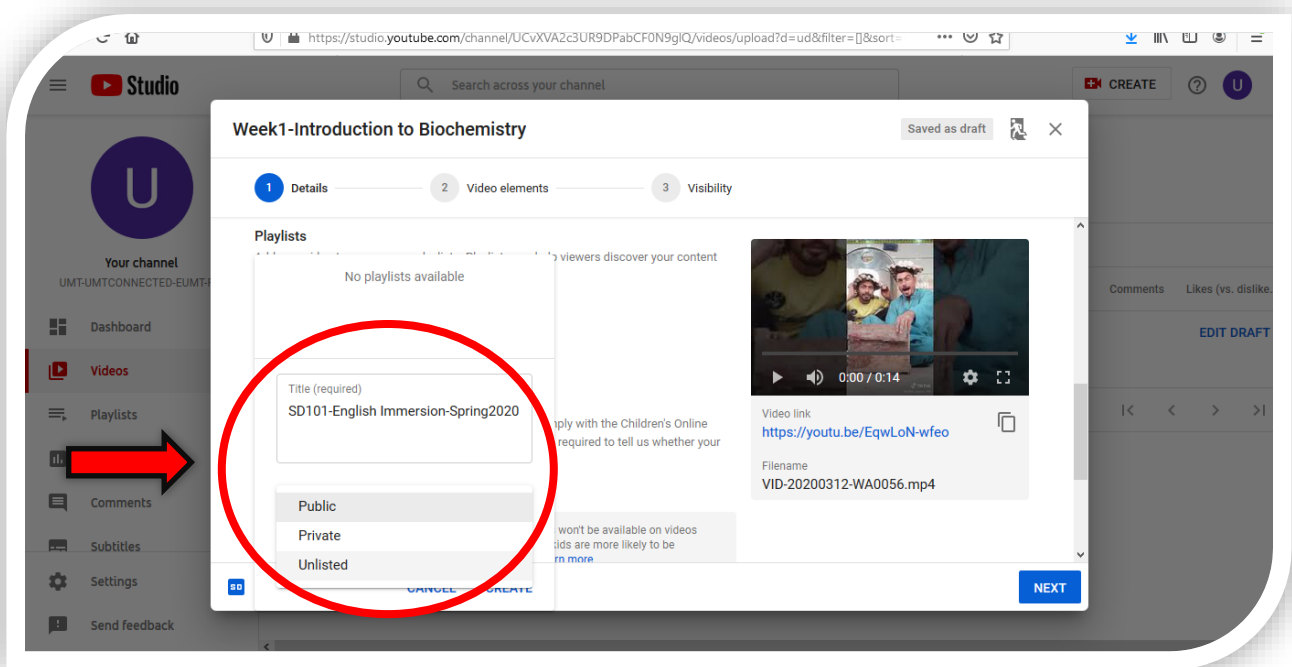


Step 8:

- Select the playlist title in the following format:

Course Code-Course Name-Semester

- Select **“Unlisted”** as shown in the highlighted area



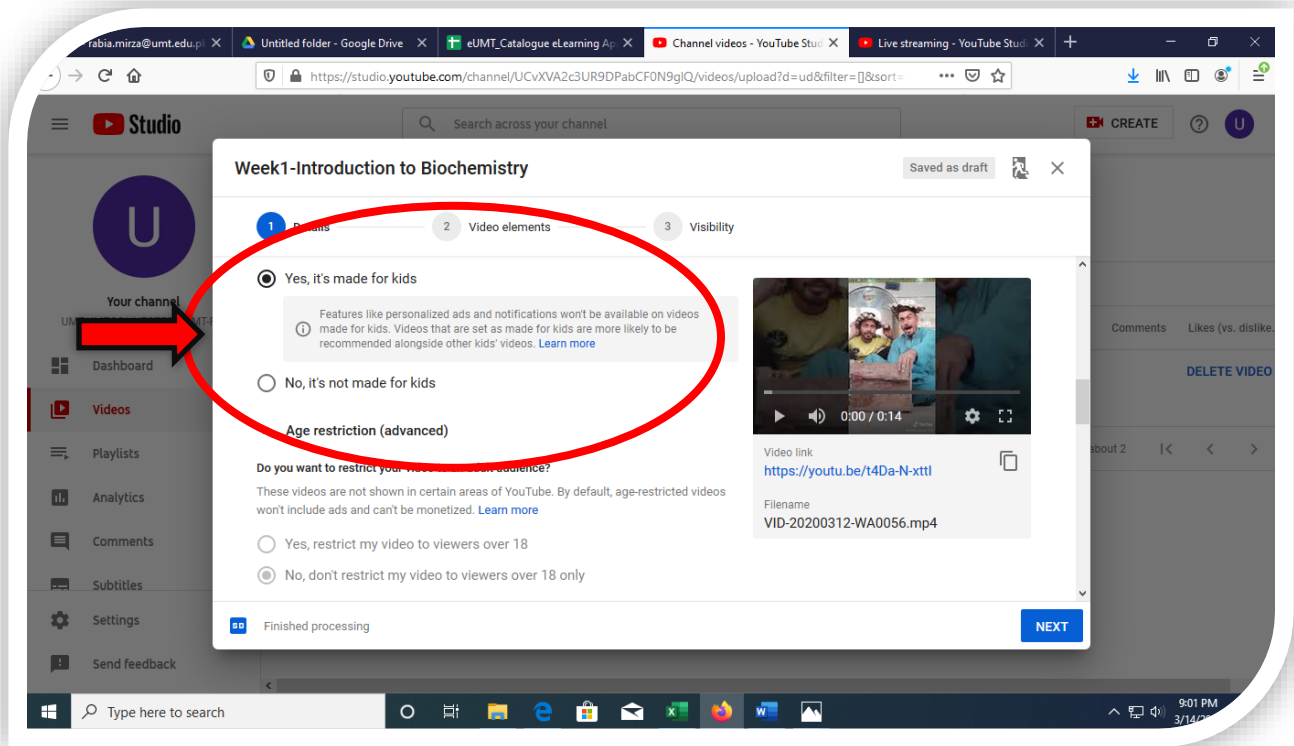
Step 9:

Scroll down and select “Yes, it’s made for kids”

The screenshot shows the YouTube Studio interface for a video titled "Week1-Introduction to Biochemistry". The "Audience" section is active, and the option "Yes, it's made for kids" is selected and circled in red. A red arrow points to the "Audience" section in the left sidebar. The video link is <https://youtu.be/t4Da-N-xttl> and the filename is VID-20200312-WA0056.mp4. The video is currently in "Finished processing" status.

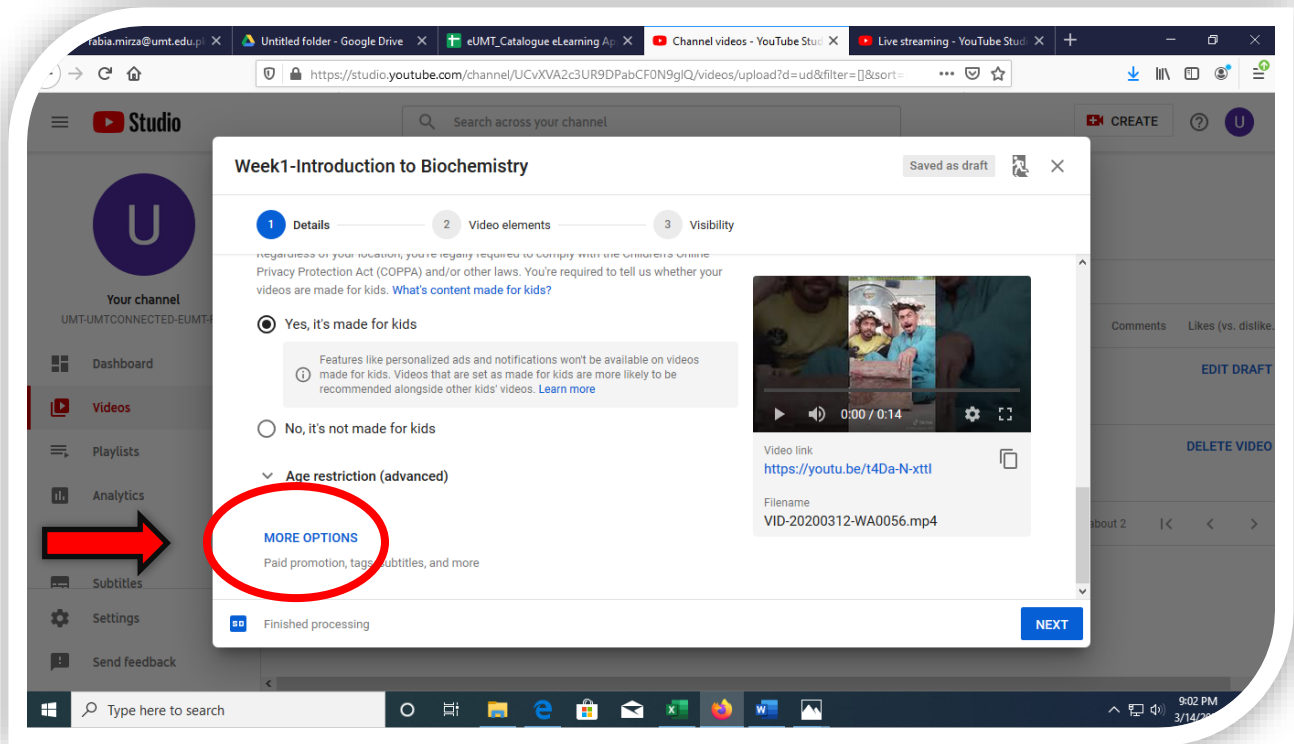
Step 10:

Click on “Age Restriction” and then Select the category “No, don’t restrict my video to viewers over 18 only”



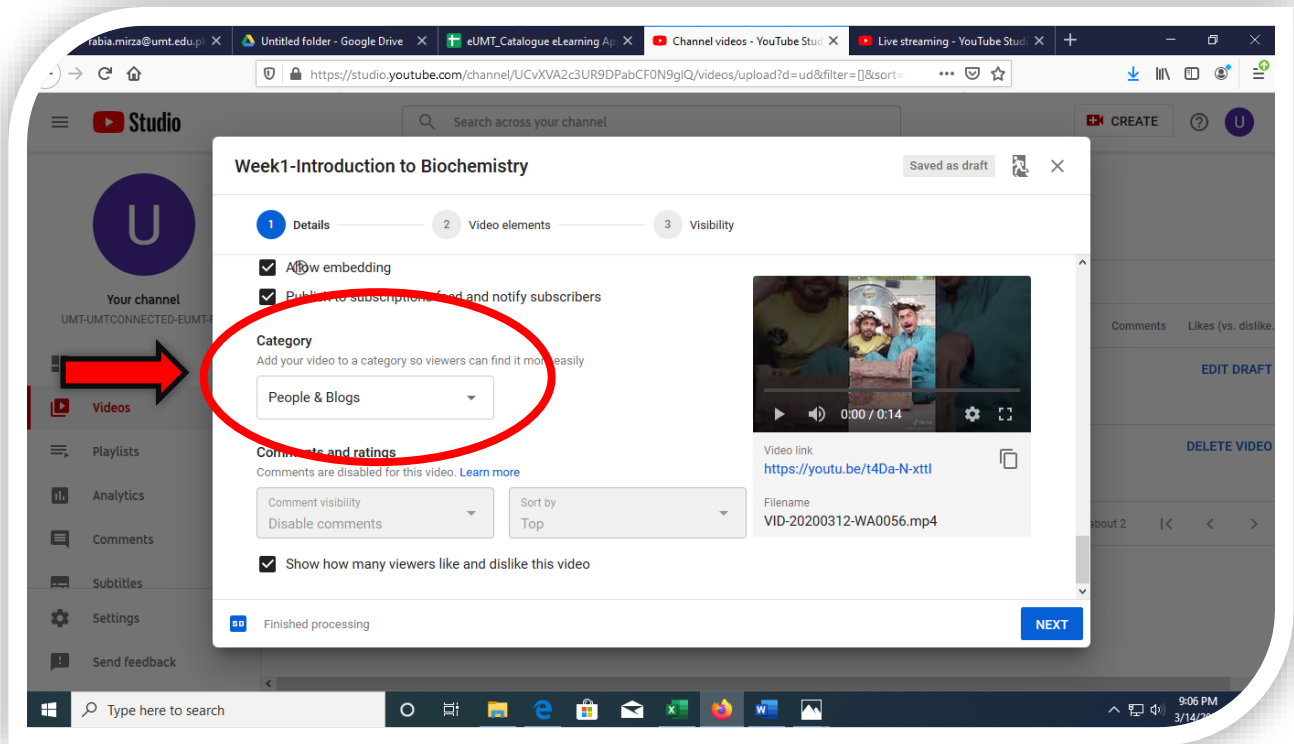
Step 11:

Click on “More Options”



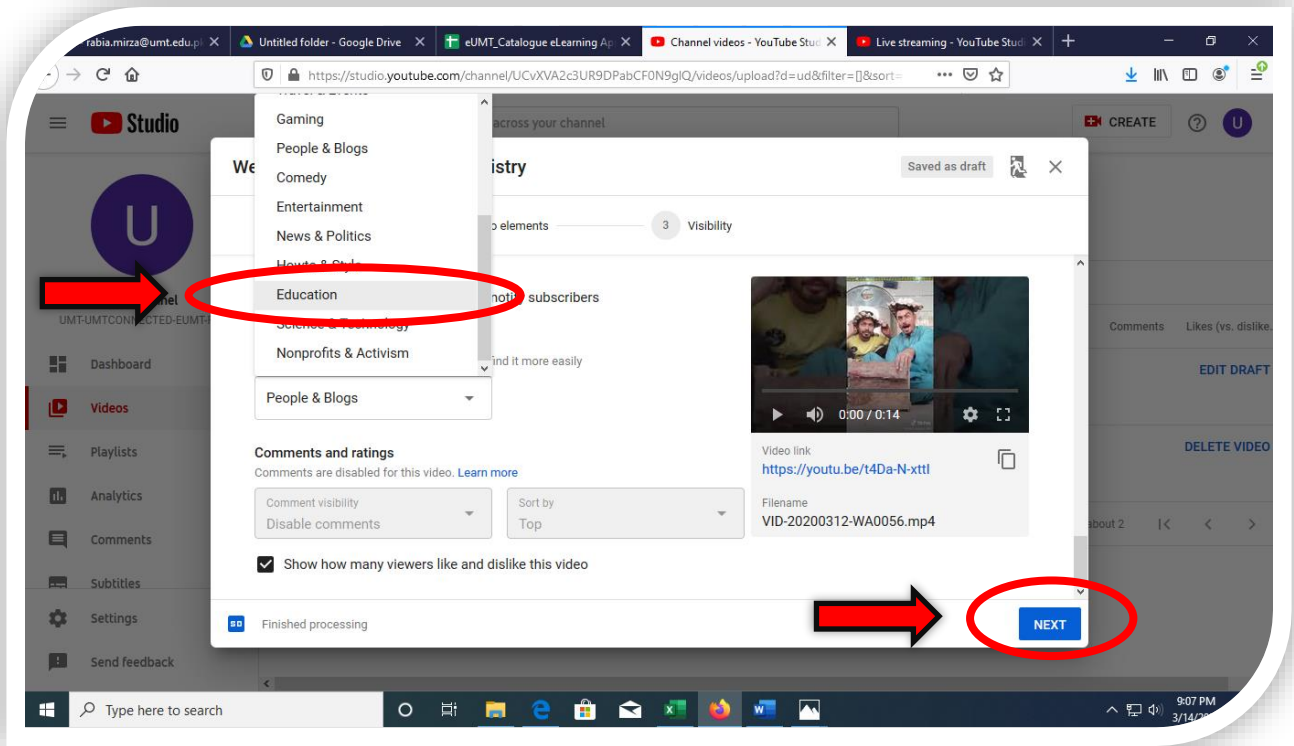
Step 12:

Click on the category as shown in the highlighted area



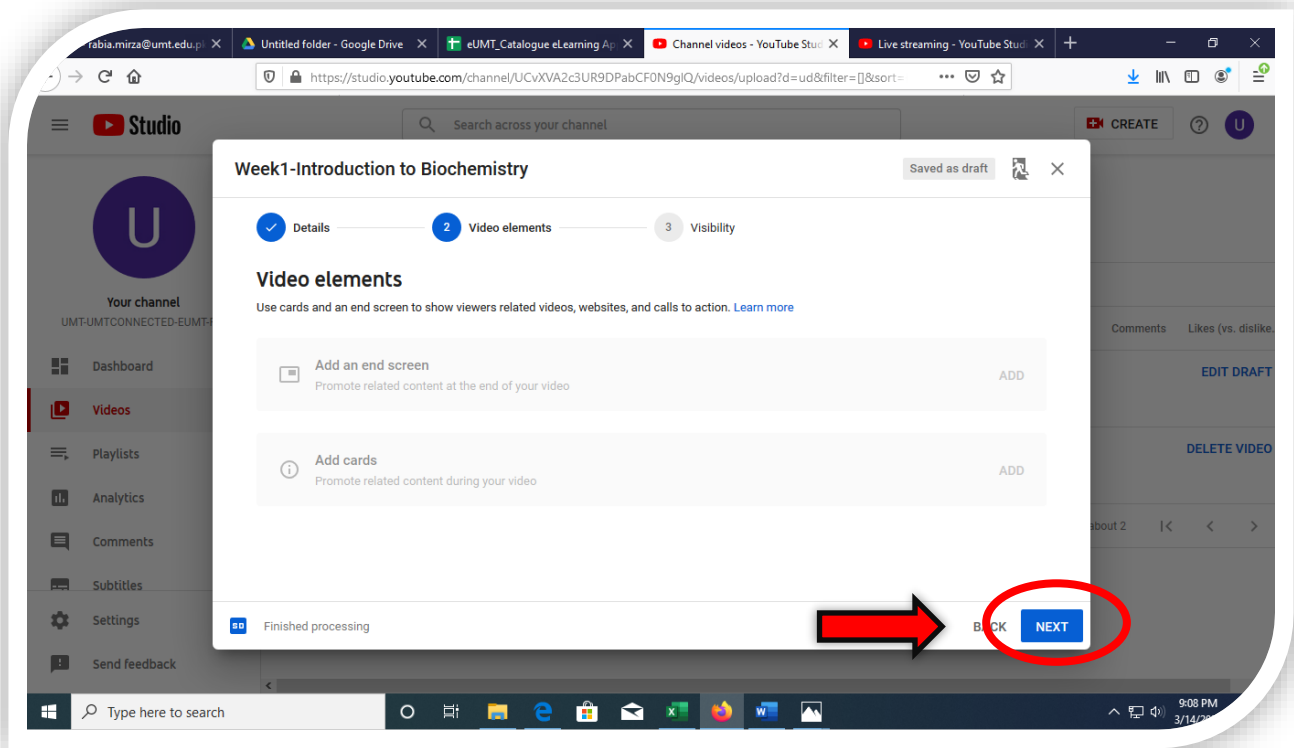
Step 13:

- Click on “**Education**” to select the category
- Click on “**Next**” to proceed further



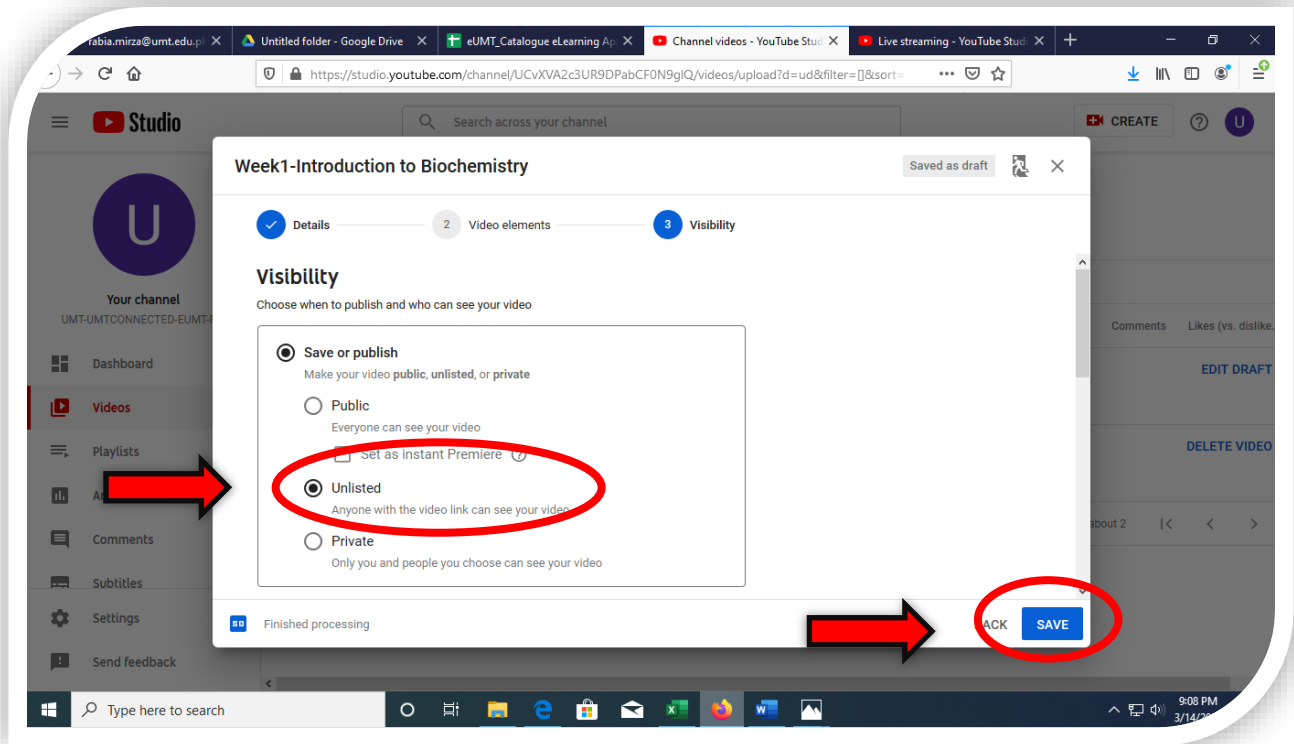
Step 14:

Click on “Next” to proceed further



Step 15:

Select “Unlisted” and then click on “Save”. Your video has been uploaded now.



**S.T.A.I.R.S. office is always
there to help you out!**

**Feel free to visit the office
3S/32 Main Building**

**Call Us @ 0307 444 6362
Email Us @ stairs@umt.edu.pk**