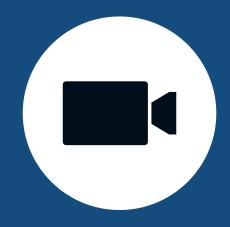# ausDANCE ACT

Tip Sheet.
How to record your online class.

ZOOM

The record function is displayed on the lower menu bar. You will want to record the file locally so that you can upload it to our website.

MICROSOFT TEAMS

The record function is hidden in the 'more actions' tab. Once a recording is stopped, you may have to access your OneDrive to get your video.

VLC

If you can't record within your video call software, try using VLC. It's free and will record your entire screen. Choose the destination your file will save to.

Click the logos for more information on recording.

We suggest recording around one minute of the highlights of your class. This will keep your file size low and make uploading quick!

If you have any issues you can drop us a line on
1300 39 79 10 or email ydf@sidestage.com.au

Upload to sidestage.com.au/ydfteachers