



Preparing Your Pre-Recorded Session for the Open Education Conference

Congratulations on your accepted presentation for the [Open Education Conference](#)! This resource is a step-by-step guide for preparing your pre-recorded presentation for submission to the conference.

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If you are pre-recording your session for the OpenEd Conference, there are many options for creating your recording. In this tutorial, you will be introduced to a process for recording your session using Zoom, adding captions to your video using YouTube, and submitting your video as a YouTube link. Use of these tools is optional, and you are welcome to use any other software or processes you wish. However, we do ask that you contact us if you plan to submit your video through a platform other than YouTube to ensure we can import it properly to the conference.

If you anticipate needing technical assistance or have any questions about these instructions, please contact us as soon as possible. We are happy to assist you in advance, but *do not leave this to the last minute!* You can reach us at contact@openededucationconference.org.

Submission Deadline: October 1, 2025

Submission Form: See [Speaker Resources Page](#)

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This resource was originally developed by Tiffani Tijerina for the Open Education Conference in 2021. Some of the content is remixed from Affordable Learning Georgia's [OER Accessibility Series](#), also under a CC BY license. It is updated annually by the Open Education Conference team.

Step 1: Pre-Recording Your Session in Zoom

You are welcome to pre-record your session using any software or platform you prefer. If you have a preferred method of pre-recording, feel free to skip to the next section about uploading and captioning your video. If you do not have a preferred method of pre-recording, this section offers step-by-step instructions for pre-recording in Zoom.

Zoom is a common video conferencing software that can be used to pre-record presentations. In fact, it is the same software we use to record the live sessions at the conference. Before you begin, the first step is to [download the free Zoom desktop software](#) and create a free account if you do not already have one. You will be able to create a new meeting, invite any co-presenters, share your screen, and record your presentation. Note that meetings are limited to 40 minutes on free accounts, so make sure you start recording with enough time to finish.

1. Start a Zoom Meeting

- Open Zoom on your computer.
- Click “New Meeting” to start a meeting.
- If prompted, click “Join with Computer Audio” to ensure your microphone is active.

2. Open Your Presentation

- Launch the presentation file you intend to share (e.g., a PowerPoint or PDF).
- Ensure the presentation is ready to be displayed.

3. Share Your Screen

- In the Zoom meeting controls at the bottom, click the “Share Screen” button.
- In the window that appears, select the window or screen displaying your presentation.
- If your presentation includes audio, check the box for “Share Sound”.
- Click “Share” to begin sharing your screen.

4. Start Recording

- With your screen being shared, click the “More” button (three dots) in the Zoom toolbar.
- From the dropdown menu, select “Record on this Computer” or “Record to the Cloud”, depending on your preference.

5. Deliver Your Presentation

- Proceed with your presentation as you normally would.
- Your voice and the shared screen are now being recorded.

6. Stop Recording and End the Meeting

- When you've finished presenting, click the "More" button again.
- Select "Stop Recording" from the dropdown menu.
- Click "Stop Share" to stop sharing your screen.
- Click "End" > "End Meeting for All" to conclude the session.

7. Access Your Recording

- Local Recording: If you chose to record on your computer, Zoom will process the recording and save it in the "Zoom" folder within your Documents directory.
- Cloud Recording: If you recorded to the cloud, Zoom will process the recording and send you an email with a link to access it once it's ready. You can download the recording file from your Zoom account by [logging in](#) and navigating to the Recordings menu item.
- Once you have your recording file (usually a mp4), you are ready to proceed to the next step.

Helpful Links:

- [Starting or joining a meeting as the host](#)
- [Sharing your screen or desktop on Zoom](#)
- [Getting started with computer and cloud recording](#)

Step 2: Uploading Your Video to YouTube

The preferred method of submitting your video to the conference for review before the conference requires you to upload it to YouTube and edit your captions for accuracy. If you are unable to (or prefer not to) use YouTube for any reason, pause this guide here and contact us immediately at speakers@openededucationconference.com to discuss an alternate arrangement for submitting your captioned video.

To upload to YouTube, you must first have a Google/Gmail account. If you do not have one, take a moment to [create one](#) before proceeding.

1. Go to YouTube

- Open your web browser. Go to www.youtube.com
- Click "Sign In" (top right) if you're not already signed in.

2. Click the Upload Button and Select Your Video File

- In the top right corner, click the camera icon with a "+" (Create).
- Select "Upload video."
- A new window will open.
- Click "Select Files" and choose the video you want to upload from your computer.

4. Add Video Details

- Enter a title for your video.
- Add a description.
- Choose a thumbnail (or let YouTube pick one).
- Scroll down and select "Yes" or "No" for whether the video is made for kids.
- Select license:
 - Standard YouTube License (default): Only you and YouTube can distribute the video.
 - Creative Commons — Attribution: Allows others to reuse your video with credit.

5. Choose Visibility

- Select who can see your video:
 - Public – anyone can watch.
 - Unlisted – only people with the link can watch.
 - Private – only you can see it.
- Click "Publish" or "Save."

6. Uploading and Processing

- Your video will start uploading and processing.
- Once done, you'll get a link to share it.

Helpful Links

- [Uploading YouTube videos](#)
- [Editing YouTube video settings](#)
- [Changing YouTube video privacy settings](#)
- [Copyright and rights management for YouTube](#)

Step 3: Captioning Your Video on YouTube

The goal of captioning is to make the video equally understandable with the sound on and the sound off. If done properly, captions make the conference more accessible to the widest possible audience.

Adding captions is much easier than you might think. The reason we recommend using YouTube is that it generates automatic captions for you using AI. Think of the auto-captions as a first draft: it will not be completely accurate, but it will provide a starting point that will save you time. In our experience, YouTube auto-captions can be around 80% accurate.

Follow these steps to edit the automatic captions that YouTube created for your video:

1. Go to YouTube Studio

- Open www.youtube.com
- Click your profile picture in the top right.
- Select YouTube Studio from the dropdown menu.

2. Go to Your Video

- In the left menu, click "Content."
- Find the video you want to edit.
- Click the title or pencil icon to open the video details.

3. Open the Subtitles Section

- In the left menu, click "Subtitles."
- You'll see a list of languages and subtitle options.
- Next to the Automatic subtitles, click the three dots (:), then choose "Duplicate and Edit."

4. Edit the Captions

- You'll now see the caption text and timestamps.
- Click on any line to edit the text.
- You'll notice an option called "Pause while typing" at the bottom of the video preview. Turn this on if you want the video to automatically pause while you type — this makes it easier to focus on editing without missing anything in the video.

5. Save and Publish

- Once you're done editing, click "Publish."
- Your revised captions will now be visible to viewer

When you are ready, continue to [Obtaining the Share Link for Submission](#).

Some important tips:

- The goal is to edit the transcript to exactly reflect the words that are spoken. DO remove unnecessary "ums" and "uhs" but DON'T try to change the wording.
- Add capitalization and punctuation as needed. The grammar does not need to be perfect, but some punctuation can help make it easier to understand.
- It is common for auto-captions to misinterpret acronyms and technical terms. Make sure to identify and correct those. (For example, "OER" often becomes "oh we are" or "Oer.")
- If your video has non-spoken sounds, such as music or laughter, make sure to include that in the captions too. (For example, "[laughter]" or "[cheerful music].")
- If your video is not in English, you need to click "ADD LANGUAGE" and select your language.
- If your video includes a mix of English and another language, we suggest starting from the English captions and manually editing the parts in another language. YouTube doesn't currently support automatic captioning in multiple languages for one video, so editing will most definitely be required for accuracy.

Helpful Links

- [Add subtitles and captions in YouTube](#)
- [Edit or remove captions in YouTube](#)
- [Use automatic captioning](#)
- [Change the language of your uploaded video](#)

Step 4: Obtaining the Share Link for Submission

To submit your video to OpenEd, you will need to send us the link to your video on YouTube. If you didn't save this before, here is how to find it.

Option 1: From the Video Page

- Go to www.youtube.com
- Find and open the video you want to share.
- Under the video, click the "Share" button.
- A box will pop up with a link.
- Click "Copy" to copy the link.

Now you can paste the link anywhere (email, text, social media, etc.).

Option 2: From YouTube Studio

- Go to YouTube Studio.
- In the left menu, click "Content."
- Find the video you want to share.
- Under the video title, click the three dots (⋮) and choose "Get shareable link."
- The link will be copied to your clipboard automatically.

Congratulations on recording, captioning, and open licensing your video! All that is left is to submit your video through the form linked on the [Speaker Resources Page](#).