

Zoom Clips

Broward College Faculty Quick Guide

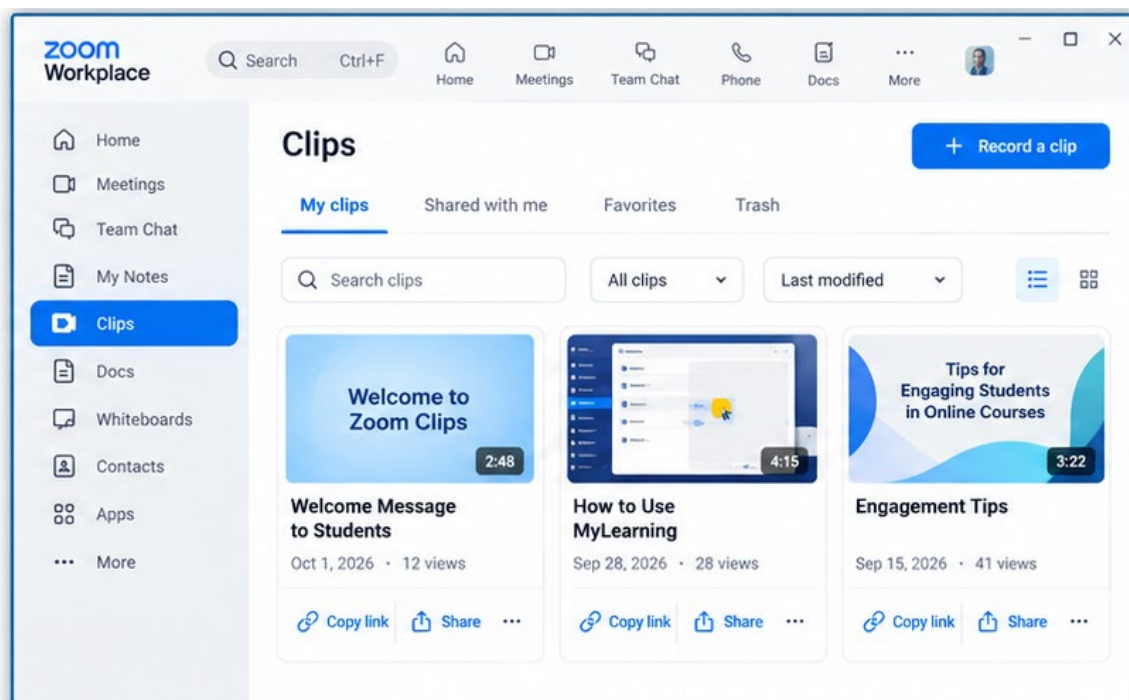
What is Zoom Clips? Zoom Clips lets faculty record a short video, screen demonstration, or both without starting a Zoom meeting. Clips are useful for quick explanations, course walkthroughs, announcements, and asynchronous support.

Before You Begin

- Sign in to Zoom Workplace with your Broward College Zoom account.
- Clips must be enabled for your account. If Clips is unavailable or grayed out, the feature may be controlled by Broward College Zoom settings.
- Review sharing permissions before distributing a clip to students or colleagues.

Create a Clip

1. Open Zoom Workplace and select Clips. If it is not visible, select More > Clips.
2. Select Record a clip.
3. Choose Screen + video, Screen only, or Video only.
4. Confirm the microphone, camera, screen, and other recording options.
5. Select Start recording. Use the recording controls to pause, annotate, mute, or change the shared screen.
6. Select Stop when finished. The recording is added to your Clips library.



Example Zoom Workplace screen shown for instructional purposes. Your Broward College Zoom screen may vary.

Edit and Share

1. Open the clip from your Clips library.
2. Update the title and trim the recording if needed.
3. Select Copy link or Share.
4. Review who can access the clip before sending the link through D2L, email, Teams, or another appropriate College channel.

Faculty Uses

- Demonstrate how to complete a task in D2L.
- Record a brief course announcement or explanation.
- Create a quick software or process walkthrough.
- Provide a visual update to colleagues without scheduling a meeting.

Tip: Keep each clip focused on one task. A short, clearly titled clip is easier for students and colleagues to find and use later.

Quick Reference

Task	What to Do
Create	Zoom Workplace > Clips > Record a clip
Record	Choose screen, video, or both
Edit	Open the clip and trim/update details
Share	Copy link or Share; verify access first