Note taking Express

Record your Zoom classes on Mac

In this tutorial, you will learn:

- How to record a Zoom lecture on Mac.
- How to send the recording in Note taking Express to get your notes.

Step 1: Recording Zoom Lecture on Mac

1. **Download QuickTime** on your computer and install the application.
2. Before your Zoom class, **launch QuickTime** by clicking on its icon in the "Applications" folder.

Figure 1. QuickTime Application Icon

3. Then, **click on File > New Audio Recording** (Figure 2) to open the "Audio Recording" window (Figure 3) before your class.
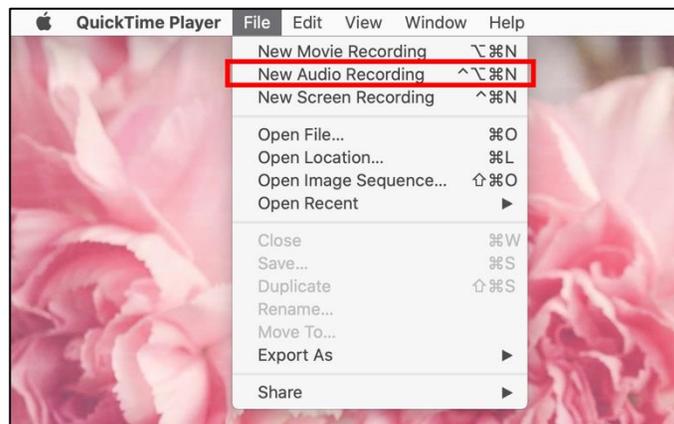

Figure 2. QuickTime Player "File" drop-down menu

4. When you are ready, **click on the red "record" button** to start recording the lecture (Figure 3). The button changes into a black "stop" button showing that the recording is working (Figure 4).

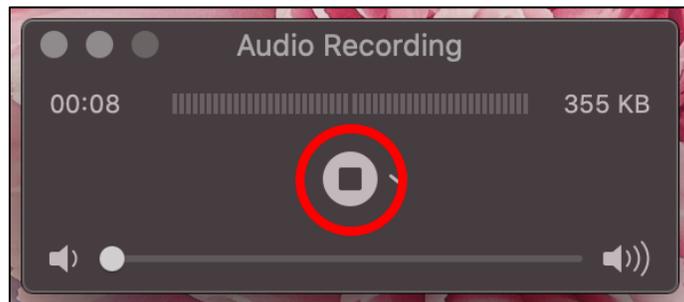
Figure 3. QuickTime Audio Recording window

Figure 4. Audio Recording window with recording running

5. When the lecture is finished, **click on the black "stop" button** (Figure 4). Then, **select File > Save** in the drop-down menu (Figure 5). Finally, **rename your recording with the title of your class and date** (Figure 6). For example: "CST 120 9-24-2020."
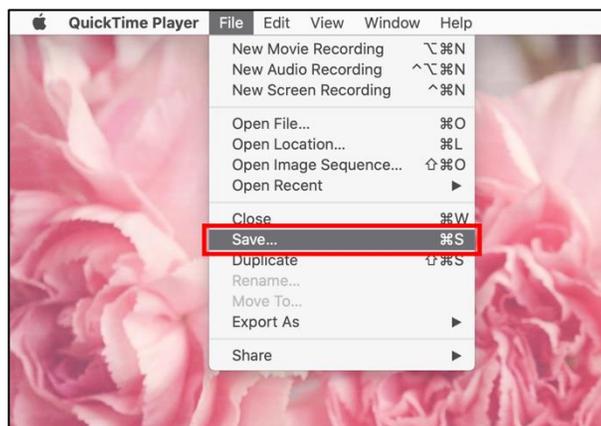

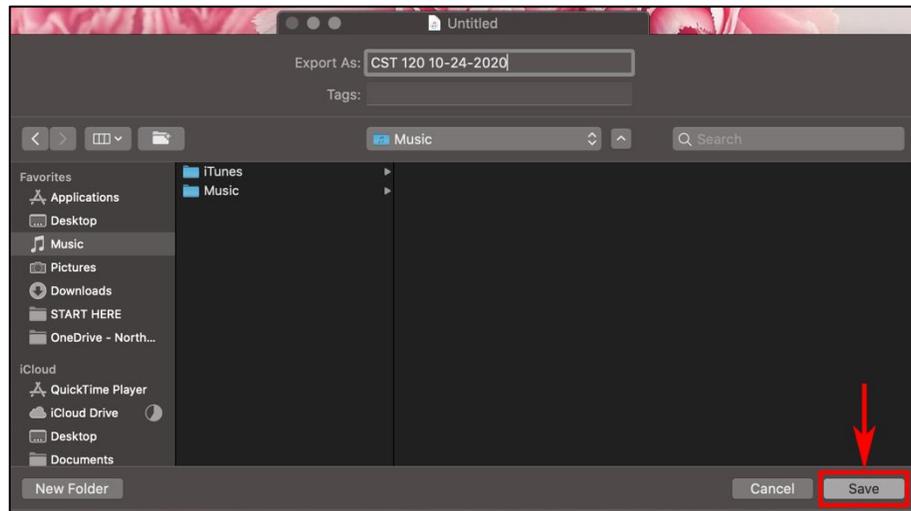*Figure 5. QuickTime Player "File" drop-down menu*

Figure 6. QuickTime Save window

6. Pick a folder of your choice and **click on the "Save" button** (Figure 6). Remember the location where you saved the file for later.

Step 2: Send the Recording in Note taking Express

1. **Connect to your Note taking Express account** on this URL: **NTEhub.com** with the username and password you have received by email.
2. On your dashboard, **click on the "Upload a Recording" button**, then select the recording file previously saved on your computer.
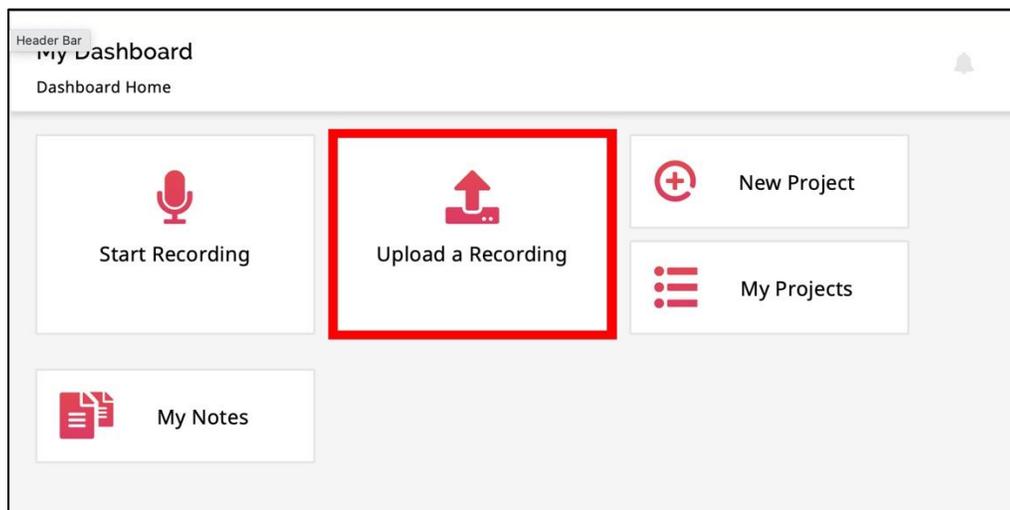

Figure 7. Note taking Express Dashboard

3. You have **a few options to fill out** while uploading a recording:
   a. First, indicate a name for the file, for example "CST 120 9242020."
   b. Then, if there is a PowerPoint presentation for the class, click on "Attach" (1) to select it.
   c. Choose a "Subject Category" and a "Subject" related to the course.
   d. Finally, do not forget to check the box "Send my upload to a note taker" (2), and **click on the "Done" button (3) at the bottom of the window to send it!**
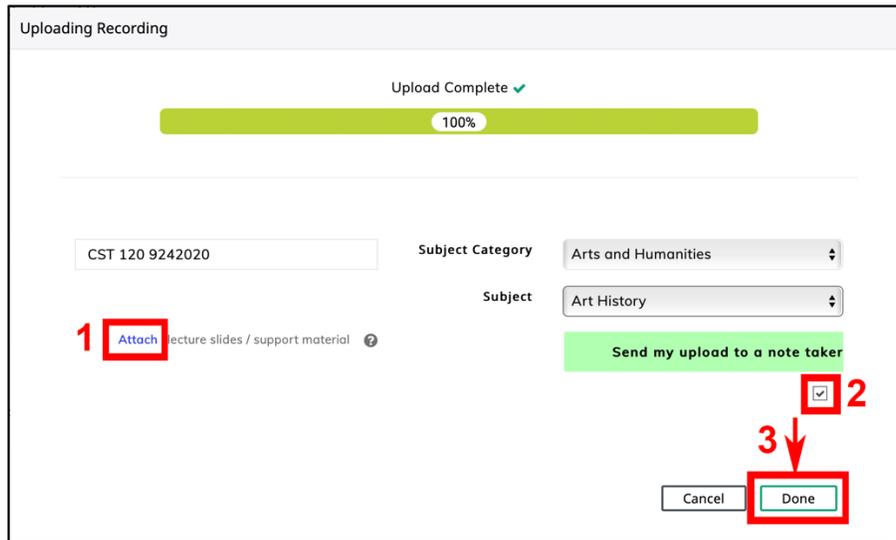

Figure 8. Uploading Recording Window

4. Usually 24–48 hours later, you will receive an email indicating that your notes are ready! Connect again on **NTEhub.com**, and **click on the "My Notes" button to download them**.
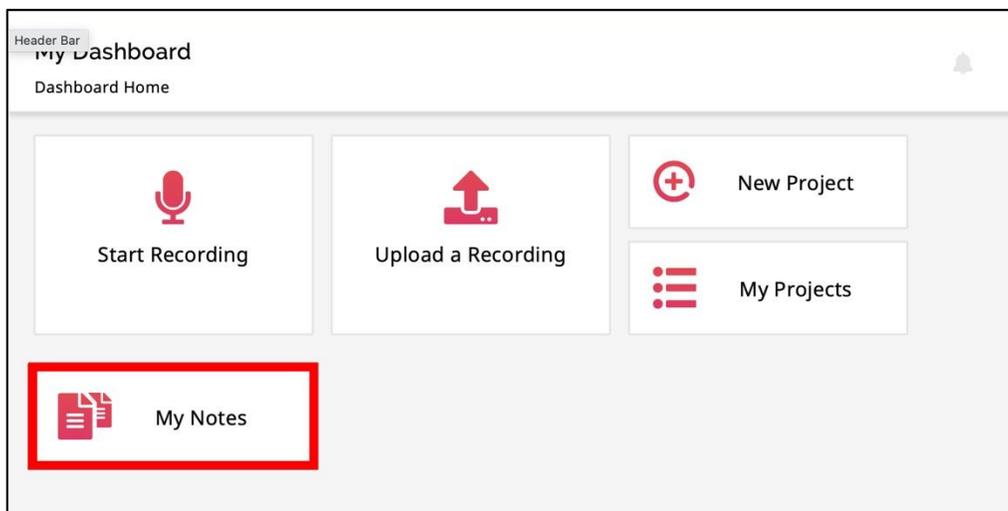

Figure 9. Note taking Express Dashboard

FAQ

- **Is my Note taking Express application connected to the website?**

  The new Note taking Express application is not connected with the website. If you record with the application, you need to use it as well to send and receive your notes.

- **Why did I not receive the Note taking Express email?**

  Do not forget to check your SPAM folder.

If you have any questions or concerns, please do not hesitate to reach out to at **atoffice@nvcc.edu** for additional help on Note taking Express!