

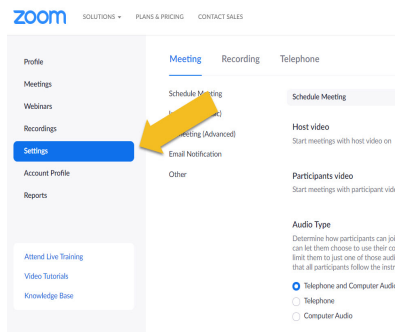
# Zoom Recording

You are encouraged to record all synchronous class sessions for students who miss class, as well as for accommodation needs.

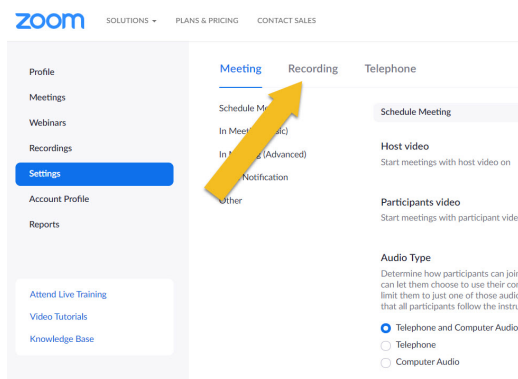
## Profile Settings

Before recording in Zoom, you will want to make sure the proper profile settings are activated.

1. Login to your Zoom account
2. On the left hand menu, select settings

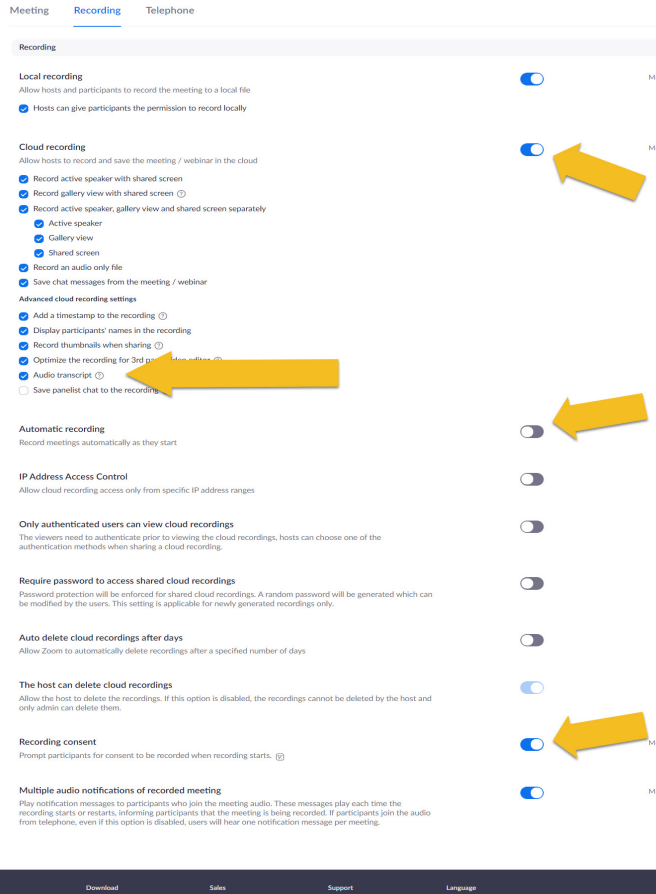


3. Select Recording

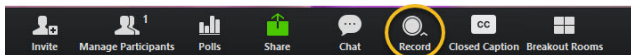


4. Make sure your settings are activated.
  1. Cloud Recording.
  2. You may wish to check all boxes under cloud recording. This will give you a variety of video and audio options to share.

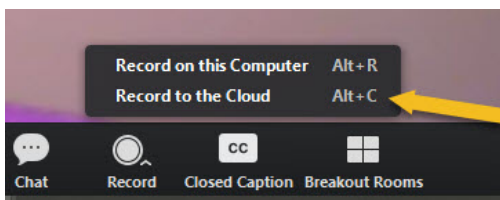
3. Audio transcripts.
4. Automatic recording will automatically start the recording once the session is started.
5. Recording consent informs students that the class session will be recorded. This may already be turned on by your unit.



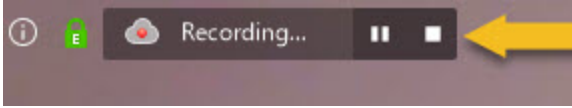
5. Schedule a session and begin the meeting (See CET resources on scheduling a meeting).
6. You can manually begin a recording by selecting the record option on the toolbar.



7. You should select "record to the cloud"



8. You can pause and stop the recording by selecting the appropriate button on the recording notice. This small toolbar normally appears in the upper left of your screen.



9. After selecting stop, you will receive an email when your recording is ready. You can access your recorded files by selecting Recordings from your Zoom profile menu. To watch the recording, access specific file types, or download select name of the session. You can also quickly share a recording by selecting the share button.

A screenshot of the Zoom Cloud Recordings interface. On the left is a navigation menu with 'Recordings' highlighted and a yellow arrow pointing to it. The main area shows a list of recordings under 'Cloud Recordings'. The table has columns for Topic, ID, Start Time, and File Size. A yellow arrow points to the 'Lydia Coaching Session #2' row. Another yellow arrow points to the 'Share...' button for that row. The table contains the following data:

Topic	ID	Start Time	File Size
test	774-982-190	Mar 8, 2020 01:20 PM	-
Lydia Coaching Session #2	425-613-999	Mar 7, 2020 01:57 PM	4 Files (294 MB)
DEI Week 2020 Hey What About Me?: Designing Inclusive Online Experiences	668-482-163	Mar 4, 2020 02:14 PM	8 Files (879 MB)
IFTO Synchronous Session #3 February 24, 2020	533-085-983	Feb 24, 2020 05:24 PM	8 Files (1.25 GB)

You might also wish to visit the [Zoom help center](#) for videos, explanations, and live help.