Zoom Meeting Recording Options

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November 4, 2020

Please note: This meeting will be recorded
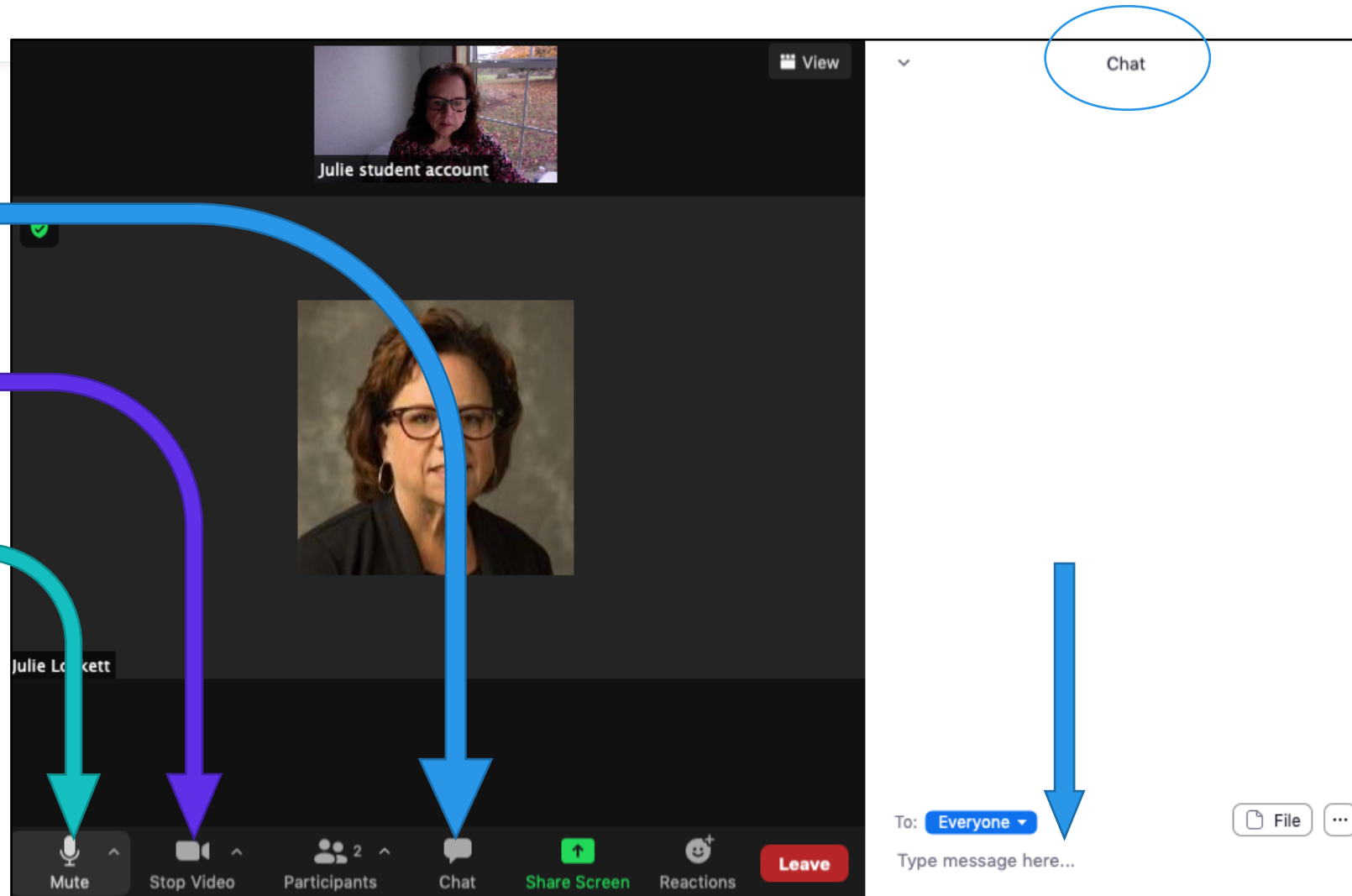and posted on the FDIC website.

Please type your questions in chat or save for the Q&A at the end.

Chat

Video

Mute

If toolbar disappears, move your mouse to bring it back.

Agenda

- Default recording settings
- Recording a Zoom meeting
- Accessing recordings
- Managing recordings
- Sharing recordings
- Accessing and sharing recordings in D2L
- Automatic recording
- Audio transcript/closed captioning for Cloud recordings

Default Recording Settings

eiu.zoom.us > Settings > Recording

Profile

Meetings

Webinars

Recordings

Settings

Meeting **Recording** Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally
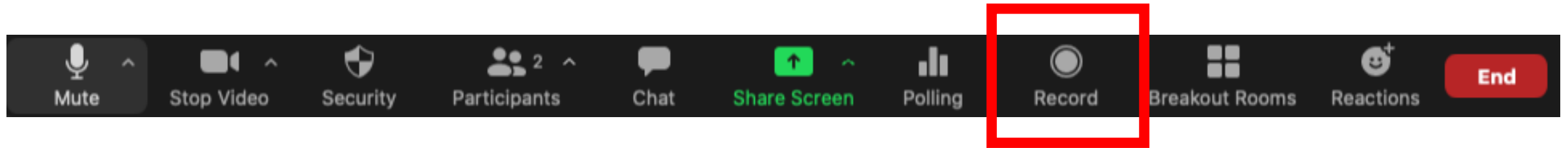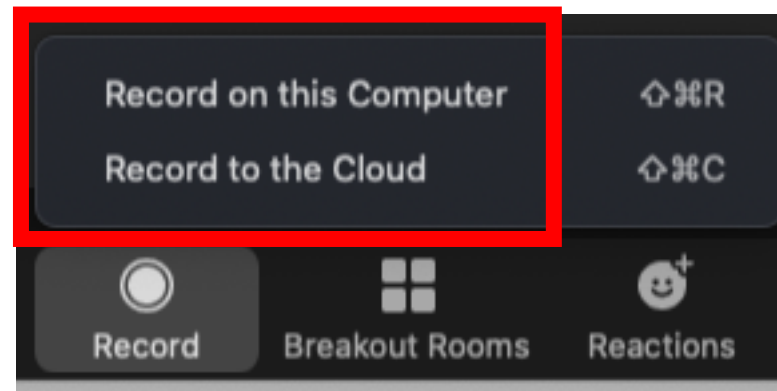
Who can Record

Host

Co-Host

A Participant can record only if granted recording privileges by the Host. Participants can only record to their local computer.

Recording A Zoom Meeting

1. Select Record on the control bar

2. Select "Record on this computer" or "Record to the Cloud".

Record on this Computer vs. Record to the Cloud

Record on this Computer

- Saves the recording files to your computer in the Documents folder.

- Recorded files can be uploaded to a file storage service like Kaltura.

- Not supported on iOS and Android.

Record to the Cloud

- Saves the recording files to the Zoom Cloud (server).

- Recording files can be streamed from a browser or downloaded and uploaded to another service.

- Supported on iOS and Android.

Record on this Computer vs. Record to the Cloud
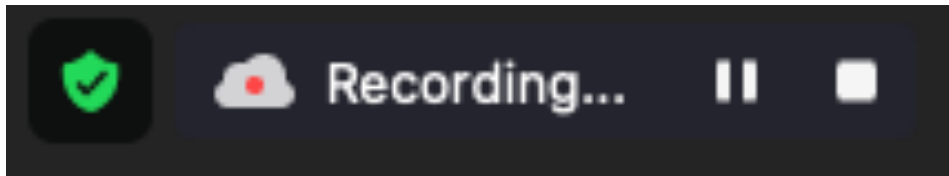
Record on this Computer

- Audio transcription not available for local recordings.

- Instant access to recordings (very little processing time.)
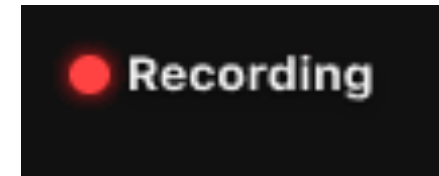
Record to the Cloud

- Automatic audio transcription (closed captioning) available for cloud recordings.

- Takes about 2 times the meeting duration to process.

How to know the session is being recorded

Host View

Participant View

Pause vs. Stop

Pause/Stop Recording
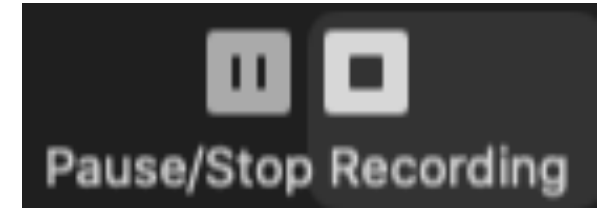
Stop

- If the recording is stopped and started again, a new video file will be created for the next recording segment.

Pause

- If the recording is paused and started again, Zoom will record to the same video file for the recording segment.

Note: Ending the meeting will also stop the recording.

Processing the **Cloud** Recording

- Once the recording has been stopped, the recording must be processed before viewing.

- The recording(s) will not process until after the meeting is ended.

- Cloud recordings generally take about 2 times the meeting duration to process.

- Zoom will send an email to the host's email address when the process is completed.

- There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.

Processing the **Local** Recording

- After the meeting has ended, Zoom will convert the recording so you can access the files.

- Once the conversion process is complete, the folder containing the recording files will open.

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable.

- Restarting or shutting down your computer, putting the computer to sleep, or closing your laptop will interrupt the conversion process.

Accessing Recordings from the Zoom Web Portal

eiu.zoom.us > Recordings > Cloud Recordings or Local Recordings

|	
Profile	**Cloud Recordings** Local Recordings
Meetings	
Webinars	From [mm/dd/yyyy] 📅 To [11/03/2020] 📅 [All Status ▾]
Recordings	[Search by ID ▾] [🔍] [Search] [Export]
Settings	
Account Profile	☐ Topic ID
Reports	☐ Julie Lockett's Zoom Meeting 947 3788 5745
	☐ Sunday test meeting 998 1389 7974

Managing Recordings

- Select the title of a meeting on the Cloud recording page to access the recording.

- On the recording page for that meeting, you can download, copy the link, or delete for each of the files associated with the recording.

- Click the thumbnail of the video to view and for more options.

My Recordings > Zoom in Education: Hosting a Zoom Meeting

Zoom in Education: Hosting a Zoom Meeting ✏

Oct 28, 2020 08:45 AM Central Time (US and Canada)   ID: 926 1332 0072

1 total views · 0 total downloads   Recording Analytics
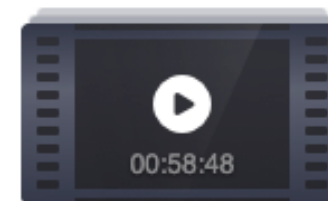
Recording 1
4 files   325 MB

00:58:48

⬇ Download (4 files)   🔗 Copy shareable link   🗑

▦ Shared screen with speaker view

♫ Audio only

🔤 Audio transcript

📄 Chat file

Viewing the Recording and More

From here, you can play the recording, view the closed captioning (if transcript option was enabled), edit the transcript, and set the playback range.

Setting the Playback Range

- By selecting the scissor icon, you can set a playback range so it starts and ends at the times you specify, removing unneeded portions from the beginning and end of the recording.

- This can be particularly important for automatic recordings.

Set Playback Range

Viewers will be able to watch the recording only within the set playback range through the sharing link.

This will not affect the original recording. **If you enable downloads, viewers will have access to the full-length recording and all relevant files,** including audio transcripts, chat, and subtitles.

☐ Do not remind me again

Got it

Speed ✂ CC
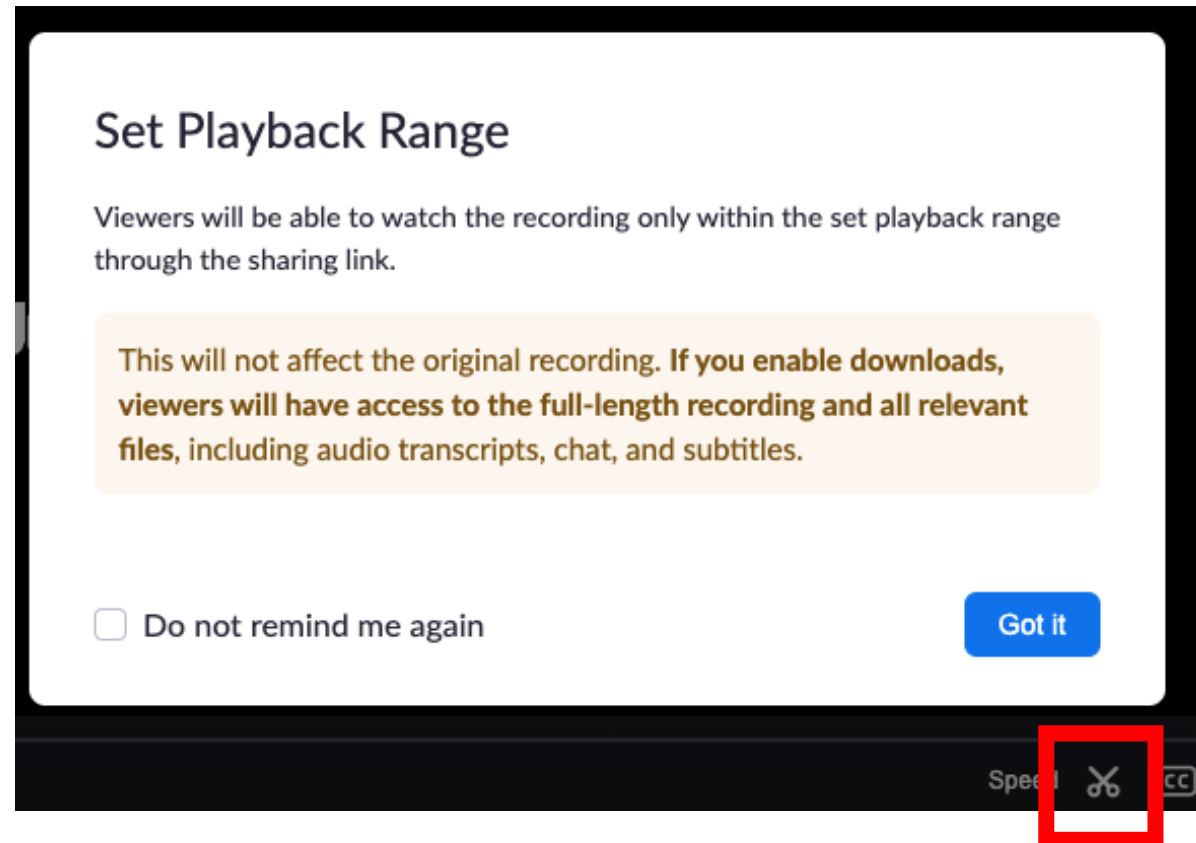
BEFORE Sharing the Recording

- Before copying the shareable link, you should select "Share" to view the settings and edit if necessary.

- "Passcode protection" and "Viewers can download" are on by default.

Share this cloud recording

Share this recording

○ Publicly

○ Only authenticated users can view

Add expiry date to the link

Viewers can download

One or more video files in this recording have a set playback range. Please note that viewers will be able to download the full-length recording and all relevant files.

On-demand(Registration Required) ⓘ

Passcode protection

●●●●●●

Sharing Information   Show ⌄

Copy Sharing Information   Done

To Share the Recording

Copy the Sharing Information

Sharing Information   Hide ∧

Topic: Julie Lockett's Zoom Meeting
Start Time : Nov 3, 2020 10:25 AM

Meeting Recording:
https://eiu.zoom.us/rec/share/Acvl5CSD7DG8Zrs3PBVCW5TgNQJ
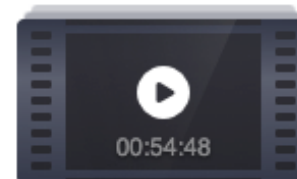B-xAL5SXNsO2LShiZL_HC1HuPDp7nrvK7Iom9.89wMqss-
2bfCaFsh

Copy Sharing Information   Done

Copy the Sharable Link

Julie Lockett's Zoom Meeting ✎

Nov 3, 2020 10:25 AM Central Time (US and Canada)   ID: 947 3788 5745

9 total views · 1 total downloads   Recording Analytics

▶ 00:54:48

Recording 1
2 files   50 MB

⬇ Download (2 files)   🔗 Copy shareable link

Deleting Cloud Recordings

Cloud recordings are NOT automatically deleted.

Recordings will remain on the Zoom server unless deleted by the Host.

Deleting will move the files to the trash and you can permanently delete them from the trash manually. If you don't permanently delete them manually, they will be deleted after 30 days.

Accessing and Managing Cloud Recordings in a Course in D2L

D2L Course > Zoom > Cloud Recordings

Sharing Cloud Recordings in a Course in D2L

Select Publish for students to be able to access the recording from the Cloud Recordings list.

| Upcoming Meetings | Previous Meetings | Personal Meeting Room | **Cloud Recordings** | Get Training 🖥 |

From [Select date 📅] To [11/03/2020 📅] Search By [ID ⌄] [ ] [**Search**] [Export] ☐ **Show my course recordings only**

[Delete All]

	Topic	ID	Start Time	File Size	Publish	
☐	**Thursday Sample Meeting**	940 4400 9882	Oct 8,2020 08:08	2 Files (395 KB)	⚪◯	Delete
☐	**Sample Meeting 1**	917 2041 4170	Oct 7,2020 08:42	2 Files (461 KB)	◉⚪	Delete

Posting a Cloud Recording Link in D2L

- Copy the shareable link and post it as a new link in a content module in D2L.

- You will need to log in to your Zoom Account at eiu.zoom.us and disable the passcode for the recording (unless you want to provide the students with the passcode to view the recording.)

Module 1 ⌄

Add dates and restrictions...

Add a description...

New ⌄   Add Existing

Upload Files

Video or Audio

Create a File

Create a Link

New Link   ✕

Title *

Meeting Recording

URL *

https://eiu.zoom.us/rec/play/YpnSYFgmV

☐ Open as External Resource

User progress is not tracked for external resources

Create   Cancel

Automatic Recording

Automatic recording is an option that allows the host to start local recording or cloud recording automatically when the meeting starts.

Automatic cloud recording will also start if "join before host" is used and participants join before the host.

Setting Automatic Recording for an Individual Meeting

When you schedule a meeting or edit a meeting, select "Automatically record meeting" in the meeting options and choose local or cloud recording.

Meeting Options

☐ Allow participants to join anytime

☐ Mute participants upon entry

☐ Require authentication to join

☐ Breakout Room pre-assign

☑ Automatically record meeting　　◉ On the local computer　　○ In the cloud

Setting Automatic Recording for All of your Meetings

- To enable automatic recording for all of your meetings, change the default setting in the EIU Zoom Web Portal. (eiu.zoom.us)
- Once enabled, it will be set for any meetings that you schedule going forward. It will not apply to existing meetings already scheduled.

Automatic recording

Record meetings automatically as they start

○ Record on the local computer

○ Record in the cloud

Even if enabled for all meetings, you can disable for an individual meeting in the meeting settings.

Audio Transcription for **Cloud** Recordings

- Automatically transcribes the audio of a meeting recorded to the cloud.

- The transcript text will display within the video as closed captioning.

- The transcript can be edited in the Zoom Web Portal.

- Audio transcript is disabled by default in settings.

Audio transcription only supports English at this time.

Enable Audio Transcript

- To enable audio transcript for all future recordings, change the default setting in the EIU Zoom Web Portal. (eiu.zoom.us)

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- ☑ Record active speaker with shared screen
- ☐ Record gallery view with shared screen ⑦
- ☐ Record active speaker, gallery view and shared screen separately
- ☑ Record an audio only file
- ☑ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ⑦
- ☑ Display participants' names in the recording
- ☑ Record thumbnails when sharing ⑦
- ☐ Optimize the recording for 3rd party video editor ⑦
- ☑ Audio transcript ⑦
- ☐ Save panelist chat to the recording ⑦

Generating a Transcript for a **Cloud** Recording

After the meeting ends, you will receive an email that lets you know that your cloud recording is available.

A short time later, you will receive a separate email letting you know that the audio transcript for the recording is available.

These emails include links to view your recordings and transcript.

Note: The audio transcript may take additional time to process after the cloud recording video/audio has processed

Viewing and Editing the Transcript

You can view or edit transcripts in the EIU Zoom web portal. eiu.zoom.us

You can download the VTT file and open it with a text editor.

Recording in Zoom

DEMO

Q & A

What are your questions?

Support for Zoom

- Zoom support page: http://www.eiu.edu/zoom

- For technical support,
  - Call 217-581-HELP (4357),
  - email support@eiu.edu, or
  - contact the Instructional Support Specialist (ISS) for your department.

EIU Zoom Support Page – http://www.eiu.edu/zoom

EIU ZOOM

HOME	LOGIN TO ZOOM	ZOOM MEETINGS	ZOOM IN D2L	ADDITIONAL RESOURCES	SYNCHRONOUS TOOLS COMPARISON

zoom

Zoom is a cloud-based video communications application that allows users to set up virtual video and audio conferencing, live chats, screen-sharing, and other collaborative capabilities. Zoom is accessible on a computer desktop or mobile device.

As of October 1, 2020, all EIU faculty, staff, and students have a licensed Zoom account.
Licensed users can host meetings with unlimited minutes for up to 300 participants.

EIU faculty, staff, and students can schedule/host Zoom meetings from the EIU Zoom website, from the Zoom app, or through Outlook. Zoom meetings can also be scheduled/hosted by the instructor in a course in D2L.