



Recording Zoom Sessions

Zoom allows you to record sessions that can be shared with your students. This document reviews how to record a session and how to customize the recording settings to choose what's recorded during a Zoom session to comply with [FERPA](#). Please review [FERPA and Virtual Learning](#).

Recording a Zoom Session

By default, only a host or co-hosts have permission to record Zoom sessions.

To start recording a session with the default Zoom Cloud Recording settings, click the **Record** button during a Zoom session. When done recording, click **Stop**.

Choosing What's Recorded

The instructor has the option to select what's recorded in a Zoom session. Log in to your Zoom account (<https://stockton.zoom.us>). Click **Settings** > **Recording** to select the options to be included in your cloud recording (description below).

Local Recording

Click to enable () Local Recording to store Zoom recorded sessions on your computer.

- Hosts can give meeting participants permission to record locally.** Enable this option to allow participants to record and store your Zoom sessions on their computers.

Please note that Local Recording **doesn't support** the following features:

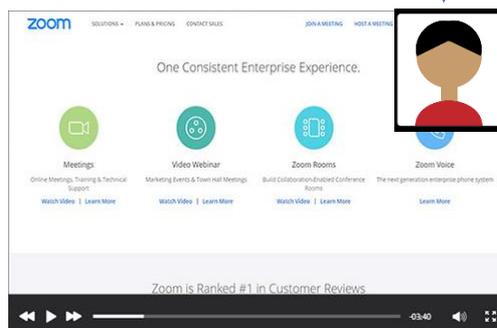
- **Audio transcription**
- Display timestamp in the recording
- Display participants' names in the recording
- Record Active Speaker, Gallery View and shared screen separately
- Shared screen recording layout with active speaker thumbnail or without any thumbnails (local recordings will always show a thumbnail gallery view with the shared screen)
- Record using the iOS or Android app

If you require these features, use **Cloud Recording**.

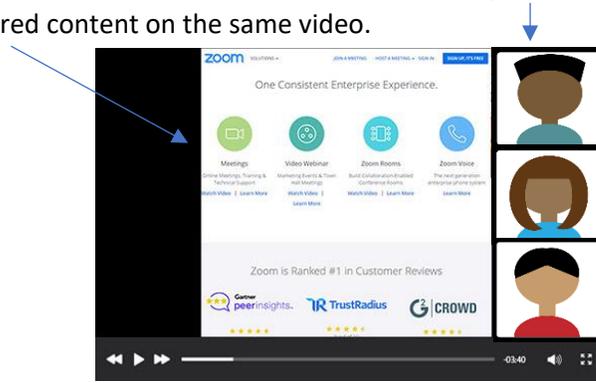
Cloud Recording

With Cloud Recording enabled () , Zoom sessions are stored in the Zoom cloud storage. Click on the options below to customize your Zoom recordings.

- Record active speaker with shared screen:** Record both Active Speaker view (current speaker) and shared content (Share Screen) on the same video.



- Record gallery view with shared screen:** Record both Gallery view (thumbnails of the participants' webcams) and shared content on the same video.



- Record active speaker, gallery view and shared screen separately:** Select to have Zoom record the Active speaker, Gallery View and/or Shared screen as separate videos.
- Record an audio only file:** produces an M4A file with a recording of the audio.
- Save chat messages from the meeting / webinar:** Receive a TXT file with the transcript of in-meeting Chat messages. The file is saved in Documents/Zoom.
Note: The Chat transcript saved on the cloud will only include Chat messages sent to everyone. Messages sent between individuals are not saved on the cloud.

Advanced settings

- Add a timestamp to the recording:** Add a timestamp of the meeting to your cloud recordings. The time will display in the host's time zone, set on their Zoom profile.
- Display participants' names in the recording:** Add participants' name to the bottom-right corner of their video.
- Record thumbnails when sharing:** Include a thumbnail of the presenter when screen sharing.
- Optimize the recording for 3rd party video editor:** Generate your cloud recording video files with a standard format that is compatible with 3rd party video editors. This may increase file size.
- Audio transcript:** Automatically transcribe your cloud recordings.
- Save panelist chat to the recording:** The messages sent by panelists during a webinar to either all panelists or all panelists and attendees will be saved to the recording.
- Save poll results shared during the meeting/webinar:** Polls results that have been shared during the Zoom session will be included in the recording.



Scroll down to the bottom



Multiple audio notifications of recorded meeting

Click to enable () this option (recommended). An audio message plays each time the recording starts or restarts, informing participants that the meeting is being recorded.

Storing your Zoom Recording

- If Cloud Recording is enabled (default option), Zoom recorded sessions are saved to the cloud (recommended). On average, an hour session might take about two hours to process. During this time, four files are created: a video file, an audio only file, an audio transcript and a Chat file. The

audio transcript will preview in the recorded video as close captioning as long as the video is played from the Zoom cloud storage.

- If Local Recording is enabled, only the video and audio files are saved on your computer, under Documents/Zoom.

Note: Recordings stored on the Zoom cloud are deleted after 90 days.

Accessing your Zoom Recording

- If Cloud Recording is enabled (default option), you will receive an e-mail notification when the video (cloud recording) is ready for viewing. The notification will also include links to the recording from the Zoom cloud storage.

You can also access your recordings from your Zoom account (<https://stockton.zoom.us>). After logging in, click on **Recordings**. Locate the video recording. To the right, click **Share**. Next to **Sharing Information**, click on **Show**, highlight → the link under **Meeting Recording** and hit **Ctrl – C** on your keyboard to copy the link.



- If Local Recording is enabled, recorded videos are stored in Documents/Zoom. To make recorded videos available to students, you will need to upload the files to a cloud storage service such as [Google Drive](#) or [YouTube](#). The following instructions will show you how to post the shareable links in your Blackboard course section.

Making your Zoom Recordings Available in Blackboard

Post the links in your Blackboard course section as [Web Links](#). Both the e-mail notification and Zoom Share will include Passcodes for the recordings. Make sure you add the Passcodes to the **Description** box in **Web Link**.

Making a Permanent Copy of your Zoom Recording

After 90 days, your Zoom files are automatically deleted. If you wish to save copies of your files, Zoom provides you with the option of downloading them to your computer. Log in to Zoom (<https://stockton.zoom.us>) and click **Recordings**. Locate the recording and click **More**. Select **Download**. All 4 files will be downloaded to your computer's default folder (The Download folder in Windows 10 and the Documents folder in a Mac.)