

Using Zoom Recording

Students' images or voices are not to be recorded. Recordings should capture the teacher's synchronous lesson in the Zoom meeting. Teachers will pause the recording when students are unmuted. You can record your Zoom meeting locally to your computer. Locally recorded meetings can only be accessed on the computer that recorded the meeting unless they are uploaded to a cloud storage tool such as [OneDrive for Business or Google Drive](#). When the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in.

Starting a cloud recording

Note: Only the host and co-host can start a cloud recording. Recordings started by co-hosts will appear in the host's recordings in the Zoom web portal.

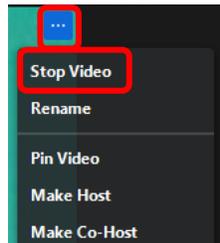
To record a meeting to the cloud:

1. Start a meeting as the host.

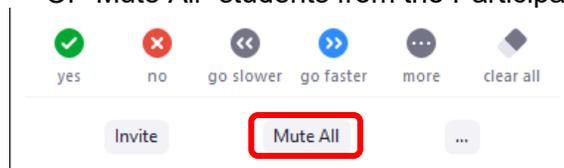
Changing the Video layout BEFORE you record a meeting to the cloud:

When NOT Sharing Screen

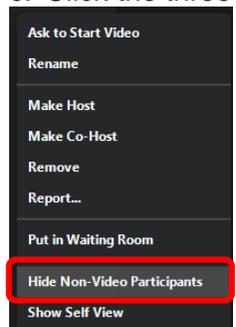
- a. Ask the students to turn cameras off
Or click the three dot in top right of their box and select "Stop Video."



- b. Ask the students to mute their microphones
Or "Mute All" students from the Participants menu.



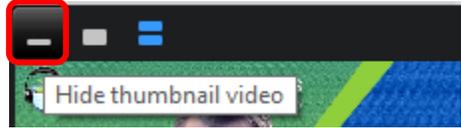
- c. Click the three dot in one student's boxes and choose "Hide Non-Video Participants."



- d. You are now ready to record.

When Sharing Screen

- a. Click the “Hide thumbnail video” option above the floating thumbnail window

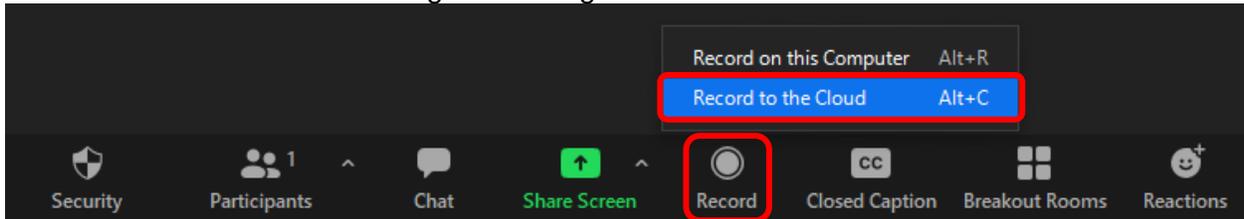


- b. You are now ready to record.

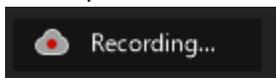
2. Click the Record button at the bottom in the taskbar.



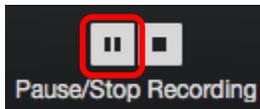
3. Select Record to the Cloud to begin recording.



The host and participants will see an indicator in the top-left corner while recording is active. Participants will hear a message informing them that the meeting is now being recorded.



4. To pause recording, click the Pause/Stop Recording



The host and participants will see an indicator in the top-left corner while recording is paused. Participants will hear a message informing them that the meeting has stopped.



This is when teacher should unmute the students to check for understanding with verbal responses. Teachers need to mute the students before resuming the recording.

5. To resume recording, click the Resume/Stop Recording



6. To stop recording, click the Stop Recording



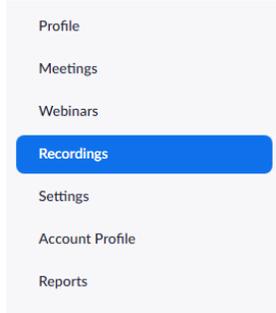
Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.

Managing cloud recording

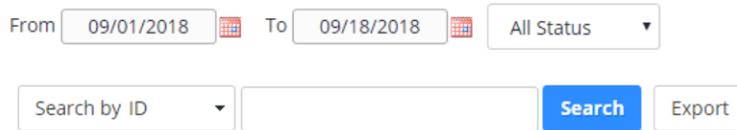
Recording management allows account owners and admin to manage their users' cloud recordings, including view, delete, and share the video, audio, transcript, and chat files.

Accessing recording management:

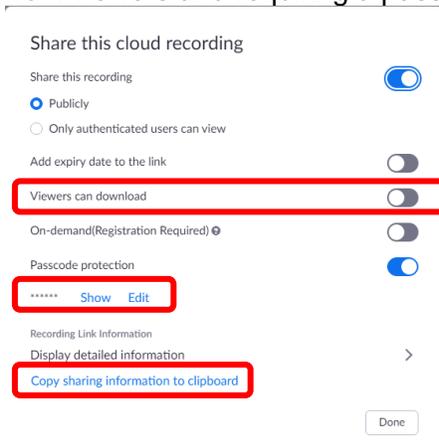
1. Sign in to your Zoom web portal.
2. In the navigation menu, click Recordings.
You will see a list of cloud recording that you started.



3. Adjust the date range and status, then search by host, meeting ID, topic, or keyword.
Note: There is no limit on the date you can specify



4. Click Share to display the recording link information and sharing settings, such as disabling downloads from viewers and requiring a password to view.



*toggle off "Viewers can download and edit Passcode protection as necessary

5. Click Copy sharing information to clipboard and paste to designated platform for sharing to students.
i.e. Canvas, Synergy, Class Dojo, email