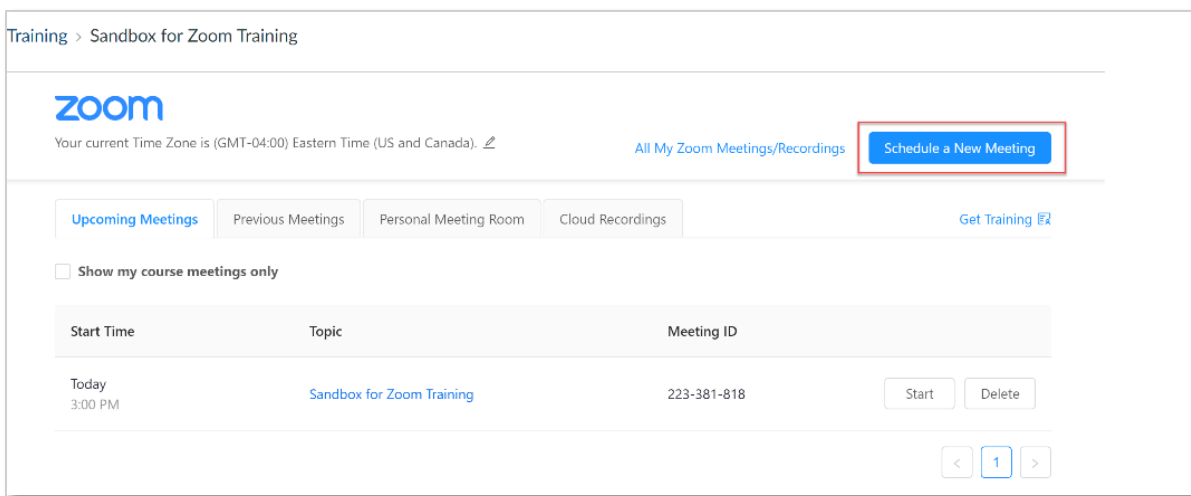


How to Record a Meeting

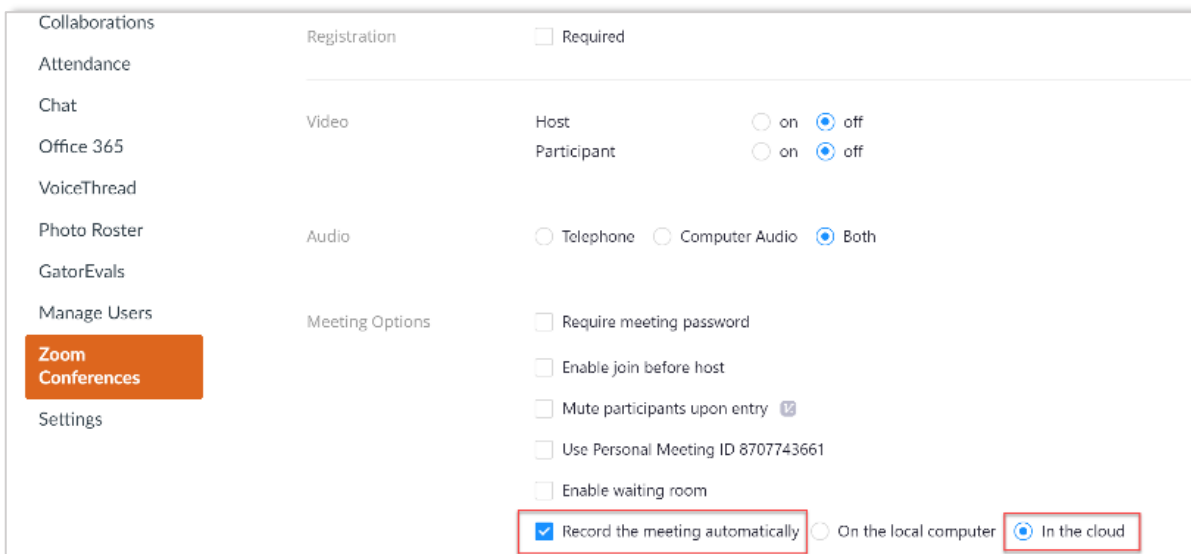
One of the features offered by Zoom is to **record meetings**. There are two options to record within the e-Learning environment.

Option 1: Setup recording function when scheduling a meeting

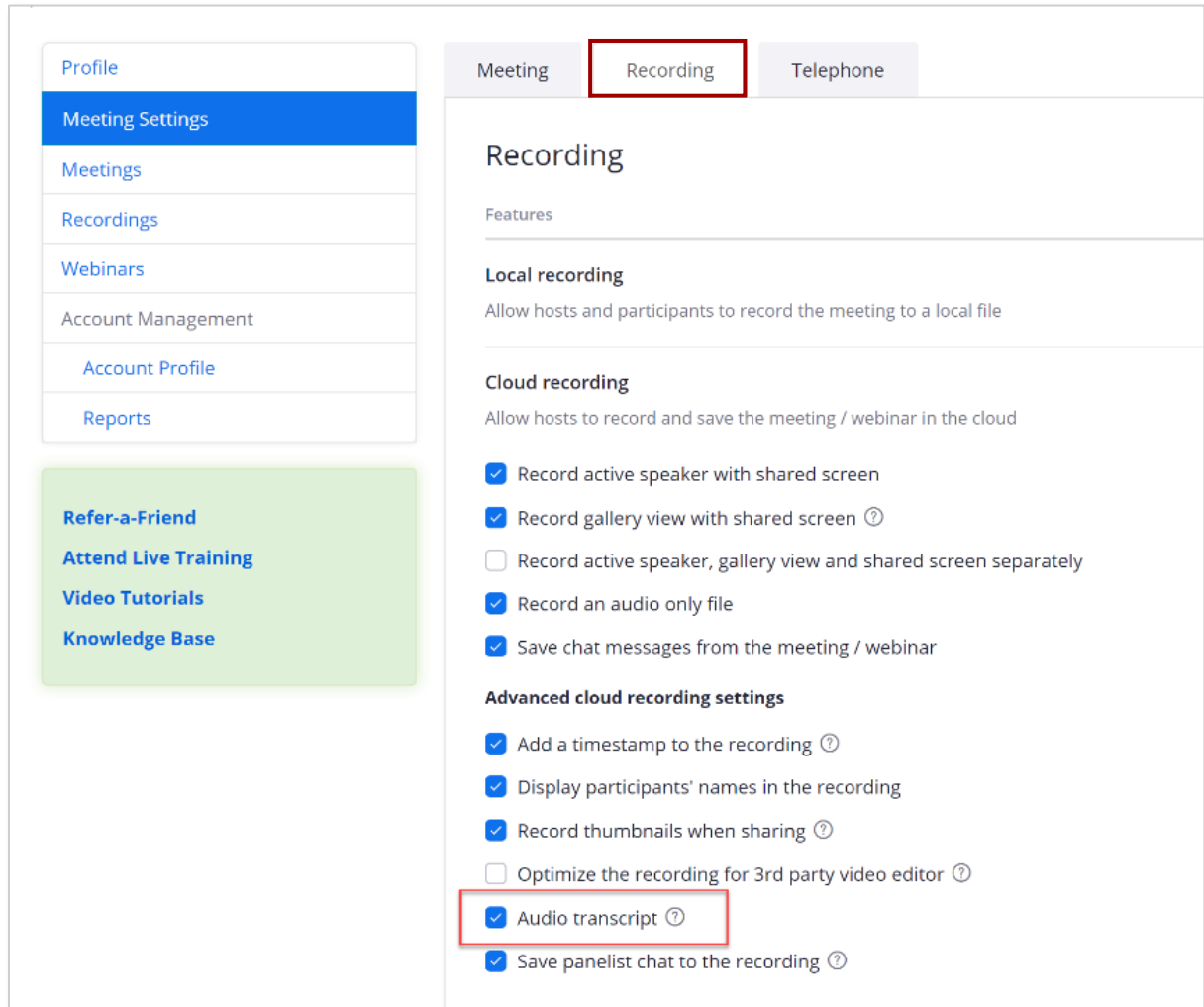
1. Login into your **e-Learning** account and select the course which you want to schedule/record a meeting and select **Zoom Conferences** from the left navigation. Select **Schedule a New Meeting** (this will send an email notification to everyone in the class).



2. After selecting **Record the meeting automatically**, you will see **On the local computer** and **In the cloud** options. We recommend using **In the cloud**.



Note: If you want to have your video with audio transcription, you will need to go to the Zoom Client <https://ufl.zoom.us/> sign in and select **Meeting Settings > Recording tab** > make sure **Audio transcript** option is enabled. This will allow you to have an accessible recording for students.

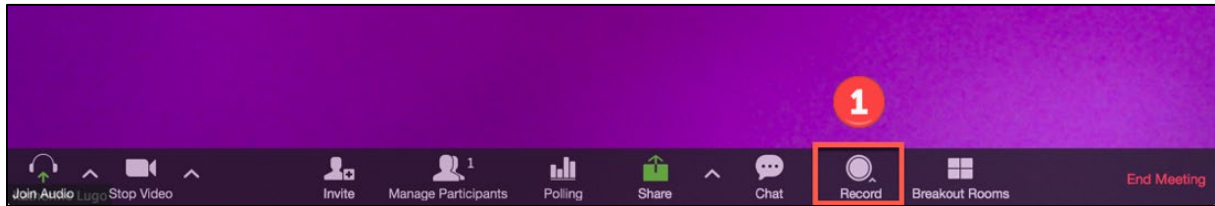


The screenshot shows the Zoom Meeting Settings interface. On the left is a navigation menu with options: Profile, Meeting Settings (highlighted in blue), Meetings, Recordings, Webinars, Account Management, Account Profile, and Reports. Below this menu is a green box containing 'Refer-a-Friend', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has three tabs: Meeting, Recording (highlighted with a red border), and Telephone. The 'Recording' tab is active, showing the following settings:

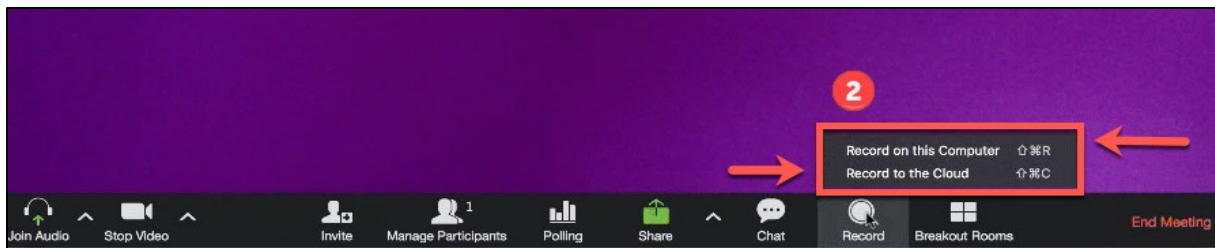
- Local recording:** Allow hosts and participants to record the meeting to a local file.
- Cloud recording:** Allow hosts to record and save the meeting / webinar in the cloud.
- Recording options:**
 - Record active speaker with shared screen
 - Record gallery view with shared screen [?]
 - Record active 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 [?]
 - Display participants' names in the recording
 - Record thumbnails when sharing [?]
 - Optimize the recording for 3rd party video editor [?]
 - Audio transcript [?] (highlighted with a red border)
 - Save panelist chat to the recording [?]

Option 2: During the meeting

1. Once the meeting starts, scroll down to the menu at the bottom of the meeting screen and click on the **Record [1]** icon.



2. Zoom will prompt you to choose where you wish to save the recording. We recommend you **Record to the Cloud**.



Once the recording has been processed, you will receive an email notification when the cloud recording is ready to view and/or distribute. If you had selected Cloud Recording, your recording will now be in your e-Learning course, under **Zoom Conferences > Cloud Recordings** tab. Students will also be able to view the recording in their own e-Learning Zoom, under **Zoom Conferences > Previous Meetings**.