

Here are the steps to record your presentation in Zoom.

Step 1. Go to rit.zoom.us and sign in



Step 2. Set up Zoom recording – Settings

Follow 1 – 2 - 3 – 4 - 5

The screenshot shows the Zoom settings page for a user at RIT. The page is divided into a left sidebar and a main content area. The sidebar contains links to Profile, Meetings, Webinars, Recordings, Settings (highlighted with a blue box and labeled '1'), Account Profile, and Reports. Below these are links to Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for Meeting, Recording (highlighted with a green box and labeled '2'), and Telephone. Under the Recording tab, there are sections for Local recording, Cloud recording (labeled '3 Check all boxes'), and Automatic recording. The Cloud recording section contains several checkboxes, most of which are checked. A red arrow labeled '4' points to the Save button. The Automatic recording section is highlighted with a green box and labeled '5'.

1 Settings

2 Recording

3 Check all boxes

4 Save

5 Automatic recording

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

- ☒ Record active speaker with shared screen
- ☒ Record gallery view with shared screen ⓘ
- ☒ Record active speaker, gallery view and shared screen separately
 - ☒ Active speaker
 - ☒ Gallery view
 - ☒ Shared screen
- ☒ Record an audio only file
- ☐ Save chat messages from the meeting / webinar

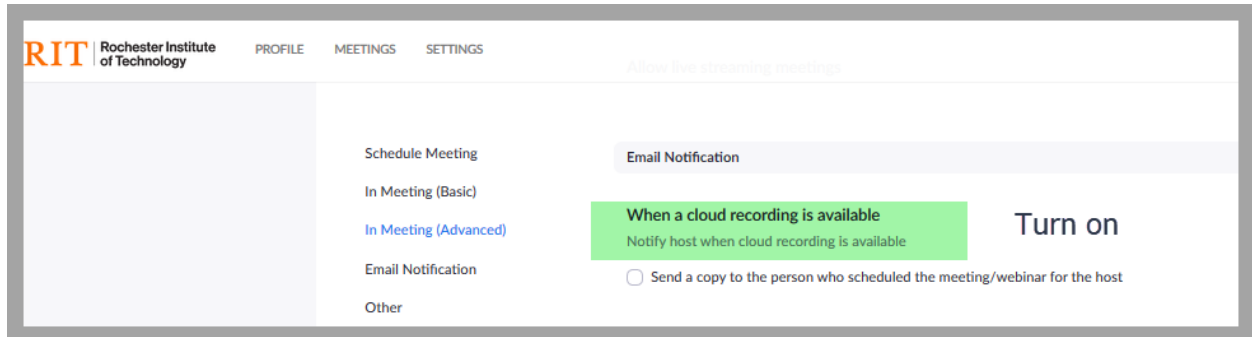
Advanced cloud recording settings

- ☐ 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 ⓘ
- ☐ Save panelist chat to the recording ⓘ

Automatic recording
Record meetings automatically as they start

- ☒ Record in the cloud
- ☒ Host can pause/stop the auto recording in the cloud ⓘ

Step 3. Enable this feature in your meeting – Advanced Settings



Optional – Email your class interpreter to voice or sign for you. You will need to invite them to your Zoom meeting.

1. Danielle Cohen at djcdis@rit.edu
2. Sydney Cain at smcdis@rit.edu

Step 4. Host/start a Zoom meeting and record your presentation

- a. With Video/audio on
- b. Share your PPT

Step 5. Wait for the Zoom cloud email and then share recording:



Tue 4/21/2020 8:14 PM
Zoom <no-reply@zoom.us>
Cloud Recording - Linda M Bryant's Personal Meeting Room is now available

To: Linda M Bryant

Hi Linda M Bryant,

Your cloud recording is now available.

Topic: Linda M Bryant's Personal Meeting Room
Date: Apr 21, 2020 07:58 PM Eastern Time (US and Canada)

For host only, click here to view your recording (Viewers cannot access this page):
https://rit.zoom.us/recording/detail?meeting_id=%2Fg67JYmrSnCCulvAZWwsYA%3D%3D

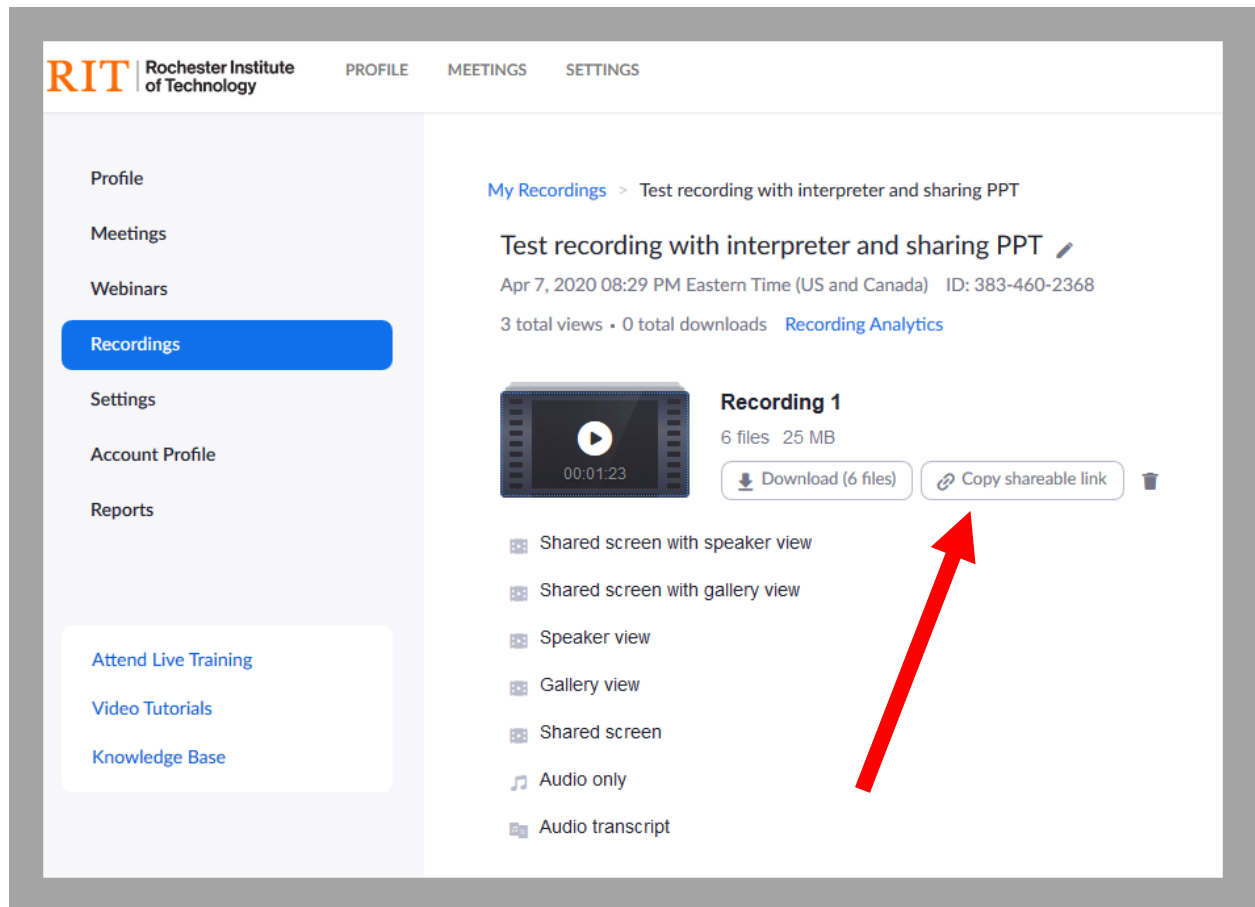
Share recording with viewers:
https://rit.zoom.us/rec/share/osMrcJPB83lJRKfm9UXBc5weAZ_UX6a8gCYeqaENnxvJc0uKkY-HOMAAWGnvvQAe

Thank you for choosing Zoom.
-The Zoom Team

This top link is only for you.
Check to see if all files are
processed and copy
shareable link. See next
step.

This is the link for your teacher.
Do not send the host link.

Step 5 continued. You can also check the status of your recording and share your recording from the Recordings menu



If you have any questions or need help, email Linda Bryant at LMBNCA@rit.edu