Zoom Guide – Record a meeting

Summary

This will describe how you can record your Zoom meeting locally on your computer or on the Zoom cloud.

Applies to Charles Sturt staff using Zoom and needing a recording.

Process details

Zoom offers two ways for you to record content.

- Locally on your computer as an MP4 file
- On the cloud in your Zoom account - you can then distribute the recording via direct link from the Zoom cloud or use CSU Replay to share the video with students.

This procedure will outline how to record both ways.

Record a meeting

1. Connect to your Zoom meeting. If you wish to record before you start a screen sharing session you will have a **Record** button on the toolbar at the bottom of the screen. Click this and choose the option you would like to record with.
    - Record on this Computer (recommended for subjects that have the CSU Replay tool enabled)
    - Record to the Cloud
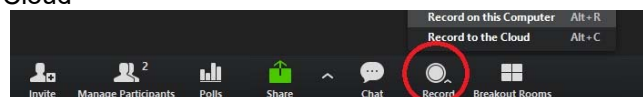
2. If you are already presenting your computer screen, then the bottom toolbar is removed and a new toolbar will be located at the top of the screen. From this toolbar click the **More** option and choose your recording method from the list

3. After the recording starts, a notification icon will appear in the top left corner of the screen for everyone viewing in the conference and the host if they are not sharing a screen. If you are the host, you will have a pause and stop option there as well when you move your mouse up to it (see screenshot below).
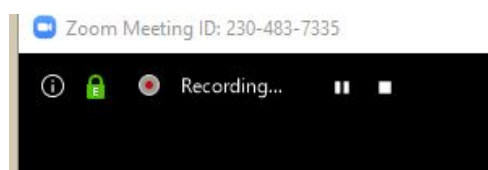
4. If you are sharing your desktop, the recording icon is placed in the green bar at the top of the screen

5. To pause or stop the recording, move your mouse to this bar and the full toolbar will appear. Press the More option again and you will see the Pause and Stop recording options in the list.

Tip: On windows machines you can use the following shortcuts to start, stop and pause your recording.

Record on this Computer	Alt+R
Record on the Cloud	Alt+C
Stop Recording	Alt+C
Pause Recording	Alt+P

6. If you click **Stop** you will be presented with a confirmation box to stop the recording.

Finding your recording

Local Recording - You can find recordings made locally in your **Documents** folder on your computer in the **Zoom** subfolder. They will be contained in their own folder titled Year-Month-Day name-of-meeting-room conference-ID.

1. Open this folder and you will see several files created for the meeting. Not all items may appear in your folder if they were not used in the meeting.

   There may be:

   An audio file of the meeting

   A copy of any chat that may have occurred

   A playlist of the audio

   A MP4 video file

2. If you are using **CSU Replay**, rename this MP4 file to the name of the lecture, go to your Brightspace site and enter your CSU Replay link.
3. Click on the red **Create** button on the top of the screen and choose the option **Upload a file**. This will give you a box that you can drag and drop the video in and it will upload automatically.
4. Close the box when the recording has uploaded and is processing. You can upload more than one video at a time.

Cloud Recording – If you recorded to the cloud, you can get a download or a sharable link from the Zoom software.

1. After you have signed in, click on the Meetings button at the top of the screen.
2. Click the Recorded button in the left hand toolbar. You will see a list of recordings that you have made.
3. Click the open button and it will take you to the Zoom website where you will be able to download or get a sharable link.
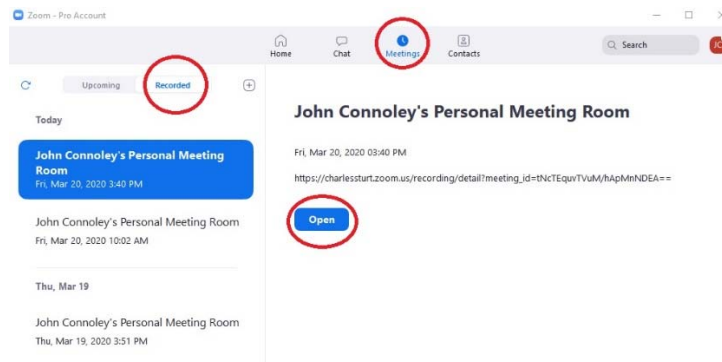

4. To share the video, click on the **Share** button at the top of the video and note the copy link to clip board. This will open the settings for the recording. See further down in this document for information on sharing settings.
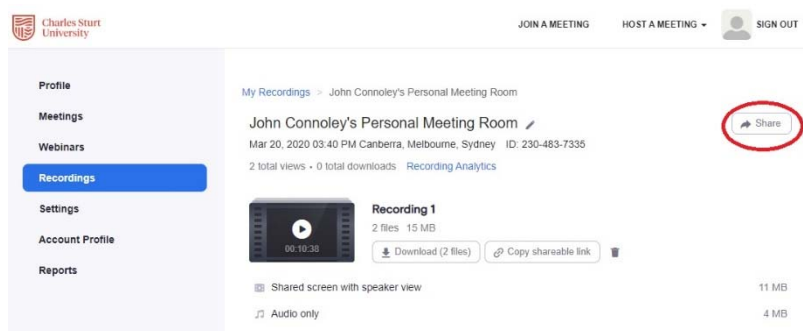
5. Alternately you can directly go to the website https://charlessturt.zoom.us/ and **Sign In**. From this screen you will see **Recordings** in the left hand menu. This will present you with your recordings (see screen shots below).

Please note: It can take some time for the recordings to process and be available. In the first screenshot below you will see that the recording made is currently processing. In the second screenshot you will see a completed proceeded recording available for sharing or downloading.
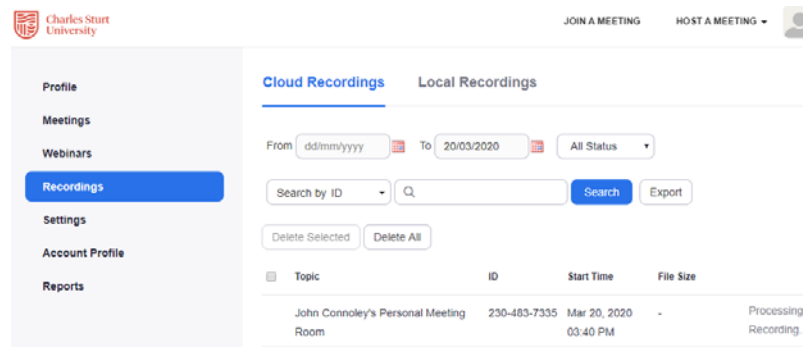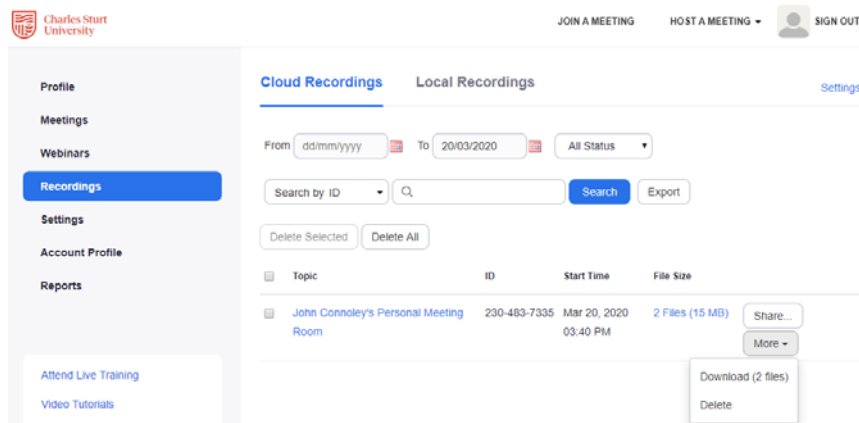
Share settings

Using the **Share** button will display a settings box that you can set the video to be only accessible by authenticated users (recommended) and if you allow them to download the video to watch offline. If you do change the settings you will be prompted with a save box.
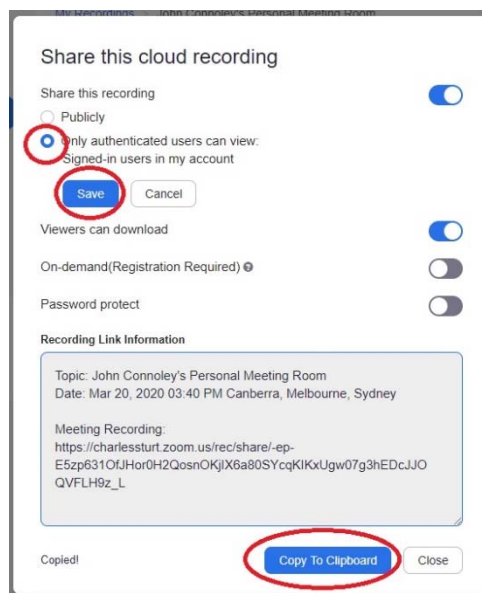
You can then press **Copy to Clipboard** and it will copy all the information in the recording link Information box to your computers clipboard that you can then paste into your Brightspace subject site as an announcement or in some other content area.

More information

https://support.zoom.us/hc/en-us/sections/200208179-Recording