

Recordings in Zoom Meetings

Presented by
Sarah Ryan-Roberts
August 2021



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Topics Covered

- Recording Guidelines
- Recording a Meeting
- Cloud vs. Local Recordings
- Recording Layouts
- Editing Cloud Recordings
- Sharing the Recording
- Recording Statistics



Sharing a Recording to the Cloud

When you select Record to the Cloud, your recording is stored on a Zoom server. All Renaissance Society Zoom cloud accounts have a storage capacity of 2TB. If you select this method of recording, after your meeting you will need to Share the recording with your audience before they can view it. Sometimes it can take up to 24 hours for your recording to become available.

First, Navigate to zoom.us and log in

Click Recordings on the left side of your screen

Locate your Recording - Search for Recording date

Then click the Recording Topic you want to edit or share.

Click the Play icon on the film frame and review your recording

Truncate the recording

If you want to set a playback range (meaning you don't want to show some of the beginning and end of your recording), view the recording and make note of the time code of where you want the beginning and end points for the viewer to see.

Click the Scissors icon on the bottom of the screen then the Sliders will appear. Move the sliders to where you want the playback to begin and end.

Note: If you click on the forward/backward arrows on each slider, you can move the slider a second at a time.

Then click Save.

Close the playback window and return to your Recordings detail page.

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Recording Guidelines

- Each seminar leader or SIG facilitator decides if their sessions will be recorded
- Access to recordings should be for enrolled participants only
- Renaissance Society falls under the guidelines for Sac State as regards Copyright & Fair Use Policy
- TEACH Act (Technology, Education, and Copyright Harmonization Act) specifically address online learning

Copyright & Fair Use



Copyright is a bundle of rights given to authors and creators to protect their original works. These rights are meant to allow authors some protection in how their works are copied, distributed, or performed. Copyright protection is broad but exceptions have been developed to balance out these rights. Fair Use is an exception that allows for use of copyright materials in limited circumstances, including for many educational purposes.

Copyright Basics

- Copyright is a form of protection for original works of authorship fixed in a tangible medium of expression.
- Copyright is grounded in the Constitution and is codified in Title 17 of the United States Code.
- Copyright can be claimed by the creator of the work, but copyright holders may not always be the creators.
- Copyright holders' exclusive rights: reproduction, distribution, **public performance** in different format, distribution of works, and the ability to authorize others to exercise these rights.
- Works protected include but not limited to: literary, musical, dramatic, motion pictures, sculpture, etc.
- What is not protected: ideas, works that are not in tangible forms, titles and names, familiar symbols, lists of ingredients or contents.

Fair Use

Fair use is an exception to copyright that allows for materials to be used in limited circumstances, often for educational purposes.

- Use copyrighted material for a limited and transformative purpose, such as to comment upon, criticize, or parody.
- Four Factors to decide fair use:
 - The purpose and character of your use,
 - The nature of the copyrighted work,
 - The amount and substantiality of the portion taken, and
 - The effect of the use upon the potential market.

Technology, Education, and Copyright Harmonization Act (TEACH Act)

The TEACH Act allows for the use of copyrighted works for distance or online education in limited circumstances and under certain conditions.

- The institution must be an accredited, non-profit educational institution.
- The use must be part of mediated instructional activities.
- The use must be limited to a specific number of students enrolled in a specific class.
- The use must either be for live or asynchronous class sessions.



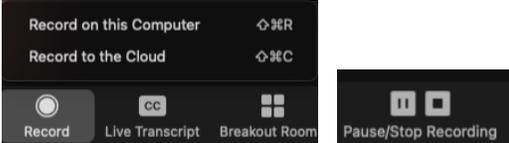
[Download Know Your Copy Rights Sheet](#)

<https://library.csus.edu/publishing-and-scholarship-support/copyright-and-fair-use>

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Recording a Meeting

- **Who can record:** host or co-host can record; participants can record (local only) if given permission
- **Start a recording:** click Record button and select recording type, or if already sharing select from the More menu
- **Pause/Resume or Stop recording:** Once you start a recording, these controls appear in place of recording
- **Notifications:** participants are always notified when a meeting is being recorded



The image shows the Zoom recording controls. On the left, there are two buttons: "Record on this Computer" (with a microphone icon) and "Record to the Cloud" (with a cloud icon). Below these are "Record", "Live Transcript", and "Breakout Room" buttons. On the right, there are "Pause/Stop Recording" buttons.



The image shows a Zoom meeting interface. At the top, there are controls for Mute, Stop Video, Security, Participants, New Share, Pause Share, and More. A notification bar says "You are screen sharing". Below that, there is a large blue banner that says "Recordings in Zoom". On the right, there is a "Chat" window with options for "Record on this Computer", "Record to the Cloud", and "Meeting Info".



The image shows a "Recording" notification icon with a red dot and a microphone icon.

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Cloud vs. Local Recordings

Record to the Cloud (recommended)

- Stores recording on Zoom server (2TB storage)
- Easier to share the recording link with your audience
- Editing is limited (can only truncate/trim beginning & end)
- However can download if need further edits

Record on this Computer

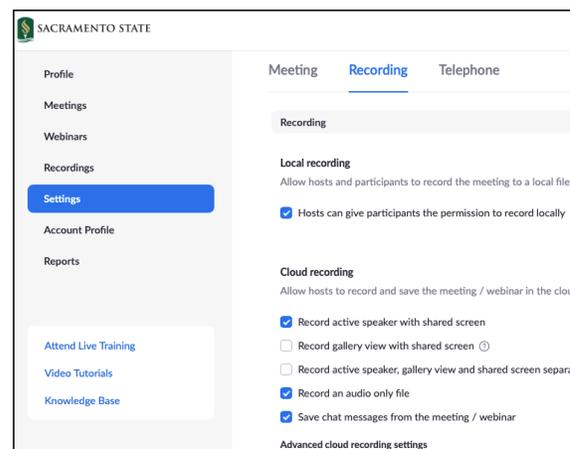
- Recording is converted to MP4 and stored in your Documents>Zoom folder
- Will need to upload to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo for participants to access
- Use video editor such as Video Editor or iMovie to make edits before you upload

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Recording Layouts

What you record depends on your **Recording Settings**.

- **Local recording:** permission setting
- **Cloud recording:** these settings determine what is recorded & what file types are generated (MP4, MP4A, VTT, TXT)
- **Advanced cloud recording settings:** Can add timestamp, display participant names, and more
- **Other:** some of these are Locked by Admin and can't be modified.



Navigate to csus.zoom.us and log in then select Settings>Recording

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Sample Layouts

The screenshot shows a Zoom meeting in progress. On the left, a slide titled "Using Zoom Registration for Meetings" is displayed, presented by Sarah Ryan-Roberts in August 2021. The slide content includes instructions on how to share a screen and manage attendees. On the right, a video thumbnail of Sarah Ryan-Roberts is visible, indicating she is the active speaker. Below the video, an audio transcript is shown, starting with a welcome message. At the bottom, a chat window is open, showing a list of participants including University, TH Marian Kile, Sarah Ryan-Roberts, Unknown Speaker, and Mike Agron.

Shared Screen & Active Speaker are separate

Shared Screen with Speaker View

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Editing Recordings in the Cloud

Locate your recording

- Navigate to csus.zoom.us, log in, and select **Recordings**
- Locate your Recording using the **Search** feature
- Click the **Topic** heading then click the **Play** button on the filmstrip to review your recording

Make note of the time codes if you plan to trim the beginning or end of the recording

The screenshot shows the Zoom Cloud Recordings interface for Sacramento State. The left sidebar contains navigation options: Profile, Meetings, Webinars, Recordings (selected), Settings, Account Profile, and Reports. The main content area is titled "Cloud Recordings" and shows a search filter for "Zoom Registration" with a date range from 01/11/2021 to 01/12/2021. A table lists recordings, with one entry for "Zoom Registration" (ID: 836 7264 8270) recorded on Jan 12, 2021, at 12:47 PM, with a file size of 190 MB. Below the table, the details for "Recording 1" are shown, including a play button, a filmstrip with a time code of 01:02:24, and options to download (3 files) or copy the shareable link. The recording details also show a list of files: "Shared screen with speaker view" (133 MB), "Audio only" (57 MB), and "Audio transcript" (64 KB).

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Editing Recordings in the Cloud

Truncate your recording

- Click the **Scissors** icon on the bottom of the screen then the Sliders will appear
- **Move the sliders** to where you want the playback to begin and end
- Then click **Save**.

Note: If you click on the forward/backward arrows on each slider, you can move the slider a second at a time



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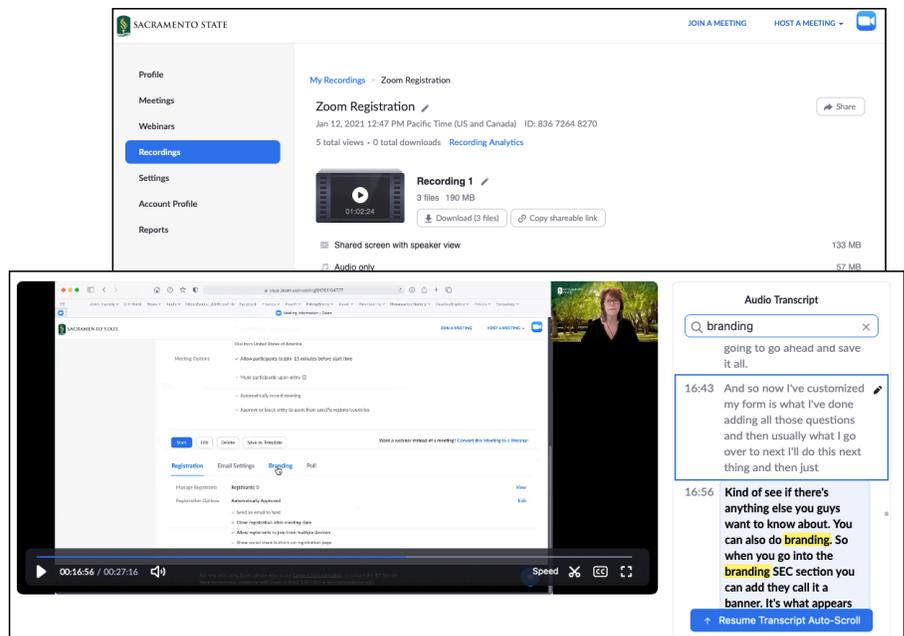
Editing Recordings in the Cloud

Text Edits

- Anywhere you see a pencil, you have the ability to edit
- On the main page, you can edit the title of the recording
- On the playback page, you can edit the audio transcript. Hover over the text and the pencil will appear

Search

You can search for text in the audio transcript as well



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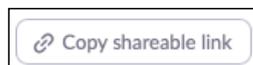
Sharing the Recording

Share button



- Click the **Share button** on your Cloud Recordings page or Recording detail page to set your options
- **Enable Share this recording** (the button should be blue) and **Publicly** should be selected
- Select other options if needed
- **Copy Sharing Information** and paste into your email to share with your audience
- Click **Done** when finished

Copy shareable link button



This button appears on your Recording detail page once you have turned on Sharing

Share this cloud recording

Share this recording

Publicly
 Only authenticated users can view

Add expiry date to the link

Viewers can download

One or more video files in this recording have a set playback range. Please note that viewers will be able to download the full-length recording and all relevant files.

Viewers can see transcript

View recording on demand (registration required)

Passcode protection

Sharing Information Hide ^

Topic: Zoom Registration
Date: Jan 12, 2021 12:47 PM Pacific Time (US and Canada)

Meeting Recording:
https://csus.zoom.us/rec/share/cpaur1K1p_7_GLCV73M1kBWCP9HTH-Ho3lzozzaBPPgnoks4-M0fGxxsKrwth784m.NcRNFC6gaHFCF200

Copy Sharing Information Done

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Recording Analytics

- On your Recording detail page, click **Recording Analytics**
- Specify the time frame you want and click **Search**
- A chart will appear with number of views & downloads
- Click **Summary, By View, or By Download** for more detail
- Select **Export as CSV File** to save as a report

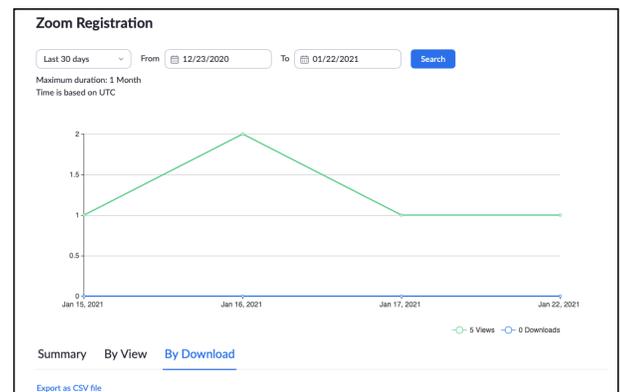
If you selected View Recording on Demand (registration required), you would also see this additional option under Recording Analytics.

My Recordings > Zoom Registration

Zoom Registration

Jan 12, 2021 12:47 PM Pacific Time (US and Canada) ID: 836 7264 8270

5 total views · 0 total downloads [Recording Analytics](#)



This recording is on-demand now
On-demand videos require viewers to register before watching the recording
[Registration Settings](#) [View Registrants](#)

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