







Zoom allows you to record sessions that can be shared with your students. This document reviews how to record a session and how to customize the recording settings to choose what's recorded during a Zoom session to comply with [FERPA](#). Please review [FERPA and Virtual Learning](#).

By default, only a host or co-hosts have permission to record Zoom sessions.

To start recording a session with the default Zoom Cloud Recording settings, click the  button during a Zoom session. When done recording, click .

The instructor has the option to select what's recorded in a Zoom session. Log in to your Zoom account (<https://stockton.zoom.us>). Click  >  to select the options to be included in your cloud recording (description below).

Click  to enable () Local Recording to store Zoom recorded sessions on your computer.

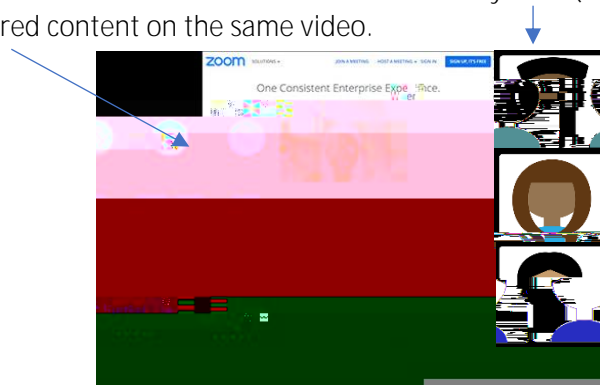
 . Enable this option to allow  participants to record and store your Zoom sessions on their computers.

Please note that Local Recording  the following features:

Display timestamp in the recording

Display participants' names in the recording

: Record both Gallery view (thumbnails of the participants' webcams) and shared content on the same video.



: Select to have Zoom record the Active speaker, Gallery View and/or Shared screen as separate videos.

: produces an M4A file with a recording of the audio.

: Receive a TXT file with the transcript of in-meeting Chat messages. The file is saved in Documents/Zoom.

: The Chat transcript saved on the cloud will only include Chat messages sent to everyone. Messages sent between individuals are not saved on the cloud.

: Add a timestamp of the meeting to your cloud recordings. The time will display in the host's time zone, set on their Zoom profile.

: Add participants' name to the bottom-right corner of their video.

: Include a thumbnail of the presenter when screen sharing.

: Generate your cloud recording video files with a standard format that is compatible with 3rd party video editors. This may increase file size.

: Automatically transcribe your cloud recordings.

: The messages sent by panelists during a webinar to either all panelists or all panelists and attendees will be saved to the recording.

: Polls results that have been shared during the Zoom session will be included in the recording.

Click to enable () this option (recommended). An audio message plays each time the recording starts or restarts, informing participants that the meeting is being recorded.

If Cloud Recording is enabled (default option), Zoom recorded sessions are saved to the cloud (recommended). On average, an hour session might take about two hours to process. During this time, four files are created: a video file, an audio only file, an audio transcript and a Chat file. The

audio transcript will preview in the recorded video as close captioning as long as the video is played from the Zoom cloud storage.

If Local Recording is enabled, only the video and audio files are saved on your computer, under Documents/Zoom.

: Recordings stored on the Zoom cloud are deleted after 90 days.

If Cloud Recording is enabled (default option), you will receive an e-mail notification when the video (cloud recording) is ready for viewing. The notification will also include links to the recording from the Zoom cloud storage.

You can also access your recordings from your Zoom account (<https://stockton.zoom.us>). After logging in, click on

. Locate the video recording. To the right, click . Next to , click on , highlight the link under and hit on your keyboard to copy the link.

If Local Recording is enabled, recorded videos are stored in Documents/Zoom. To make recorded videos available to students, you will need to upload the files to a cloud storage service such as [Google Drive](#) or [YouTube](#). The following instructions will show you how to post the shareable links in your Blackboard course section.