

How to set up Zoom for class recordings

Log into your Zoom Account.

Under “PERSONAL” choose “Settings”

Next, choose “Recording”

Then check the boxes below that have red checkmarks to insure proper attendance recording.

Then Click “Save”

Any of the other options may be selected, it is just imperative the boxes with red check marks are selected.

The screenshot shows the Zoom account settings interface. On the left, the 'PERSONAL' menu is visible, with 'Settings' highlighted by a red arrow. Below it, the 'ADMIN' menu is partially visible. On the right, the 'Recording' tab is selected, also indicated by a red arrow. The 'Recording' section is expanded, showing 'Local recording' and 'Cloud recording' options. Under 'Cloud recording', several options are checked with blue checkmarks. Three of these options are highlighted with red boxes and red checkmarks: 'Record active speaker, gallery view and shared screen separately', 'Add a timestamp to the recording', 'Display participants' names in the recording', and 'Record thumbnails when sharing'. At the bottom, the 'Save' button is highlighted with a red arrow.

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PERSONAL **Settings**

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Recordings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

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Meeting **Recording** Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

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

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 (?)

Save panelist chat to the recording (?)

Save Cancel