Zoom Cloud Recording Settings Quick Guide
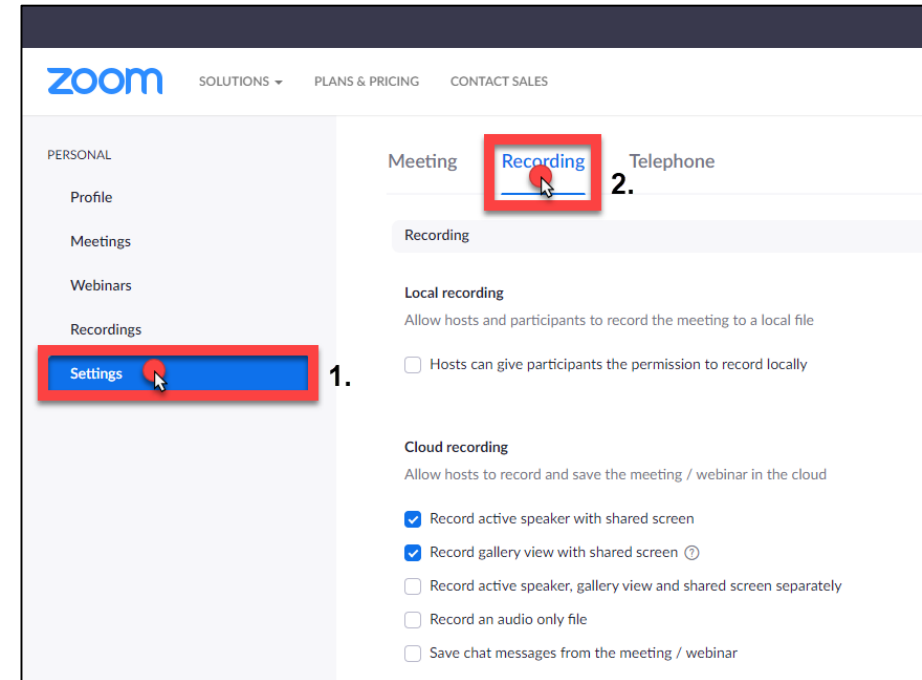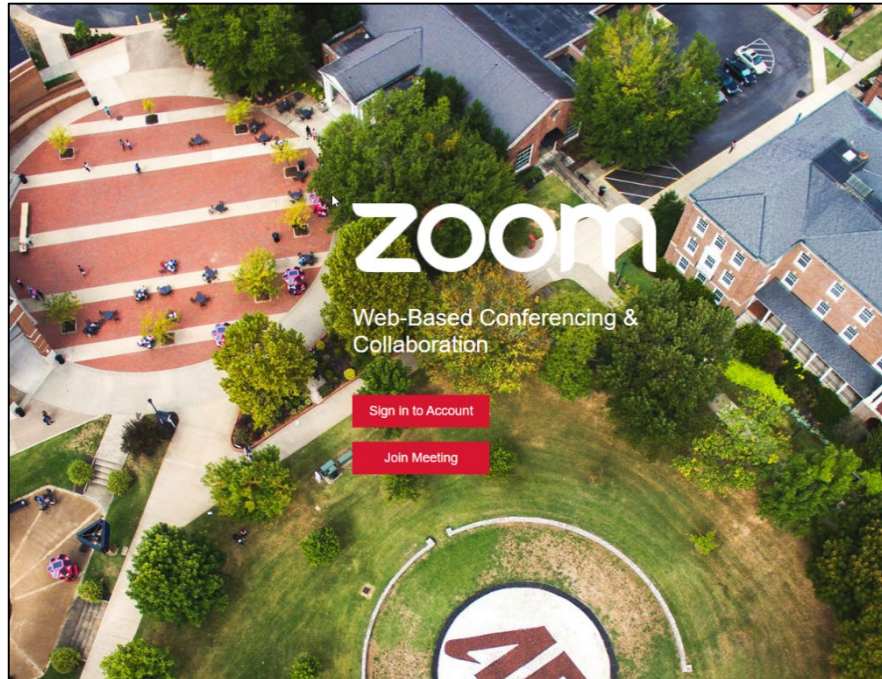
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Distance Education

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To Access your Recording Settings:

- Navigate to [APSU's Zoom Login Page](#) & click "Sign in to Account".

- It is important that you ensure you are logging in to your licensed APSU account and not a free Zoom account.

- Click on "Settings" in the menu on the left side of the screen.
- Click "Recording" at the top of the page.

Default Recording Settings

Default Settings:

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
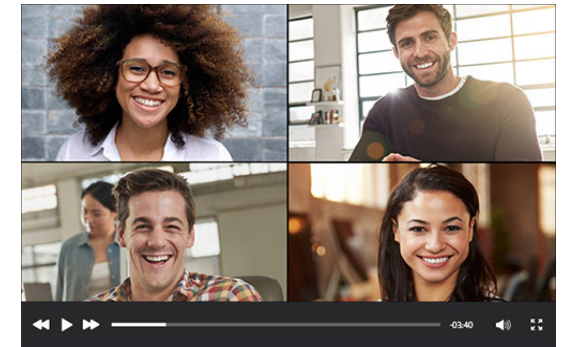
Advanced cloud recording settings

- ☐ Add a timestamp to the recording ⓘ
- ☐ Display participants' names in the recording
- ☑ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☑ Audio transcript ⓘ
- ☐ Save panelist chat to the recording ⓘ
- ☐ Save poll results shared during the meeting/webinar ⓘ

Recording files:

Please note, this link defaults to the first file listed.

Recording 1 ✏
2 files   3 MB

00:00:37

⬇ Download (2 files)   🔗 Copy shareable link   🗑

- ▦ Shared screen with speaker view
- ▦ Shared screen with gallery view
- ▦ Audio transcript

The audio transcript provides a rich text file of all the captions.

Active Speaker View

Gallery View

Recordings: When screen sharing is not occurring, the video will show either the active speaker or the gallery view as stated in the file names.
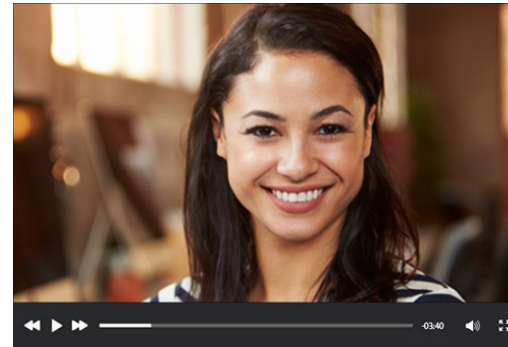
Both files will look like the image below during screen sharing. The active speaker will be in the top right corner of the shared screen if "Record thumbnails when sharing" under "Advanced Cloud Recording Setting" is left selected.

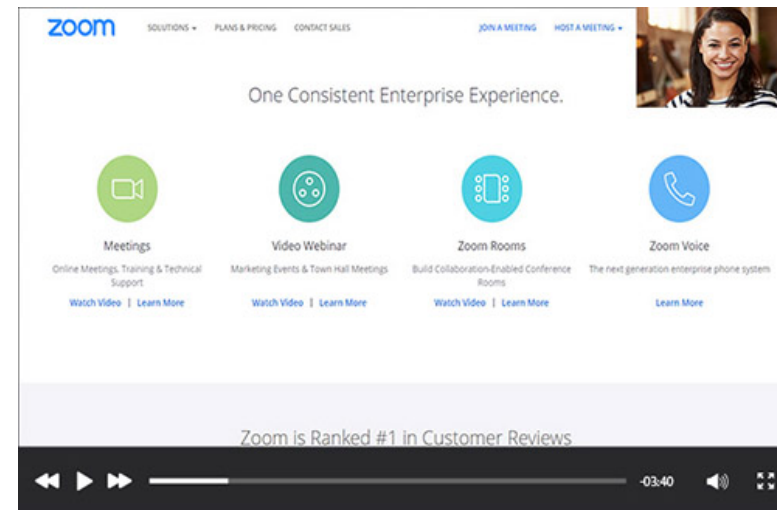zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾

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Zoom is Ranked #1 in Customer Reviews

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Recording Separately

Settings:

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

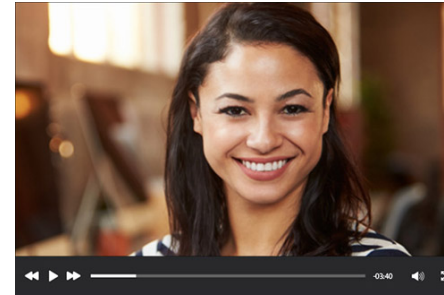When you select this option, the other 3 subcategories appear.

Recording files:
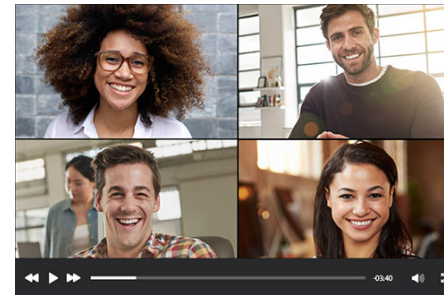
▶ 00:00:24

Recording 1 ✎
3 files   4 MB
⬇ Download (3 files)   🔗 Copy shareable link   🗑

- ▦ Speaker view
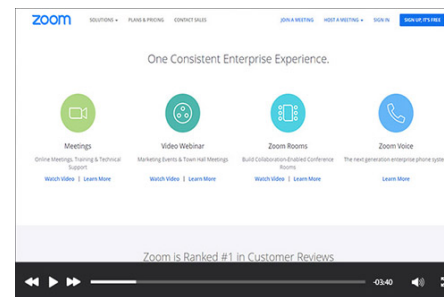- ▦ Gallery view
- ▦ Shared screen
- ▦ Audio transcript

Recordings:

Active Speaker View

The Active Speaker will show on the screen at all times; shared screens are not recorded.

Gallery View

The Gallery View will show on the screen at all times; shared screens are not recorded.

Shared Screen View

The Shared Screen will be the only thing that shows on the video. When no one is sharing a screen, the video will be black.

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Default Advanced Recording Settings

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 ⑦
- ☐ 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 ⑦
- ☐ Display participants' names in the recording
- ☑ Record thumbnails when sharing ⑦
- ☐ Optimize the recording for 3rd party video editor ⑦
- ☑ Audio transcript ⑦
- ☐ Save panelist chat to the recording ⑦
- ☐ Save poll results shared during the meeting/webinar ⑦

Record thumbnails when sharing: When this is selected, active speaker will appear in your recordings when sharing your screen (unless you have chosen to record the views separately).

Audio Transcript: Automatically transcribes the cloud recording. Please consider leaving this on to assist you in meeting ADA accessibility requirements.

Questions about Zoom?

- Please refer to the [APSU Student Privacy Guidelines for Recordings of Class Sessions Conducted Using Video Conferencing](#) when recording Zoom meetings with students in attendance.

- Information in this quick guide was provided by [Zoom Support](#). The easily searchable library of help articles at Zoom Support is extensive and regularly updated.

- The [Distance Education Zoom Page](#) also provides users with a variety of resources.

- Can't find your answer? Please contact Distance Education at:
  - online@apsu.edu
  - 931-221-1039