

## Two Ways to Record in Zoom after Setting up Your Meeting

Please note that you can start recording your meeting/class after you start the session. If you want to setup recording as an automated feature you can do that as well, even after you have setup the meeting link.

Below is the information on how to start a recording DURING your class session. There are two options. One is for the professor/host and one is for the attendee/student.

### Host manages recordings

1. As the faculty member hosting the meeting you have the option to record your Zoom session to the cloud or locally to your computer.
2. We recommend you record to the cloud as it is easier to track and manage through Zoom's web interface.
3. There are two ways to access your recordings.
  - The first way is to use the link Zoom emails you.
  - The second way is to log back into your Zoom profile at <http://pepperdine.zoom.us> and click on **Recordings** menu on the left as shown in the image below.
    - i. Then click on **Cloud Recordings**
    - ii. Locate the session you want to share and click on the **share** button.

The screenshot displays the Zoom web interface. On the left sidebar, the 'Recordings' menu item is highlighted with a red box. The main content area shows the 'Cloud Recordings' tab selected, also highlighted with a red box. Below the tabs, there are search and filter options, including a date range set to '03/10/2020' and a search bar. A table lists recordings with columns for Topic, ID, Start Time, and File Size. The 'Zoom Classroom' recording is highlighted, and its 'Share...' button is also highlighted with a red box. The 'Teaching via Zoom' recording is also visible in the table.

Topic	ID	Start Time	File Size	Actions
Reoccurring courses with cloud recording	284-250-256	Mar 10, 2020 09:38 AM	-	Deleting...
Zoom Classroom	216-570-613	Mar 5, 2020 12:27 PM	3 Files (2 MB)	Share... More ▾
Teaching via Zoom	258-074-173	Mar 4, 2020 11:52	3 Files (11 MB)	Share...

4. Select **Only authenticated users can view: Signed-in users in my account** then click the **Save** button
5. You can decide if you want to allow **Viewers to download** the video by clicking the slider to blue for yes or grey for no.
6. Click on the Copy To Clipboard button will copy the information that is the grey box labeled "Recording Link Information"
7. You can then paste that information into an email to your students.

### Share this cloud recording

Share this recording

Publicly

Only authenticated users can view:  
Signed-in users in my account

Viewers can download

On-demand(Registration Required)

Password protect

Recording Link Information

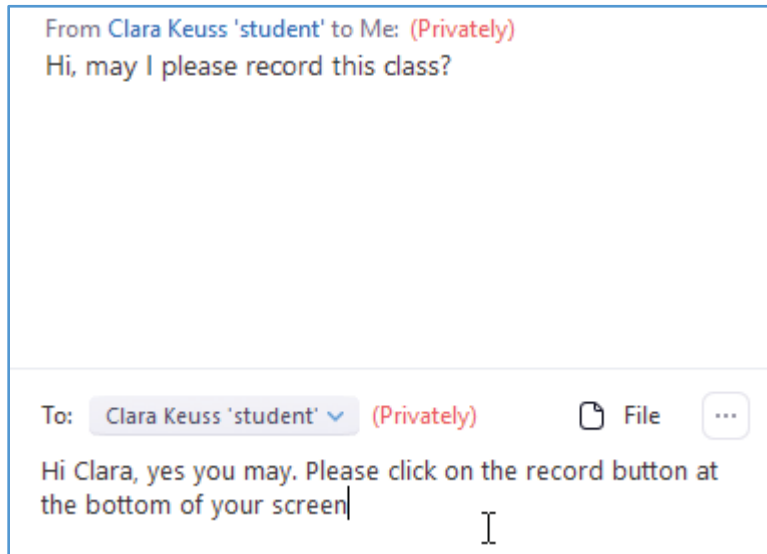
Topic: Zoom Classroom  
Start Time : Mar 5, 2020 12:27 PM

Meeting Recording:  
<https://pepperdine.zoom.us/rec/share/yuxRDL7qp21IGrfw2WyGWqMEArjbT6a81yMY-fYIyEZOFpkWRNReKlrm8cxdC6AP>

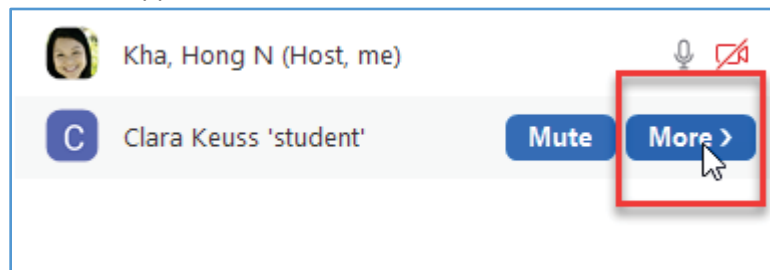
Select, copy and paste the recording links.

### Students manage their own recording

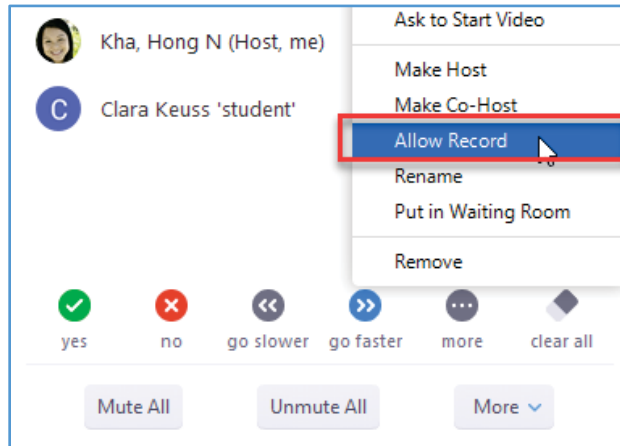
1. Student participants should request their professor's permission to record the session either via email prior to the Zoom sessions or privately to the professor in the Zoom Chat feature.



2. As the host you would need to grant permission for each student individually to record the session. Participants have the option to save to their Zoom cloud account or on their computer.
  - a. From the Chat tool move your mouse to the right of a student's name and you will see the Mute and More button appear. Click on **More**.



3. Then click on the Allow Record button



4. You will now notice the red record dot appear at the top left of the screen. Please note that this will appear for everyone in the session.

