

Recording a Presentation in Zoom

Zoom is usually used as a web conferencing tool to share video and screen to present to a remote audience but it can also be used to pre-record presentations.

Enable Transcription for Cloud Recordings

First you must enable audio transcription in your USF Zoom account.

1. Sign into your account at <https://usfca.zoom.us> and click on the **Settings** link on the left side of the page.
2. Then click on the **Recordings** tab at the top of the page. Scroll to the Cloud Recordings area and make sure that the option for **Audio Transcription** is checked
3. Click **Save** to finish enabling the feature.

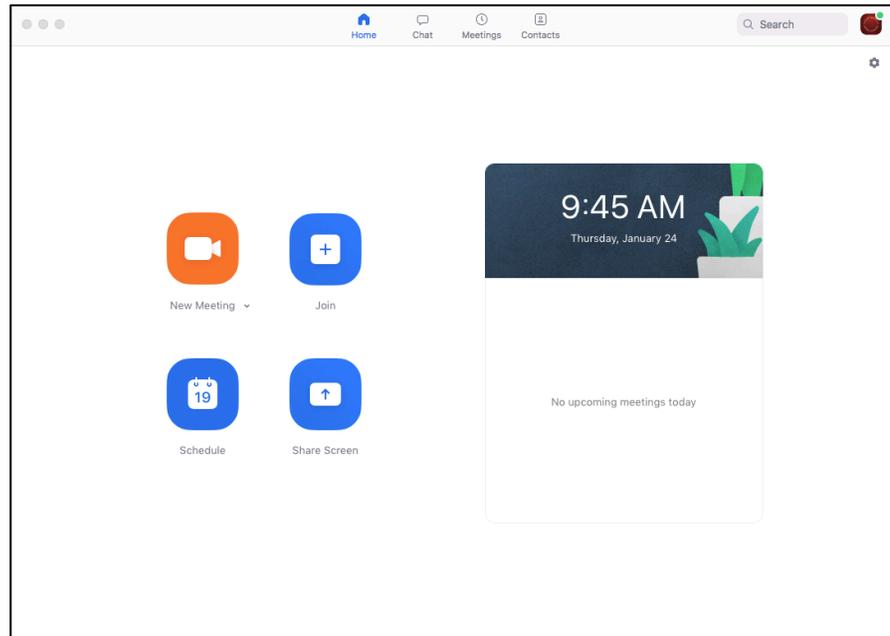
The screenshot shows the Zoom account settings page for the University of San Francisco. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced). The main content area is titled 'Recording' and is divided into 'Local recording' and 'Cloud recording' sections. The 'Recording' tab is highlighted with a red box. In the 'Cloud recording' section, the 'Audio transcript' and 'Save panelist chat to the recording' options are checked and highlighted with a red box. The 'Save' button is also highlighted with a red box.

Prepare for the Recording

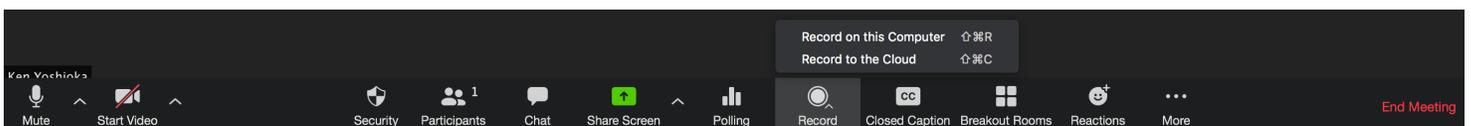
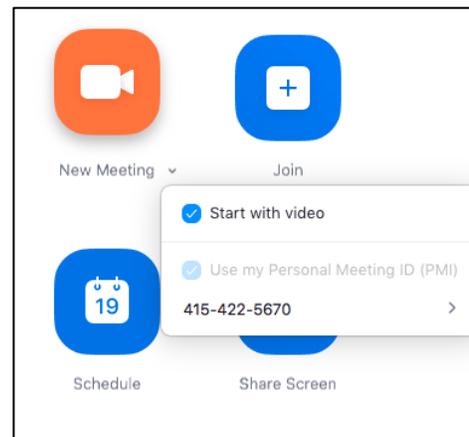
For best results, close any program on your Mac or PC that will not be needed for the presentation to reduce unwanted pop up notifications and to optimize performance.

Record the Presentation

1. If you have a Powerpoint presentation open that presentation and launch Zoom.



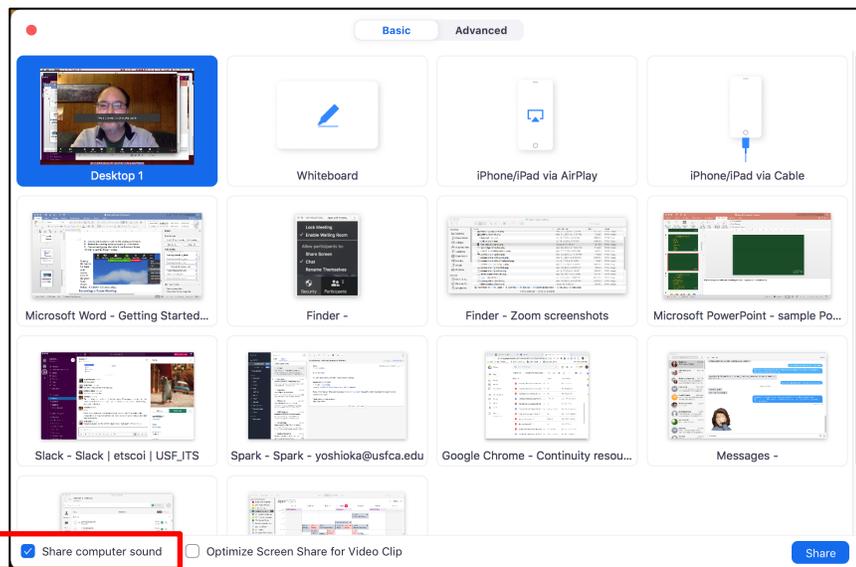
2. Start a new meeting with video if there is no presentation to show and then click on the **Record** button in the toolbar at the bottom of the meeting window and select **Record to the Cloud**.



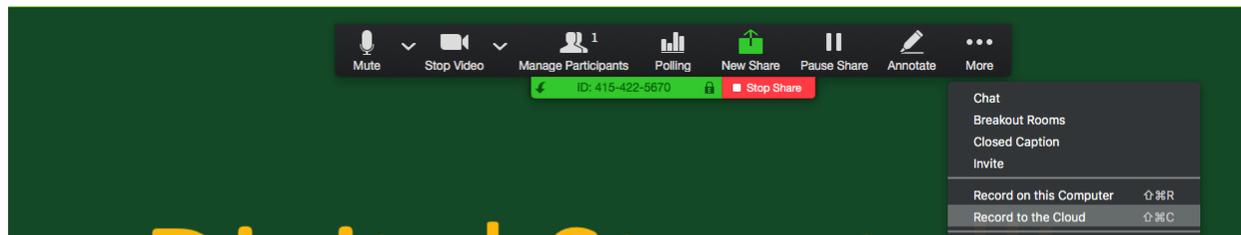
- If you have a Powerpoint presentation to show, launch that Powerpoint file and start a new meeting. Then click on **Share Screen** in the tools at the bottom of the meeting.



- You will see a selection of choices to share-select your presentation as the item to share. If you sharing anything that has audio be sure to check the box **Share Computer Sound** in the lower left corner of the window. Click **Share Screen** in the lower right corner of the share window to continue.



- At the top of the screen you will see a green bar with the meeting room ID; placing your

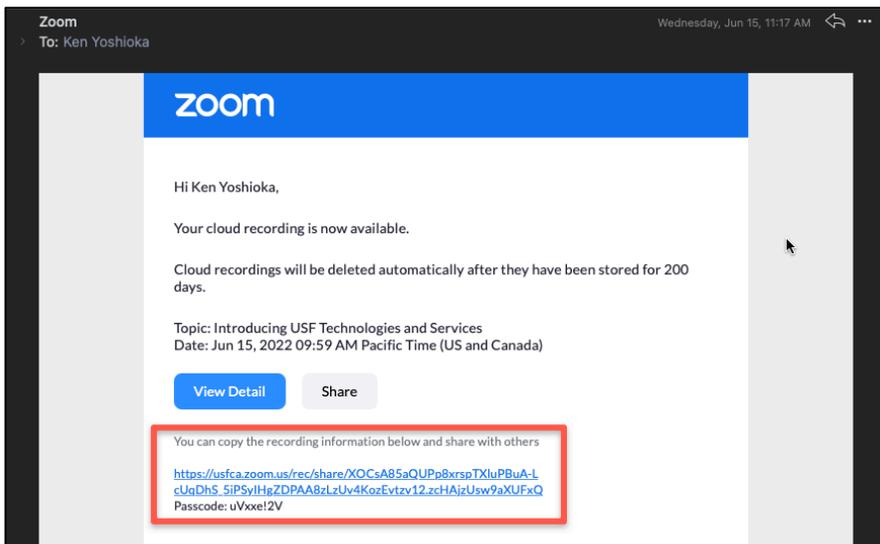


cursor over that bar will reveal a set of tools. In the **More** menu, select **Record to the Cloud** to begin recording.

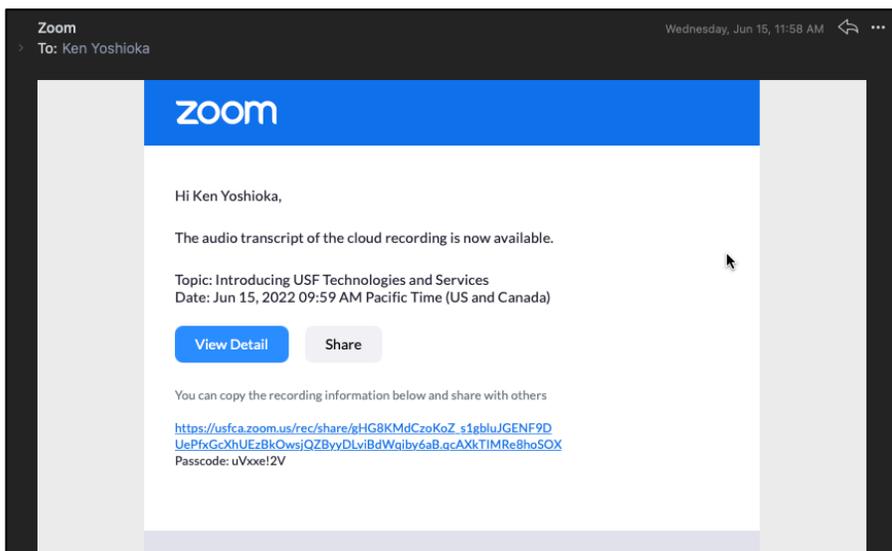
- Wait a moment until you see a small cloud icon with the blinking red dot confirming that you are recording.
- Proceed through your presentation as if you were presenting in class.
- When you finish, pause a moment and then click on the stop record button in the bottom toolbar for a video presentation. For a presentation that includes a Powerpoint slideshow click on the **More** menu again and select **Stop Recording**.
- End the meeting and your recording will be processed on the Zoom server.

Sharing the recording

When the recording is ready, you will also receive an email from Zoom with the link to share the recording. You can then copy and paste the link and the password into an email to share. Also note that all Zoom cloud recordings are subject to the USF Zoom recording retention policy and are set to auto delete in 200 days.



When the transcription is ready, you will receive a second email from Zoom stating the transcription is ready to view. You can now view the video with the transcriptions or be able to download the transcripts as a .vtt file.



View, Download and Edit the Recording

Login to your Zoom account and select **Recordings** on the left side of the page. You can see the list of recordings from past meetings.

Click on the **recording title link** to view the recording details and viewing and sharing options.

The screenshot shows the Zoom Recordings interface. On the left is a navigation menu with 'Recordings' selected. The main area shows 'Cloud Recordings' with filters for date range (12/07/2019 to 01/07/2020) and status (All Status). A search bar is present. Below, a table lists recordings. The first row is highlighted with a red box:

Topic	ID	Start Time	File Size
Ken Yoshioka's Personal Meeting Room	415-422-5670	Dec 10, 2019 03:44 PM	3 Files (2 MB)

You can place the mouse cursor over the video, audio or transcription link to see the file share options.

The screenshot shows the details for a recording titled 'Ken Yoshioka's Personal Meeting Room'. It includes a video player, a 'Recording 1' section with '3 files 2 MB', and a list of files:

- Shared screen with speaker view (1 MB)
- Audio only (410 KB)
- Audio transcript (893 B)

Each file has a set of icons: a download icon, a share link icon (highlighted with a red box), and a delete icon.

Click on the **Share Link icon** to copy the web link to share the video, audio, or transcript in an email.

This is a close-up of the file list from the previous screenshot. The 'Audio only' row is highlighted, and the share link icon (a chain link) is circled in red.

Click on the **Download link icon** to download the video, audio or transcript file.

This is a close-up of the file list from the previous screenshot. The 'Audio only' row is highlighted, and the download icon (a downward arrow) is circled in red.

Clicking on the **Share** icon will provide sharing permissions and options.

The screenshot shows the Zoom web interface for a recording. The top navigation bar includes the University of San Francisco logo, 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced). The main content area displays 'Recording Information - Zoom' for 'Ken Yoshioka's Personal Meeting Room', including the date and time (Jan 22, 2020 09:30 AM Pacific Time), ID (415-422-5670), and recording details (Recording 1, 3 files, 800 KB). A red box highlights the 'Share' button in the top right corner.

Here you can select how you want the recording to be shared. A new option is the ability to **share the recording to specific people**. Enter the person's email address and the recording link is sent only to the email addresses added. The email addresses do not have to be USF addresses.

The screenshot shows the 'Share recording - Ken Yoshioka's Personal M...' dialog box. It includes a 'Shareable Link' section with a URL and a 'Copy' button, and a 'Passcode' field. The 'Who can view' section has a dropdown menu set to 'Everyone with the recording link'. A red box highlights the 'Share with specific people' section, which contains a text input field labeled 'Enter a name or email address' and a 'Send' button. At the bottom, there is a 'Share Settings' link.

You can also change who can view the recording by selecting a desired option in the **Who can view** menu. If you choose **signed-in users in my account**, then you can share to specific people only with USF email addresses with an active USF Zoom account.

Share recording - Ken Yoshioka's Personal M... ✕

Shareable Link
<https://usfca.zoom.us/rec/share/xGV63jAJgtxo9skDg8eBtvOtq...> Copy

Passcode: ***** ✕

Who can view

- Everyone with the recording link
- ✓ Everyone with the recording link**
- Signed-in users in my account
- Nobody else can view

Share Settings

Finally, you can change additional permissions for the recording by clicking on the link **Share Settings**.

Share recording - Ken Yoshioka's Personal M... ✕

Shareable Link
<https://usfca.zoom.us/rec/share/xGV63jAJgtxo9skDg8eBtvOtq...> Copy

Passcode: ***** ✕

Who can view

Everyone with the recording link

Share with specific people

Enter a name or email address Send

Share Settings

In the **Share Settings**, you can add an expiration date for viewing, choose if the recording can be downloaded, whether the transcript is available and to change or remove the passcode. Click **Save** when finished. If you know you will need to adjust the permissions, send the link after making the changes.

Share Settings

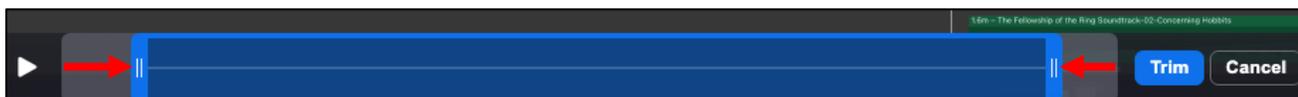
- Set expiration date
- Viewers can download
- Viewers can see transcript
- Viewers need to register to watch
- Passcode

Save Cancel

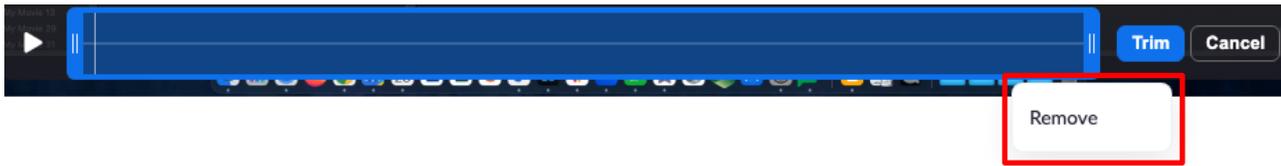
You can actually trim the video and edit the transcripts if you need to by clicking on the **recording icon** on the Recording Details page.

Once in the recording, click on the Scissors icon at the bottom right side of the player.

This will bring up the editor where you can move the end sliders if you need to simply trim the beginning and end of the video. Click **Trim** to finish.



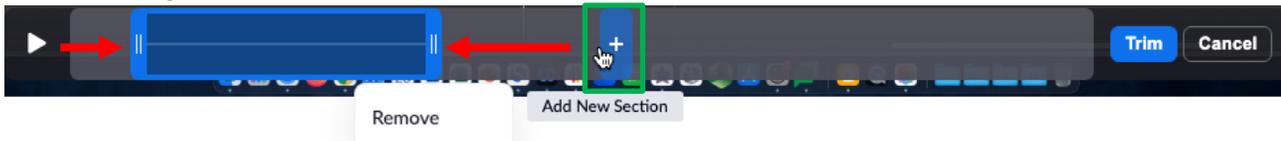
If you need to trim some portions in the middle of the recording as well as the beginning and end, click the **Remove** link just below the recording timeline.



This will clear the entire selection timeline to allow you to click anywhere to add sections that you want to keep. To do this, place your cursor over the timeline and click the **+ symbol** to add a section.



You can then click and drag the **sliders** to create the section. Click on the **+ symbol** while placing your cursor over any other portions of the timeline to select other areas you want to keep in the recording.



Once you are done, click **Trim** to finish.



Note that when you record, the link you share does not change so you do not have to re-send an edited link.

You can also edit the transcripts for the recording by clicking on the pencil icon next to each text transcript section to edit the transcript.

UNIVERSITY OF SAN FRANCISCO Ken Yoshioka's Personal Meeting Room - Shared screen with speaker view Download (3 files)

Audio Transcript

Search transcript

Ken Yoshioka

00:05 In our testing a external microphone. It's a dual microphone system hooked up the lightning adapter

00:15 And seeing how this sounds

00:18 This is with Microphone number two, to see if it'll actually pick up and how it'll sound on the recording.

00:28 Back to the microphone. Number one, and it doesn't work on the iPad. But let's see if the iPhone does a better job recognizing the connection.

00:40 Testing 12345 from microphone

Powered by Otter.ai™

Make your edits and click **Save** to finish.

Ken Yoshioka

00:05

In our testing a external microphone. It's a dual microphone system hooked up the lightning adapter

Cancel Save