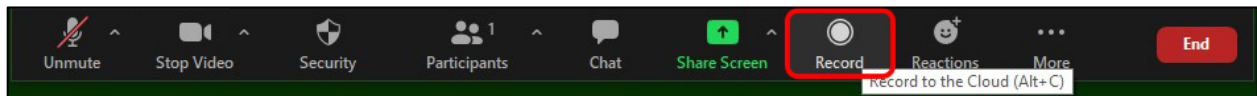


Share Zoom Recordings for Notetaking Services

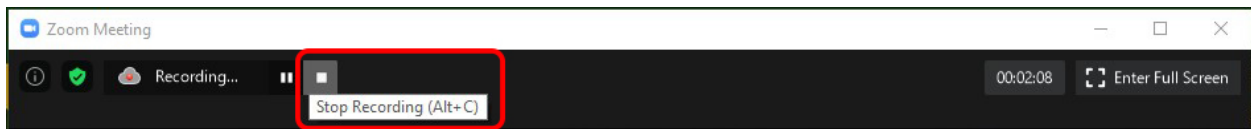
Some of your students are using notetaking online services in which they need **to upload the recording of each class** to get their note back. Please follow these steps to share it with them! For any questions, you can reach out to atoffice@nvcc.edu.

Part 1: Record a Zoom Lecture

1. In the Zoom Meeting window, **do not forget to start the recording** for your students by clicking on the “Record” button at the bottom of the screen.

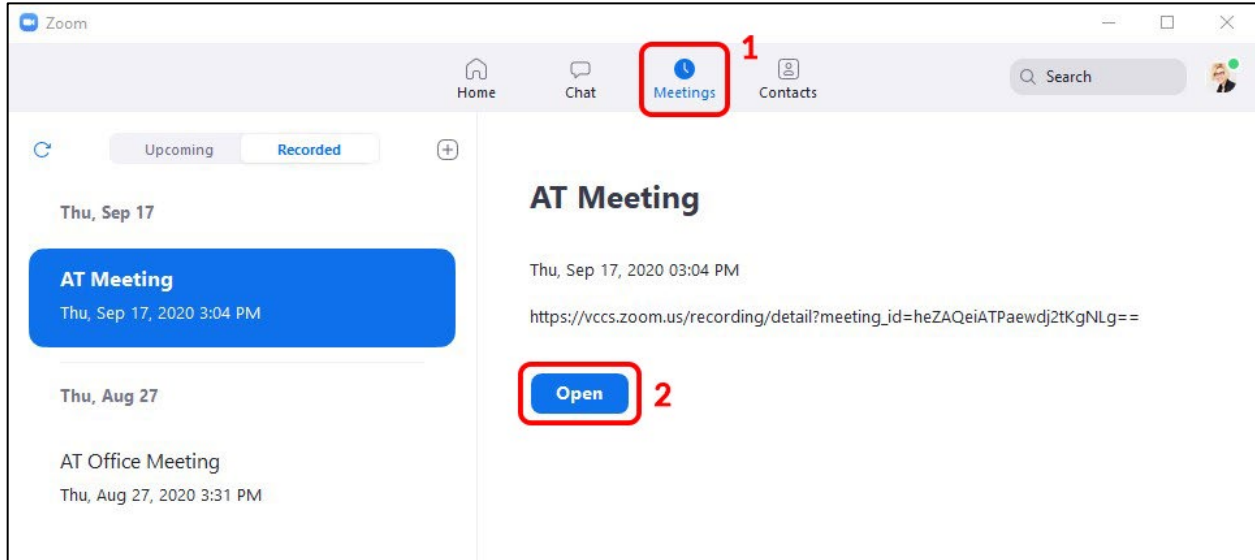


2. At the end of the lecture, click on the “Stop Recording” button on the top of the screen. You will receive an email when the recording is ready for sharing!

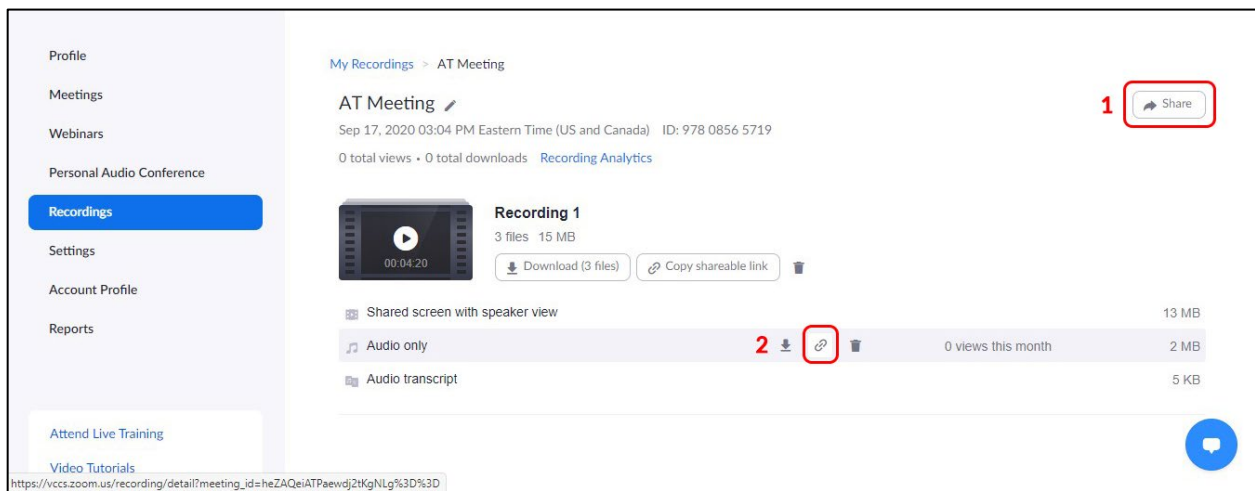


Part 2: Share Recordings to Students

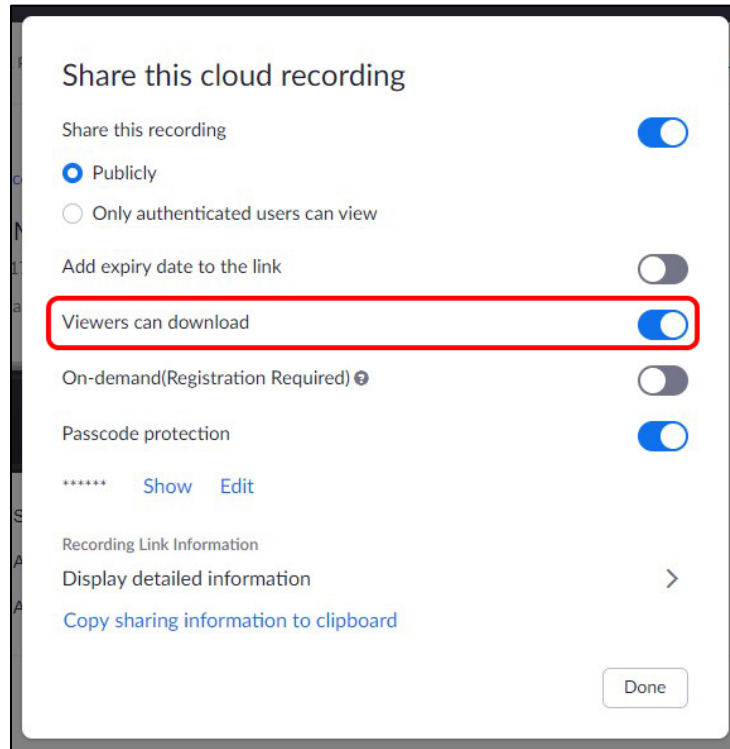
1. Once a Zoom recording is ready in the cloud. **Open the Zoom application on your computer** and connect to your account. This procedure does NOT work on Canvas.
2. Click on the “Meetings” tab at the top of the application (1).
3. Select the recording you want to share and click “Open” (2).



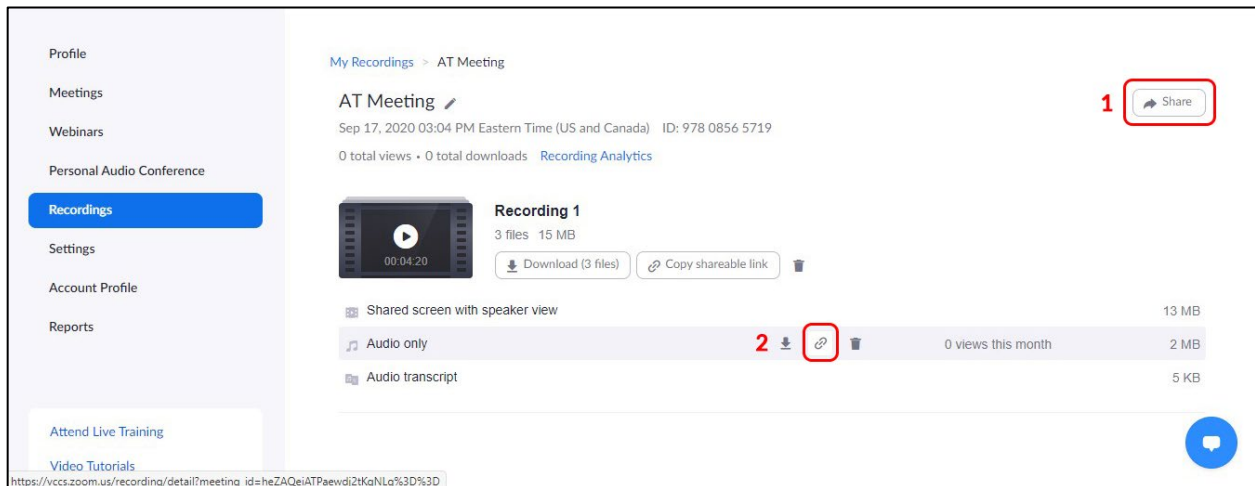
4. It will open a webpage from which you can select various sharing options. Click on the “Share” button to access them (1).



5. Activate the slide for the option “Viewers can download.” Then click “Done.”



6. Back on the page of the recording, click on the share link button of the “Audio only” file to copy it in your clipboard (2), and **share this link by email to your students!**



Thank you!

FAQ

- **How the student download the file from the link?**

When students click on the link, they will be able to download the file by clicking the “Download” button at the top-right corner of the screen.



- **Students tell me that they do not see the “Download” button.**

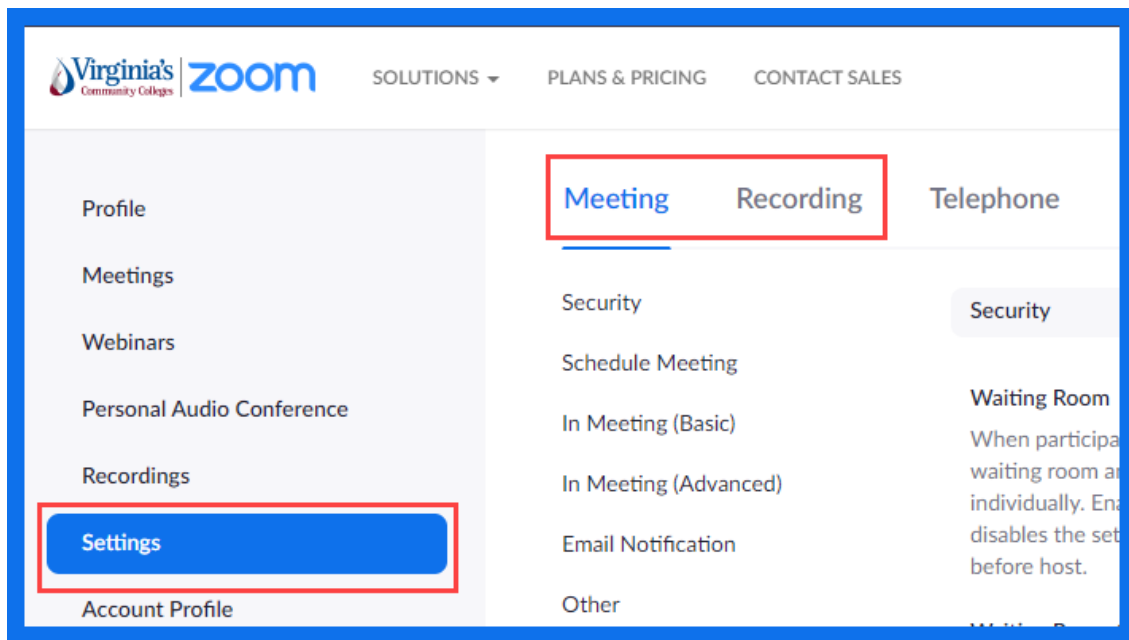
You need to activate the “Viewers can download” option for each of the recordings share to students. Check if it is activated.

- **I do not find the “Share” button to activate the option.**

You need to open the webpage from the Zoom application installed on your computer, the procedure does NOT work from Canvas.

(Advanced) Part 3: Setting Up Transcripts for Recordings

1. **To set up transcripts for your recordings**, connect to your account on the Zoom website scroll to and click on the Settings navigation link.
2. **Update options as noted below.** ↓



Meeting Tab

Security

- Select **Waiting Room**. Requires students to wait to be admitted into Zoom session. Instructor can take attendance and then release all students to the Zoom room. Check periodically for late students.
- Click on **Customize Waiting Room** to update the waiting room message to let students know that you are waiting for all/most of the attendees to arrive so that roll can be taken before entering main Zoom room for testing.
- May want to include a statement for late arrivals explaining that they may start the exam, but will not receive the full testing time.
- Select **Require a passcode when scheduling new meetings**.
- Select **Only authenticated users can join meetings**. Do **NOT** select **Only authenticated users can join meetings from Web client**.
- Verify that **Meeting Authentication Options** reads, **“Sign in with your MYVCCS account (default)**. **NOTE:** You may need to edit to add **email.vccs.edu**.

Schedule Meeting

- **Host video & Participants video** should start meeting **off** so that instructor and students can settle in before turning on the camera.
- Select **Telephone and Computer Audio** as students will not be able to test by using the phone
- Do **NOT** select **Join before host**

In Meeting (Basic)

- Select **Chat**, but **no other** chat options. With settings within Chat during the session, students will be able to chat with their instructor, but not classmates and instructors will be able to chat with everyone or with one selected student as necessary.
- Select **Auto saving chats** so they can be reviewed later if necessary
- Select **Always show meeting control toolbar**.
- Select **Host Only** under **Screen sharing**.
- Do **NOT** select **Nonverbal feedback** and **Meeting reactions**
- Do **NOT** select **Allow removed participants to rejoin**. Students who leave the Zoom session before finishing their exam should contact the instructor to determine if the incident allows for the student to complete the exam.
- Do **NOT** select **Allow participants to rename themselves**

In Meeting (Advanced)

- Select **Breakout room** so that an instructor and student could meet privately if necessary.
- Do **NOT** select **Virtual background** and **Video filters**.

Email Notification

- Under **Email Notification**, select **When a cloud recording is available** (send to host), but do NOT select sending a copy to anyone else.
- Do **NOT** email invitation to session until later (see additional instructions regarding notifying students who selected a session)

Recording Tab

Recording

- Do NOT select Local recording or Hosts can give participants the permission to record locally
- Select Cloud Recording and select:
- Record active speaker with shared screen
- Record gallery view with shared screen
- Record an audio only file
- Save chat messages from the meeting / webinar
- Add a timestamp to the recording
- Display participants' names in the recording
- **Audio Transcript**
- Do NOT select Recording disclaimer or Multiple audio notifications of recorded meeting

Thank you! You have now set up transcript for your recordings!