

# Recording Zoom sessions

## How?

Zoom gives you the ability to record your session. When you're in a Zoom session, look at the bar at the bottom of the screen, you'll find a Record button (if you are the meeting host, or if the host has enabled the button for you.)

## "Record to the Cloud" vs "Record to computer": CHOOSE "RECORD TO COMPUTER"

When you click the Record button, you will be presented with a choice of record to the (Zoom) cloud or to your computer. Both have advantages and disadvantages.

**NOTE: If you are recording from a smart classroom computer, be sure to choose "Record to Cloud,"** and remember that the recording will only be available there for 30 days, so be sure to download it later if you want to keep it long-term.

### Zoom's Cloud:

**Pros:** Very convenient. When recording is complete, you will get a link in your email that you can share with anyone you choose. Also, if you download your video from the Cloud, one hour's worth of video is *usually* the right size to easily [upload to Canvas](#) (i.e. under 500 MB)

**Cons:** Recording will be deleted after 30 days. Before that time, if you wish to save the recording, you'll need to download it. If you wish to share it, you'll need to then upload the video to somewhere like Google Drive, YouTube, or [Canvas](#). (Keep in mind issues about [access](#) to your videos.)

### Record to your computer:

**Pros:** Your video is in your possession and ready to view immediately from your computer. You're all set to upload it to wherever you want (e.g. Google Drive, YouTube, or [Canvas](#). (Keep in mind issues about [access](#) to your videos.)) Once uploaded, the video is available for longer than 30 days (depending on the constraints of where you uploaded it).

**Cons:** The recording is not "instantly" available for sharing as it is on Zoom's Cloud. You first have to upload it somewhere. Sometimes these recordings are too large to immediately upload to Canvas without [special preparations](#).

## Get permission to record

if you choose to record lectures or classes while engaged in synchronous lecturing or teaching, or if you are otherwise conducting a Zoom meeting with other people, you may do so as long as you make a statement, up-front, that the class or meeting is being recorded. Subsequent to this statement, an instructor/meeting leader can assume that any participant who chooses to converse during a class/meeting is aware that the session is being recorded. You may then use a Google Drive folder to store recordings and allow the "share" settings to block viewers from downloading files. Instructions can be found by accessing [Stop, Limit or Change Sharing](#) in Google. Instructors can also add a URL link in Canvas or use Canvas' Google Drive integration ([learn more about sharing files in Canvas](#)). These practices are consistent with Washington State privacy laws pertaining to in-class recordings - you may contact Antonia Keithahn ([keithaam@whitman.edu](mailto:keithaam@whitman.edu)) if you have any questions.

## Q & A

### Q: Wait, I've already got recordings in Zoom's Cloud. How do I get them out?

A: When you make a recording to Zoom's Cloud, Zoom will automatically send you an email with a link to it. Clicking on that link will take you to a Zoom webpage, and you will see a "download" button there. If you've lost that email, or just need to access all your recordings, sign on to Zoom through a web browser ([whitman.zoom.us](http://whitman.zoom.us)) and on the left side of the page click "Recordings." Each item on the list that appears will have a "More" button, which in turn will give you an option to download.

### Q: If I record to my computer, do I still get transcript files along with the recording?

A: Yes.

### Q: How do I share my recording with my students/meeting participants?

A: If you recorded directly to Zoom's cloud, you will receive a link via email when the recording is processed and ready for sharing. If you have recorded to your computer, or have downloaded the recording from Zoom's cloud, [follow these steps](#) to share it.

Questions? [Please contact us!](#)