

ZOOM RECORDINGS



Zoom is a web conferencing tool. It can be used for both synchronous (e.g., live webinar sessions, virtual meetings, and online office hours) and asynchronous teaching (e.g., pre-record teaching materials to share with your class). Zoom is available to University Toronto through a one-year provisional licence. It does not integrate with Quercus.

Recordings stored in ZOOM that have not been saved **will not be available after 120 days**. As such, instructors and/or course staff **must download recordings, after each recording is made available, OR at the end of term** retention and backup purposes.

For more information on Zoom, please refer to our full support document.

- **Long distance charges may apply** if you are joining the session using a telephone and if you are using the Telephone Audio option. It is recommended that you only use computer audio for Zoom.
- An Instructor/Teaching assistant can host meetings with **unlimited minutes for up to 300 participants**.

Tip Sheets:

- [Real-time Teaching and Learning Online with Webinars](#)
- [Recommended Online Communication Tools Comparison Chart for Faculty and Staff](#)
- [4 Hosting and Sharing Recordings](#)
- [Captions in Zoom](#) 
- [Captions in MS Stream](#) 

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Access the Tool

To sign in Zoom to schedule, host, or join a meeting:

Go to the University of Toronto Zoom Portal from a web browser(<https://utoronto.zoom.us>) and sign in with your UTORID and password. Or, if you have downloaded the Zoom desktop application to your Apple or Windows computer, you can access the tool:

1. Open the application.
2. Select the **Sign in with SSO** button on the right, as noted in the screenshot below.
3. Ensure that **utoronto.zoom.us** appears in the **Your company domain** box and click **Continue**.
4. Log in with your UTORid and password.

Zoom Settings

Zoom offers multiple methods to schedule a meeting and a various setting that can be set prior to your meeting. For full details, please refer to our comprehensive documentation on Zoom.

Configure Settings for Captions

In the Zoom web portal go to **Settings > In Meeting (Advanced)**: This setting includes the ability to turn on captions for participants.

Configure Hosting Option

In the Zoom web portal go to **Recordings Settings**:

- **Cloud Recordings**: This setting allows you to store and search your recording on the Zoom web portal, share it via a link, or download it. Note that **Zoom Cloud recordings are only retained for 120 days**.
- **Local Recordings**: Click this setting will navigate you to a page under **Recording**, where you can decide on how a meeting to be recorded, by selecting appropriate features.

Customize the Zoom Cloud Recording settings

If you plan to record to Zoom Cloud (rather than locally), configure settings before your meeting.

Click **Settings > Recording** tab and verify that the Cloud Recording setting is enabled.

Look for the **Settings** under the **Cloud Recording** heading. Review the options and select your preferences.

Things to consider before you select the options that apply to you:

- Do you want to include the speaker video in the recording?
- Do you only want to include the shared screen (which may contain your slide presentation and/or demonstration of computer applications)?
- Do you want separate video files for the active speaker, gallery view and/or shared screen? (This option is most useful for people who like to edit their videos and want the most control).
- Is this for a pre-recorded lecture component or a recording of a live lecture event? This may impact how much you want to capture in the video!
- Consider the privacy of your attendees. They may not want to be included in the recorded video.

Some good things to always select:

- An audio-only file
- Save chat messages
- An audio transcript

Note: If you want the speaker video to be included with the presentation in the resulting recording:

- Check **Record active speaker with shared screen**
- Check off **Audio transcript**. This can be used to caption your resulting video.

Save your Setting. Once you have chosen your Settings you are ready to start recording!

Best Practices for LIVE WEBINAR SESSION:

- Connect to a stable network connection, preferably a wired connection.
- Have a good camera, microphone, speakers/headphones, but turn off your camera and microphone to assist with a better experience with lecture style sessions unless your instructors ask you otherwise.
- Have your documents/files ready to share before your class starts.
- Connect to the session a few minutes early to ensure connections.

Record a ZOOM SESSION

Zoom meetings can be recorded locally to your computer device and to Zoom cloud. Local recording is available for all accounts. However, the hosts, by default, are the only people who can record. Other participants can be granted the ability to record.

To Start a Local Recording

The host needs to record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the **Record** icon in the toolbar at the bottom.
Note: What is seen on the host's screen is what will be recorded.
Note: The recording can be started and stopped multiple times. Each time the user clicks **Stop**, Zoom will store a snippet.
3. Select **Record on this Computer** option.
Hosts will see the following recording indicator in the top-left corner while recording is active.
Whereas, participants will see the following indicator in the top-left corner while the recording is active.
4. Click **Participants** to see which participants are currently recording.
5. After the meeting has ended, Zoom will convert the recording so you can access the files. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named Zoom_0.mp4. The audio only file (M4A) is named audio_only.m4a.

Zoom strongly recommends keeping the default location on a **local** drive for recordings. It is because setting the default location to a cloud syncing folder (e.g., One Drive or Google Drive, et al.), an external drive, or network storage device may cause issues with saving and converting the local recording.

To Start A cloud Recording

When you choose to record a session to Zoom Cloud, the video, audio, and chat text are recorded in the cloud. The recording files can be downloaded to a computer or streamed from a browser. However, before you start to record a session to Zoom Cloud, you may consider customizing your Zoom Cloud recording settings.

To record a meeting to the cloud:

1. Start a meeting as the host.
2. Click the **Record** button.
3. Click **Record to the Cloud** option to begin recording.
4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.

Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, the first will be for the Host-only, to manage the recording. The second link will be for the participants.

View, Share, and Download Recordings

To view recordings on Zoom Cloud:

1. Sign into your Zoom web portal.
2. Click **Recordings** in the navigation menu to find the recording you want to view and click **Topic**.
Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.
3. After clicking the recording that you want to view, you will see five file options for you to choose to view, and these file options are:
 - o **Shared screen with speaker view:** MP4 file with audio and video showing both active speaker view and shared content (recommended format to use).
 - o **Speaker view:** MP4 file with audio and video showing the active speaker view only.
 - o **Shared Screen:** MP4 file with audio and video showing the shared screen only.
 - o **Audio only:** M4A file with a recording of the audio.
 - o **Audio transcript:** VTT file with a transcript of the audio only.

To share the recordings from Zoom Cloud:

Note: Your Zoom Cloud recording will be deleted 120 days after recording, please ensure that you download it to MyMedia or MS Stream if you wish to retain your recording.

1. Sign into your Zoom web portal.
2. Click **Recordings** in the navigation menu to select the recording to share by clicking the **Share** icon. The **Share this cloud recording** window will pop up to display the sharing settings. The sharing settings include a list of options. For **Share this recording**:
 - Publicly: Allows the recording to be shared publicly.
 - Only authenticated users can view: It allows Sign-in users in my account to have the access to the files.
 - Add expiry date to the link: Set number of days or specific date when the link will expire for viewers.
 - Viewers can download: Allows viewers to download the video in addition to viewing it online.
 - Viewers can see transcript: Allows viewers to see the auto transcript if Zoom was able to process one.
 - On-demand (Registration Required): Requires users to enter their name and email address before viewing or downloading the recording. The host will be able to download a report with this information.
 - Password protection: Requires users to enter a password before viewing or downloading the recording. After toggling this to on, enter a custom password and click **Save**.
 - Copy sharing information to clipboard: Copies the link and password (if enabled) to your cloud recording. Share this information to allow others to view the cloud recording.

To download the recordings from Zoom Cloud:

1. Sign into your Zoom web portal.
2. Click **Recordings** in the navigation menu to select the recording to download by clicking the **Download** icon to download the files to your computer.

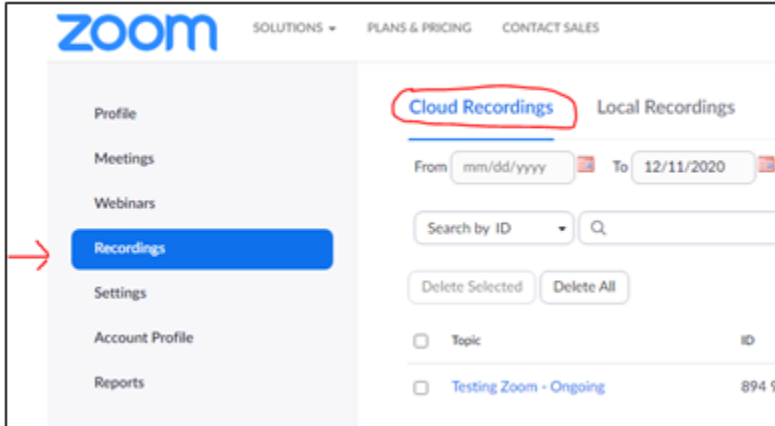
Please refer to **Download and Host Videos** document linked in Tip Sheets at the top for more options.

Zoom recordings saved on your Local Computer

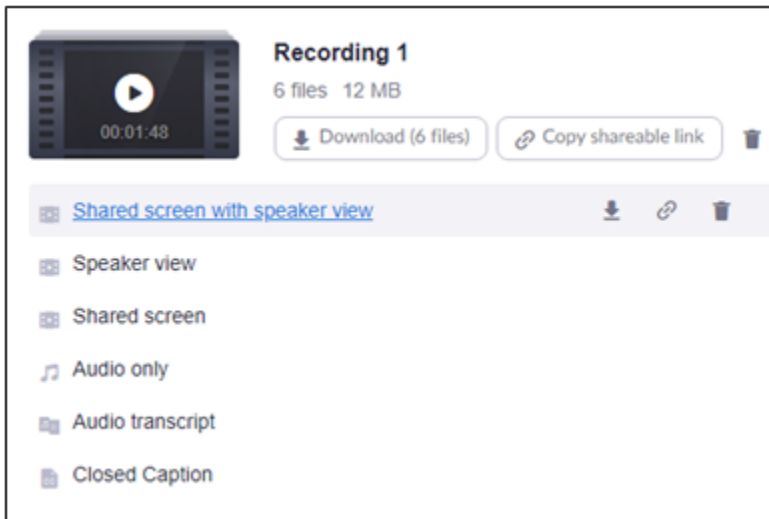
If you have saved your Zoom recording locally, you have the option to upload to MyMedia or MS Stream. Please refer to the **Download and Host Videos** document linked in Tip Sheets at the top for more options.

Host a Zoom Recording on MyMedia with Captions



1. Log in to Zoom and go to Recordings > Cloud Recording.


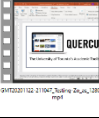




2. Click on your recording title.
3. You will see the option to download the following files. See the chart, underneath for details on each type of downloadable file.

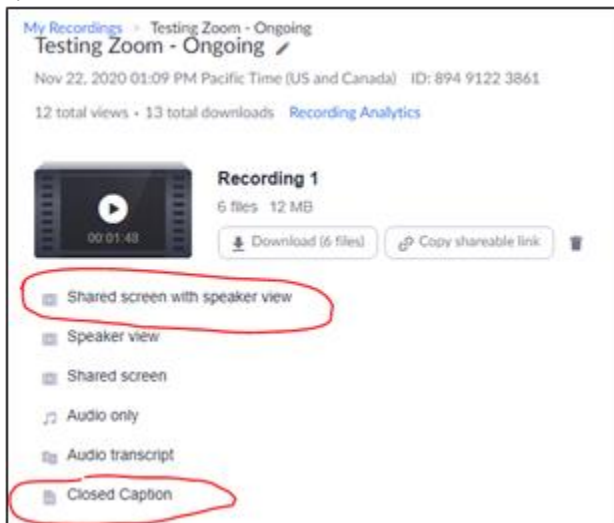


File Types

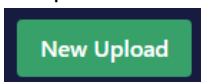
	File Type	Details
	Shared Screen with Speaker View 1280x1024 .mp4	RECOMMENDED FORMAT TO SHARE. MP4 file with audio and video showing active speaker view and shared content.
	Speaker View _avo_640x360.mp4	Speaker view. MP4 file with audio and video showing active speaker view only.

	Audio Transcript .transcript.vtt	Audio Transcript with the speaker name. VTT file with a transcript of the audio only.
	Shared Screen _as_1280x1024.mp4	MP4 file with audio and video showing shared screen only.
	Audio Only .M4a	Audio only – no video. M4A file with a recording of the audio.
	Closed Caption .cc .vtt	Closed Caption – no speaker name.

4. Hover over a file name and click the down arrow beside a file to download to your computer. Downloaded the **Shared Screen with Speaker View** file. That gets you both the active speaker view and shared content.

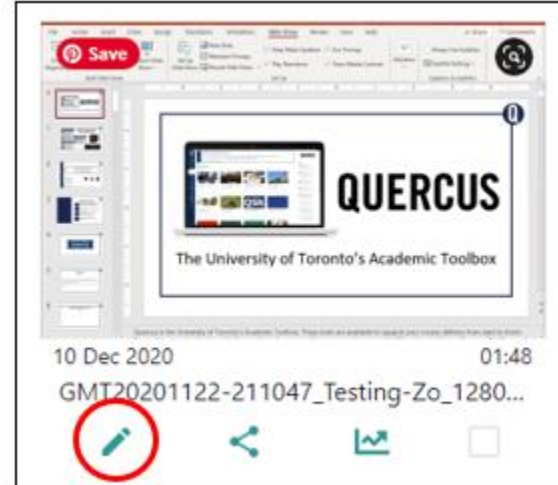


5. Download the file that is called **Closed Caption** that ends in .vtt. If the file needs editing, change the suffix to .txt and edit only the actual captions as needed. When done, change the suffix to .txt.
6. Go to [MyMedia](#) . Click on New Upload to upload the **Shared Screen with Speaker View** file from your computer. You can drag and drop the file or browse to upload.

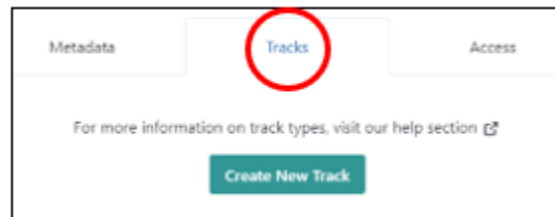


7. To attach the captions file:

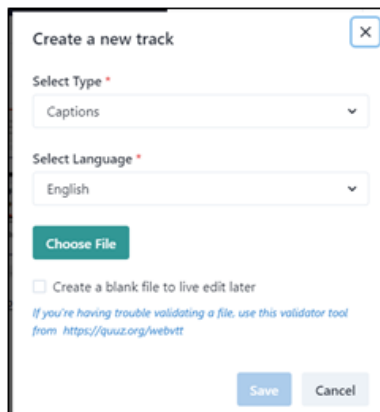
- a. Click on the pencil icon under the video image.



- b. Click on the Tracks tab in the middle of the pop-up.



- c. Select **Captions** and **English**.
- d. Click on **Choose File**.



- e. Upload the **Close Caption** file from your computer. (If you select the **Transcript** file instead, it will give speaker attribution).
8. Close the pop-up box.
 9. Go back to the main page and click the video thumbnail image to play. You will be able to enable CC under the video. The Transcript will also show at the side of the video.

Accessibility

Zoom supports live captioning during webinar sessions and meetings. With this feature enabled, captions can be either typed directly into Zoom (by the host, co-host, or a panelist assigned by the host) or added to Zoom via an integration with a third-party service.

If Zoom meetings or webinars are recorded and saved to the cloud, Zoom can generate captions for the archived recordings. Therefore, the recommended practice would be: downloading the recordings (i.e., both MP4 files and VTT file) from Zoom Cloud to your computer and then upload to one of media hosting sites—My Media or MS Stream—that is supported by University of Toronto. This allows you to share recordings with captions.

For more information about captioning in Zoom, please refer to the tip sheet linked above.