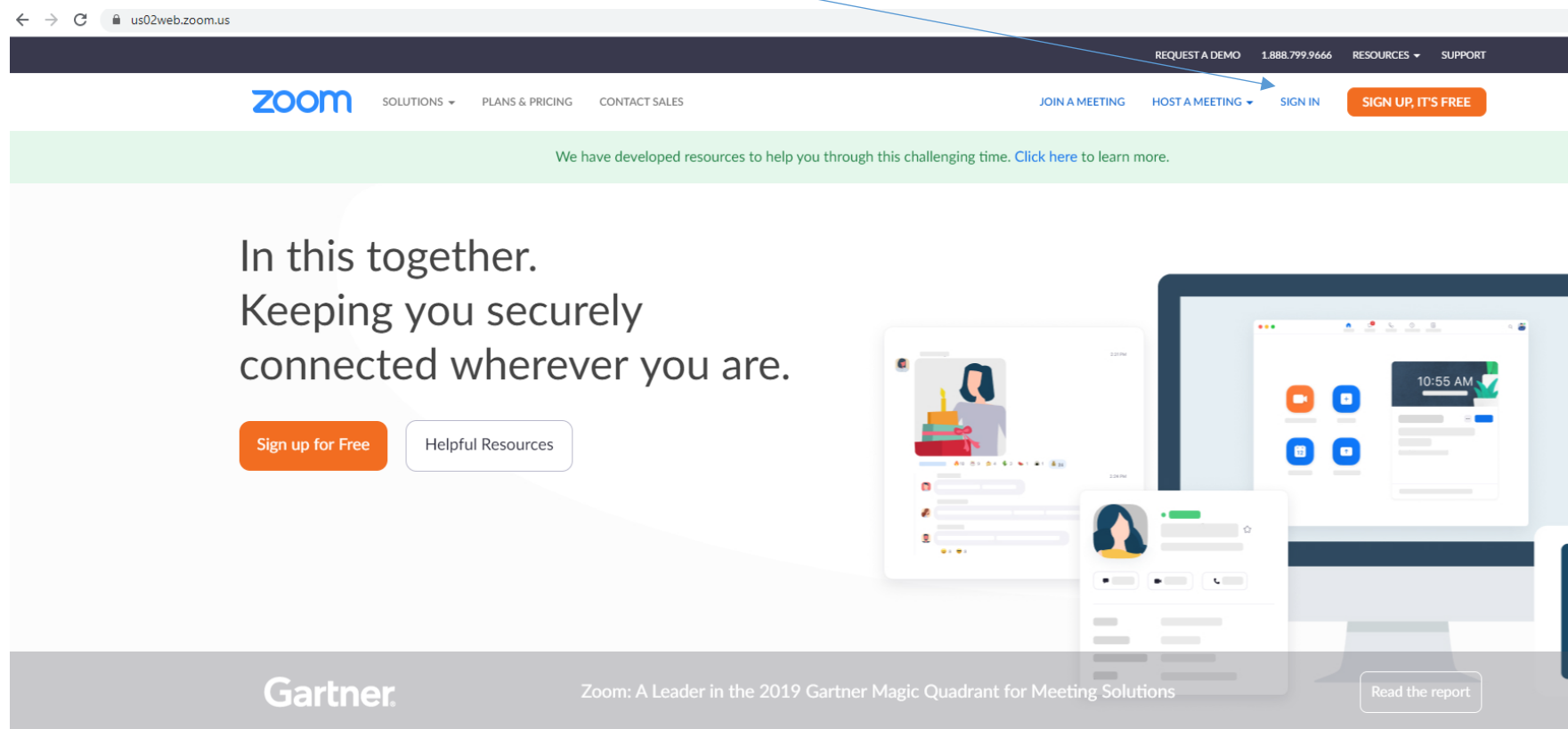


## Instructions for Recording in Zoom with Closed Caption/Audio Transcript

Step 1 – Go to <https://us02web.zoom.us/> and **sign-in** with your ZOOM account that uses your my FCC email as the username (note: password is not your FCC password unless you make it the same)



The screenshot shows the Zoom website homepage. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. A dark blue bar above the navigation contains links for REQUEST A DEMO, 1.888.799.9666, RESOURCES, and SUPPORT. Below the navigation bar, a green banner states: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main content area features the text "In this together. Keeping you securely connected wherever you are." with two buttons: "Sign up for Free" and "Helpful Resources". To the right, there are illustrations of Zoom meeting interfaces on a laptop and a desktop monitor. At the bottom, a grey banner contains the Gartner logo, the text "Zoom: A Leader in the 2019 Gartner Magic Quadrant for Meeting Solutions", and a "Read the report" button.

One Consistent Enterprise Experience.


## Step 2 – You will see your Profile page (shown below)

us02web.zoom.us/profile

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES




- Profile**
- Meetings
- Webinars
- Recordings
- Settings
- Account Profile
- Reports

Attend Live Training  
Video Tutorials  
Knowledge Base



**JEFFREY HAWK**  
Department HBTS  
Account No. 51634399

[Change](#)

Personal Meeting ID	*** ** *790 <a href="#">Show</a> <a href="https://frederick-edu.zoom.us/j/*****790?pwd=*****">https://frederick-edu.zoom.us/j/*****790?pwd=*****</a> <a href="#">Show</a> × Use this ID for instant meetings
Personal Link	Not set yet.
Sign-In Email	jha***@frederick.edu <a href="#">Show</a> Linked accounts: 
User Type	Licensed 
Capacity	Meeting 300 
Language	English
Date and Time	Time Zone (GMT-4:00) Eastern Time (US and Canada)

From the left-hand navigation menu select **Settings** and then select **Recording** at the top. Be sure that you check the box next to **Audio Transcript** (see picture with highlights below)

The screenshot shows the Zoom web interface. The browser address bar displays `us02web.zoom.us/profile/setting?tab=recording`. The Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES) are at the top. The left-hand navigation menu includes Profile, Meetings, Webinars, Recordings, **Settings** (highlighted in blue), Account Profile, and Reports. Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for Meeting, **Recording** (selected), and Telephone. Under the Recording tab, there are sections for Local recording, Cloud recording, and Advanced cloud recording settings. The 'Audio transcript' option is checked.

**Recording**

**Local recording**  
Allow hosts and participants to record the meeting to a local file

**Cloud recording**  
Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ?
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

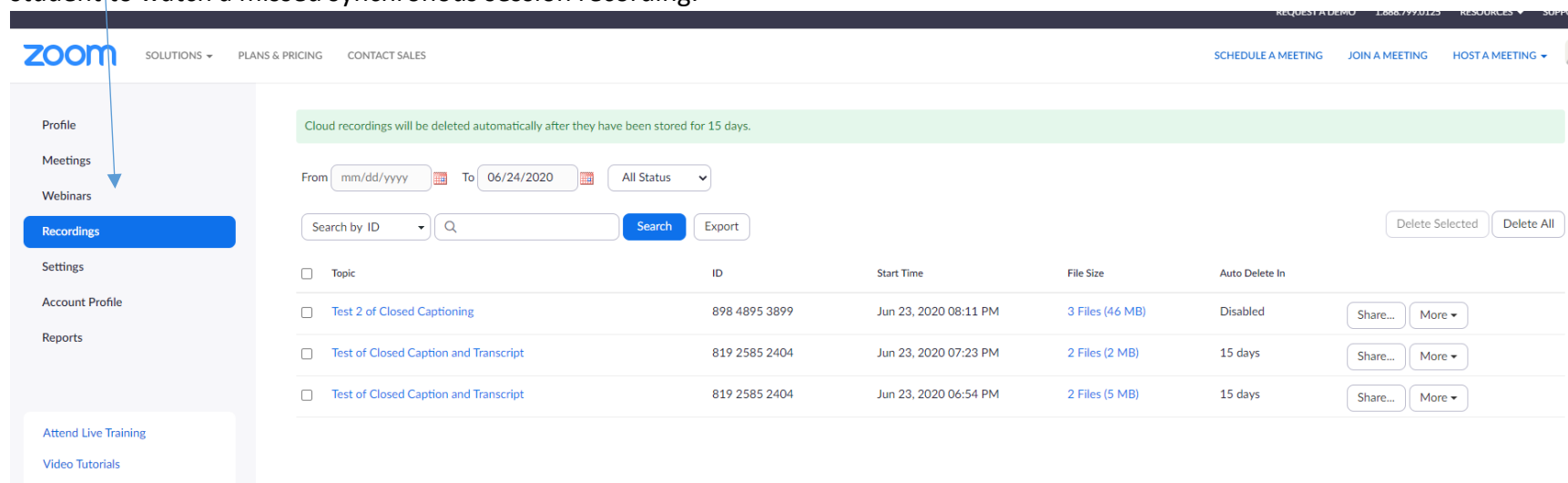
**Advanced cloud recording settings**

- Add a timestamp to the recording ?
- Display participants' names in the recording
- Record thumbnails when sharing ?
- Optimize the recording for 3rd party video editor ?
- Audio transcript** ?
- Save panelist chat to the recording ?

**Automatic recording**  
Record meetings automatically as they start

This ensures that the cloud recording will have an audio transcript along with closed captions for the video (if that button is toggled on) when viewing the cloud based recording. Note this does not provide real-time Closed Captioning.

STEP 3 – The video will be available in the cloud storage for 30 days, giving the student a month to view any missed synchronous sessions. If you desire the video to be available for a duration you will need to download the transcript and save it with your video files in lieu of closed captioning or upload the video and transcript file to YouTube and follow closed captioning instructions. The closed captioning only works from the cloud-based file which is deleted after 30 days. It is felt that 30 days is sufficient time to ask a student to watch a missed synchronous session recording.



zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile  
Meetings  
Webinars  
**Recordings**  
Settings  
Account Profile  
Reports  
Attend Live Training  
Video Tutorials

Cloud recordings will be deleted automatically after they have been stored for 15 days.

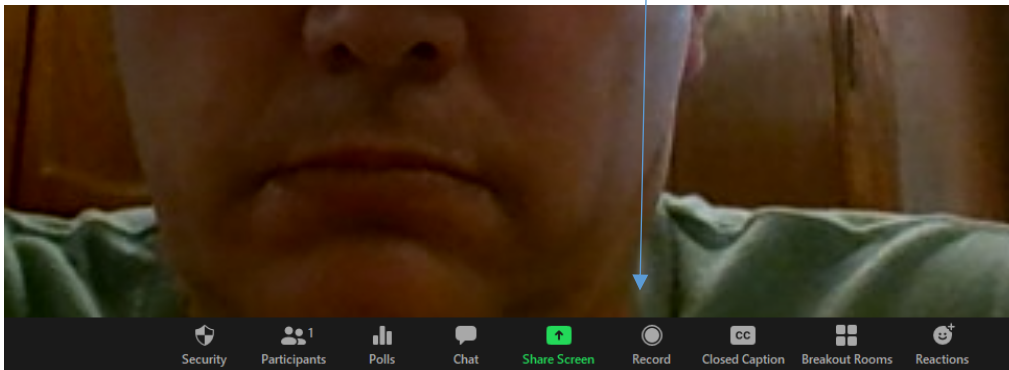
From mm/dd/yyyy To 06/24/2020 All Status

Search by ID Search Export Delete Selected Delete All


<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In		
<input type="checkbox"/>	Test 2 of Closed Captioning	898 4895 3899	Jun 23, 2020 08:11 PM	3 Files (46 MB)	Disabled	Share...	More
<input type="checkbox"/>	Test of Closed Caption and Transcript	819 2585 2404	Jun 23, 2020 07:23 PM	2 Files (2 MB)	15 days	Share...	More
<input type="checkbox"/>	Test of Closed Caption and Transcript	819 2585 2404	Jun 23, 2020 06:54 PM	2 Files (5 MB)	15 days	Share...	More

## How to Record in Zoom and then Access the Cloud Recording

Once you have started a meeting/session click on **RECORD** button to begin the recording, (see below). Note the **Closed Caption** button is for real-time Closed Captioning where you assign a participant the role to provide real-time Closed Captioning. The steps listed above provide Closed Captioning and an Audio transcript after the fact (not real-time).



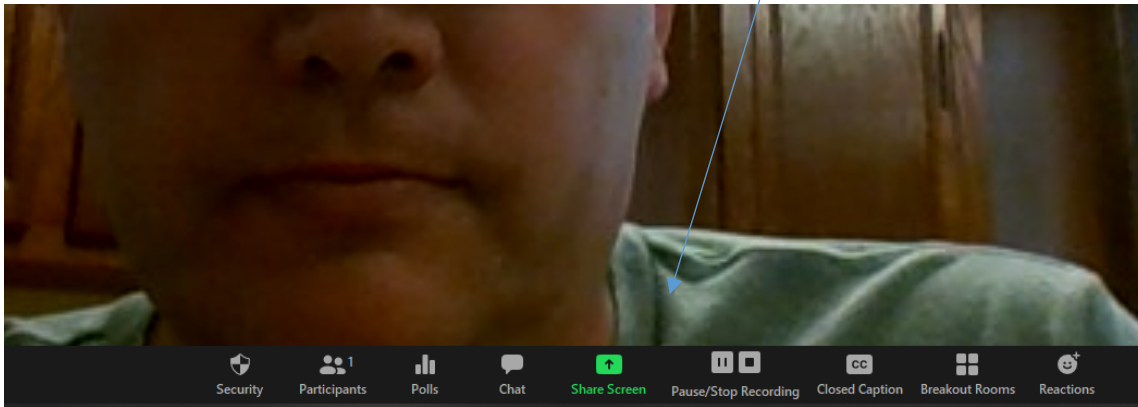
In ZOOM when you hit record a window opens with the FERPA statement which students need to acknowledge to move forward. There is therefore no need to read the FERPA statement but you can call attention to this statement. You will not see it on your screen as the meeting Host.

 **This meeting is being recorded**

Portions of this course may be audio-visually recorded so students who cannot attend a particular session or who wish to review material can access the full content. Students who participate orally, visually, or via chat agree to be recorded. The content of this recording may not be shared with anyone who is not registered in this class without written permission, as it is an educational record.

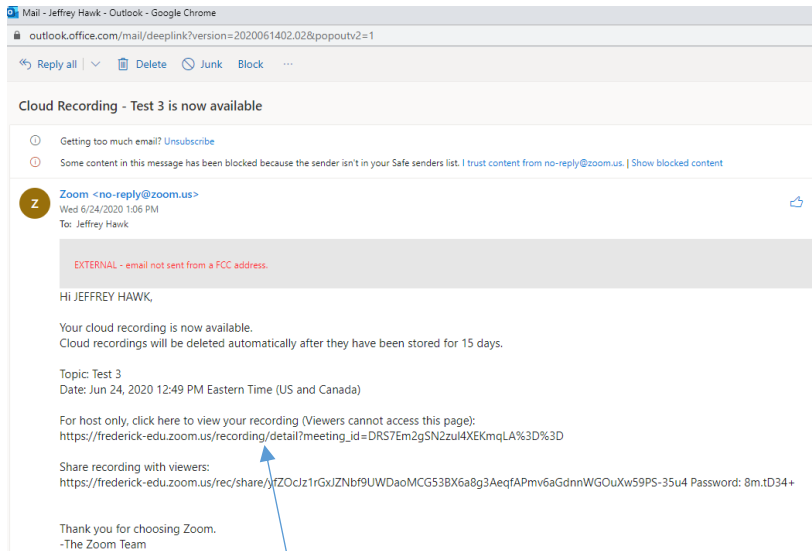
[Continue](#) [Leave meeting](#)

When you want to stop the RECORDING just click on the **Stop Recording** button



### To access the recording with Closed Captioning/Audio Transcript

Step 1 – you get an email alerting you to the fact that recording has posted. There is no need to upload anything.



Follow the host only link to access the recording or else login to your ZOOM profile (instructions above).

Go to the **RECORDINGS** link on the left hand navigation menu.



Cloud recordings will be deleted automatically after they have been stored for 15 days.

From  To  All Status ▾

Search by ID

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	<a href="#">Test 3</a>	890 4612 7197	Jun 24, 2020 12:49 PM	3 Files (3 MB)	Disabled	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	<a href="#">Test 2 of Closed Captioning</a>	898 4895 3899	Jun 23, 2020 08:11 PM	3 Files (46 MB)	Disabled	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	<a href="#">Test of Closed Caption and Transcript</a>	819 2585 2404	Jun 23, 2020 07:23 PM	2 Files (2 MB)	15 days	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	<a href="#">Test of Closed Caption and Transcript</a>	819 2585 2404	Jun 23, 2020 06:54 PM	2 Files (5 MB)	15 days	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>

Profile  
Meetings  
Webinars  
**Recordings**  
Settings  
Account Profile  
Reports  
Attend Live Training  
Video Tutorials  
Knowledge Base

STEP 2 - Click the link for the Recording you would like to share (remember to disable auto-delete if you need to do so). At the next screen click on the **Copy shareable link** button (shown below).

My Recordings > Test 3

**Test 3** ✎

Jun 24, 2020 12:49 PM Eastern Time (US and Canada) ID: 890 4612 7197

1 total views • 0 total downloads [Recording Analytics](#)

**Recording 1**  
3 files 3 MB

Shared screen with speaker view  
 Audio only  
 Audio transcript



Remember when you paste this link in Blackboard (create item where you post recording(s) information) to provide context to this recording (date/time & topic). You can also click on **Share** button shown above (all the way to the right of the recording link name next to the **More** button). You will see:

### Share this cloud recording

Share this recording

Publicly  
 Only authenticated users can view

Add expiry date to the link

Viewers can download

On-demand(Registration Required)

Password protection   
\*\*\*\*\* [Show](#) [Edit](#)

Recording Link Information  
Display detailed information >

[Copy sharing information to clipboard](#)

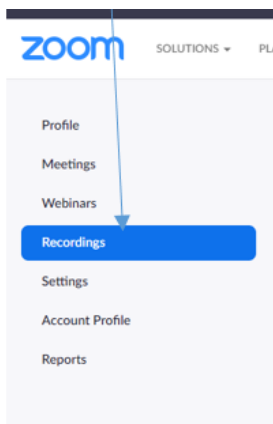
Done

Click on the **Copy sharing information to clipboard** link and you can paste this information to Blackboard (create item where you post recording(s) information). Note this method provides the context (date/time, topic).

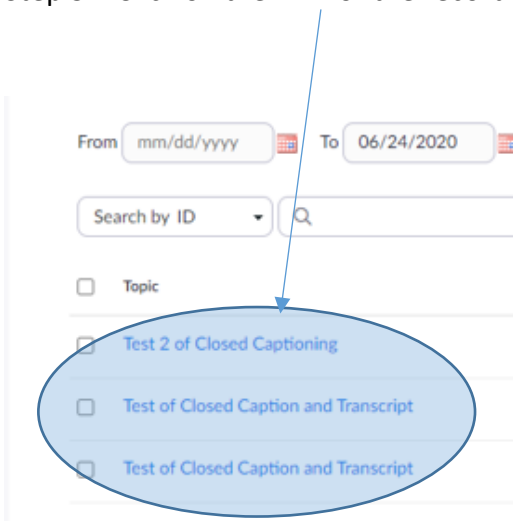
### Editing a Video's Closed Captions/Audio Transcript

Step 1 – Go to <https://us02web.zoom.us/> and **sign-in** with your ZOOM account that uses your my FCC email as the username (note: password is not your FCC password unless you make it the same)

Step 2 – Go to the Recordings link on the left-hand navigation



Step 3 – Click on the link for the recording in question




Step 4 – You will see:

Test 3 

Jun 24, 2020 12:49 PM Easter

2 total views • 0 total downloa



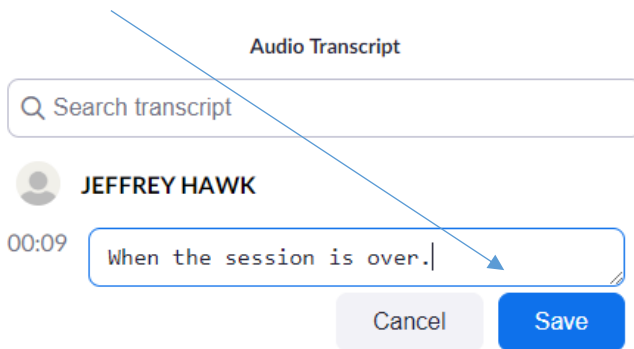
 Shared screen with speal

Click on the icon for the recording.

Step 5 – You will see:



Click on the **edit icon** to edit a particular line of the Audio Transcript/Closed Captioning and then click **Save** to submit and save that change



Please note you will need to exit this screen and go back to the screen with the recording links and come back in to see evidence of the changes you made to the Audio Transcript/Closed Captioning.

### Additional Zoom Support Videos

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>