How to use Zoom to record a lecture without participants for asynchronous teaching

1. Start a new zoom meeting

2. Before recording make sure the audio and video is set to your preference, also make sure the audio is unmuted and the video is started.

3. To record the meeting locate the “record button” in the middle of the toolbar located at the bottom of the screen. Select record
4. A pop up will appear select “record to the cloud.” The meeting will now be recorded to the cloud for sharing and viewing.

Figure 3 Record to Cloud tab

5. When the video is recording in the upper left hand corner of the screen a recording tab will appear.

Figure 4 recording tab

6. If the instructor wishes to pause the recording, then select the pause button in the upper left hand corner in the recording tab. When the recording is paused the tab will turn red stating it is paused.

Figure 5 paused recording
Locating Zoom Recordings

1. Locate Zoom recording by following this link to the CMU login for Zoom.

   https://www.cmu.edu/computing/services/comm-collab/web-conferencing/zoom/index.html

2. Login with your Andrew ID.

3. The Zoom profile for the user will appear, on the left hand side locate the recordings tab.
4. The recording tab shows all recorded sessions of that user. They are separated by time, date, and meeting ID number.

*Figure 3 recorded meetings*