

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

1. Start a new zoom meeting



New 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.

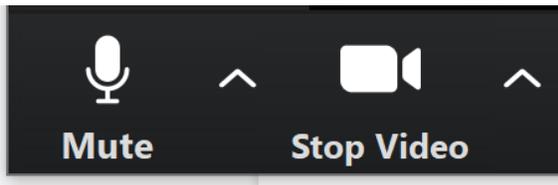


Figure 1 unmuted and started video

3. To record the meeting locate the “record button” in the middle of the toolbar located at the bottom of the screen. Select record

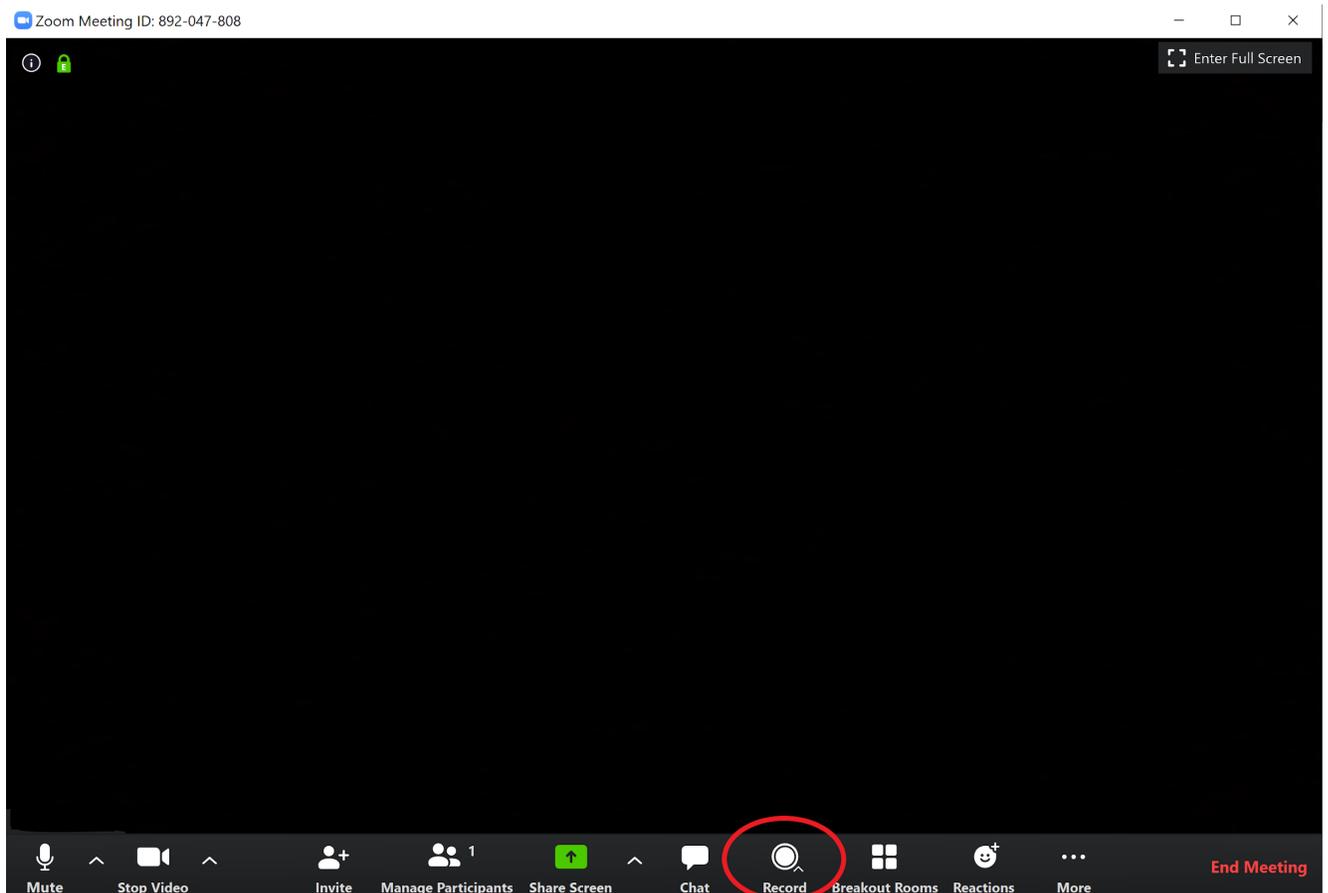


Figure 2 record button

4. A pop up will appear select “record to the cloud.” The meeting will now be recorded to the cloud for sharing and viewing.

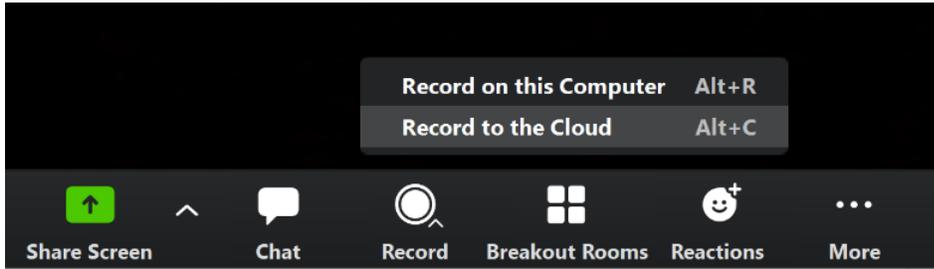


Figure 3 Record to Cloud tab

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

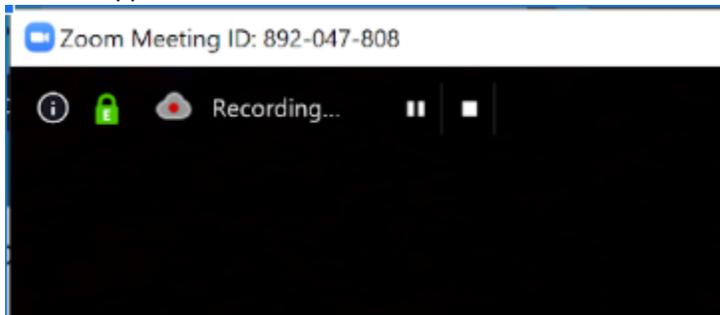


Figure 4 recording tab

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.

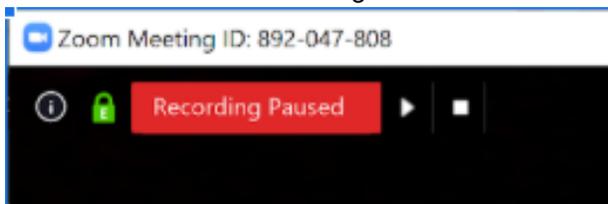


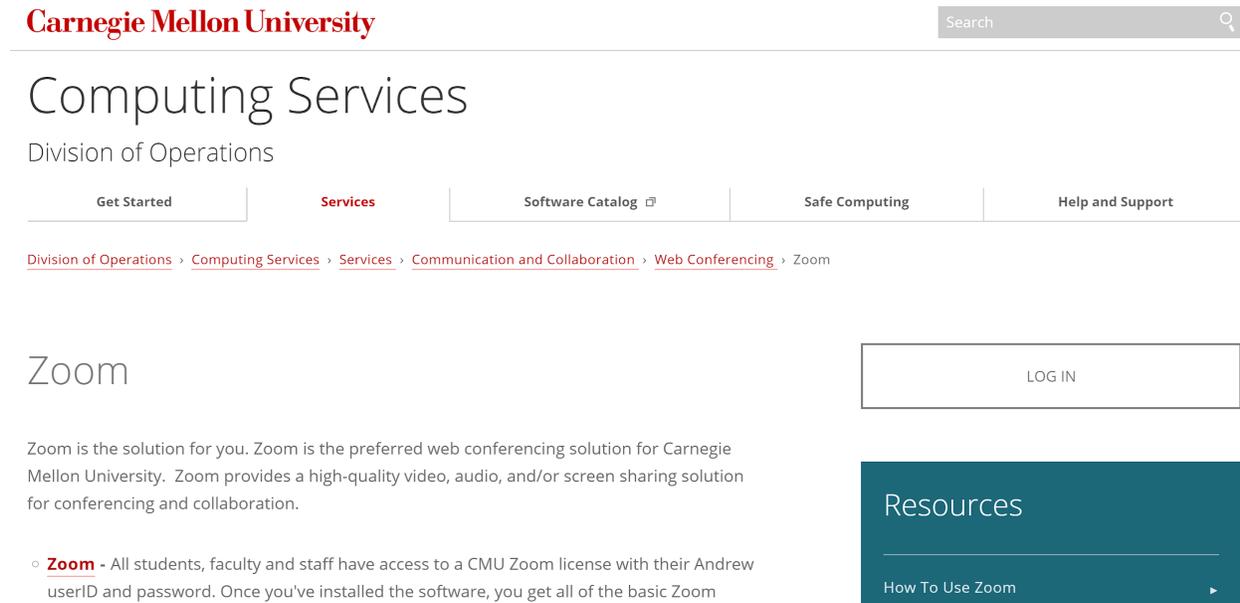
Figure 5 paused recording

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>

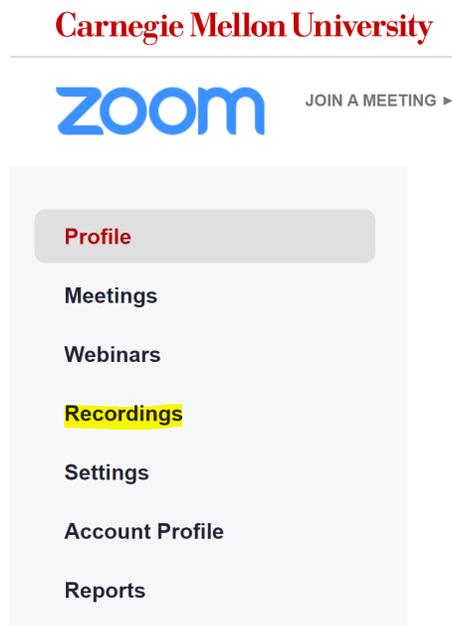
2. Login with your Andrew ID.



The screenshot shows the Carnegie Mellon University Computing Services website. At the top left is the CMU logo. A search bar is located at the top right. Below the logo is the heading "Computing Services" and "Division of Operations". A navigation menu includes "Get Started", "Services" (highlighted), "Software Catalog", "Safe Computing", and "Help and Support". A breadcrumb trail reads: "Division of Operations > Computing Services > Services > Communication and Collaboration > Web Conferencing > Zoom". The main heading is "Zoom". To the right is a "LOG IN" button. Below the heading is a paragraph: "Zoom is the solution for you. Zoom is the preferred web conferencing solution for Carnegie Mellon University. Zoom provides a high-quality video, audio, and/or screen sharing solution for conferencing and collaboration." Below this is a bullet point: "Zoom - All students, faculty and staff have access to a CMU Zoom license with their Andrew userID and password. Once you've installed the software, you get all of the basic Zoom". On the right side, there is a dark teal box titled "Resources" with a link "How To Use Zoom" and a right-pointing arrow.

Figure 1 Andrew Login

3. The Zoom profile for the user will appear, on the left hand side locate the recordings tab.



The screenshot shows the Zoom user profile menu. At the top is the Zoom logo and a "JOIN A MEETING" button with a right-pointing arrow. Below this is a vertical list of menu items: "Profile" (highlighted with a grey background), "Meetings", "Webinars", "Recordings" (highlighted with a yellow background), "Settings", "Account Profile", and "Reports".

Figure 2 Recording Tab

- The recording tab shows all recorded sessions of that user. They are separated by time, date, and meeting ID number.

zoom JOIN A MEETING ▶ START A MEETING ▶

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Cloud Recordings Local Recordings

From To All Status ▼

Search by ID Search Export

Delete Selected Delete All

<input type="checkbox"/>	Topic	ID	Start Time	File Size
<input type="checkbox"/>	[REDACTED] Zoom Meeting	892-047-808	Mar 11, 2020 11:47 AM	-

Figure 3 recorded meetings