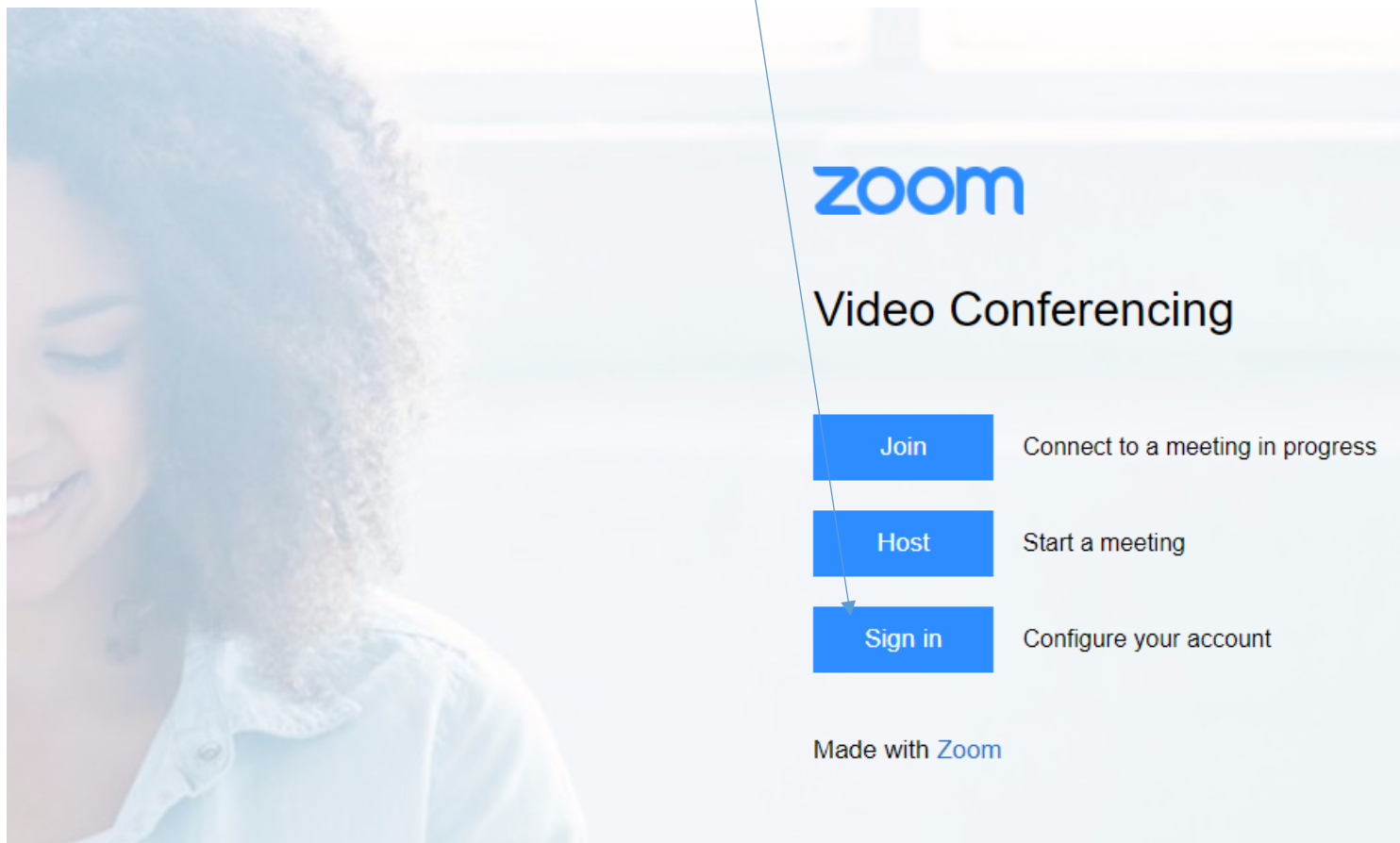


Instructions for Recording in Zoom with Closed Caption/Audio Transcript

Go to <https://frederick-edu.zoom.us> and click on **sign-in**. This will take you to the page where you login with your full FCC mreail address and password and you will be re-directed to your ZOOM profile page



You will see your Profile page (shown below)



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base



Change

JEFFREY HAWK

Department HBTS

Account No. 51634399

Personal Meeting ID

*** ** *790 [Show](#)

https://frederick-edu.zoom.us/j/*****790?pwd=***** [Show](#)

× Use this ID for instant meetings

Personal Link

Not set yet.

Sign-In Email

jha***@frederick.edu [Show](#)

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 account settings page for Recording. 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" checkbox is checked and highlighted with a blue arrow.

us02web.zoom.us/profile/setting?tab=recording

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Attend Live Training
Video Tutorials
Knowledge Base

Meeting **Recording** Telephone

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 ⓘ

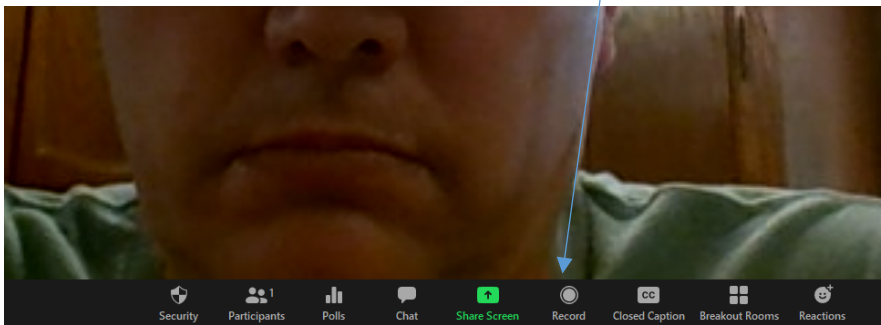
Automatic recording
Record meetings automatically as they start

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.

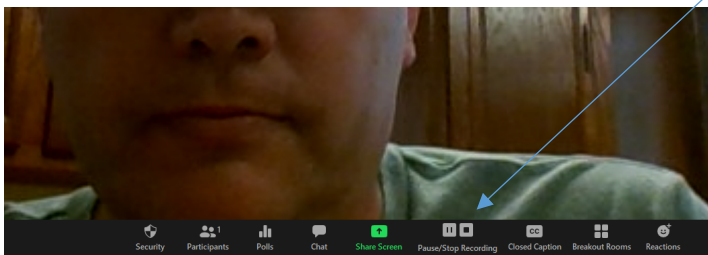
Also, note Cloud Recordings will be available for 30 days.

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).



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



To access the recording with Closed Captioning/Audio Transcript

You get an email alerting you to the fact that recording has posted. The meeting has to have ended for the recording to post

Mail - Jeffrey Hawk - Outlook - Google Chrome
outlook.office.com/mail/deeplink?version=2020061402.02&popoutv2=1

Reply all | Delete | Junk | Block | ...

Cloud Recording - Test 3 is now available

Getting too much email? [Unsubscribe](#)
Some content in this message has been blocked because the sender isn't in your Safe senders list. | [trust content from no-reply@zoom.us](#) | [Show blocked content](#)

Z Zoom <no-reply@zoom.us>
Wed 6/24/2020 1:05 PM
To: Jeffrey Hawk

EXTERNAL - email not sent from a FCC address.

Hi JEFFREY HAWK,

Your cloud recording is now available.
Cloud recordings will be deleted automatically after they have been stored for 15 days.

Topic: Test 3
Date: Jun 24, 2020 12:49 PM Eastern Time (US and Canada)

For host only, click here to view your recording (Viewers cannot access this page):
https://frederick-edu.zoom.us/recording/detail?meeting_id=DR57Em2gSN2zu4XEKmqLA%3D%3D

Share recording with viewers:
<https://frederick-edu.zoom.us/rec/share/yfZOC1z1rGxjZNBf9UWDaoMCG538X6a8g3AeqfAPmv6aGdnnWGOuXw59PS-35u4> Password: 8m.tD34+

Thank you for choosing Zoom.
-The Zoom Team

Log into your profile (see above), go to the **RECORDINGS** link on the left hand navigation menu.

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

Profile
Meetings
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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 Select

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	Test 3	890 4612 7197	Jun 24, 2020 12:49 PM	3 Files (3 MB)	Disabled	Share... More
<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

Click the link for the Recording you would like to share. You will see:

My Recordings > Test 3

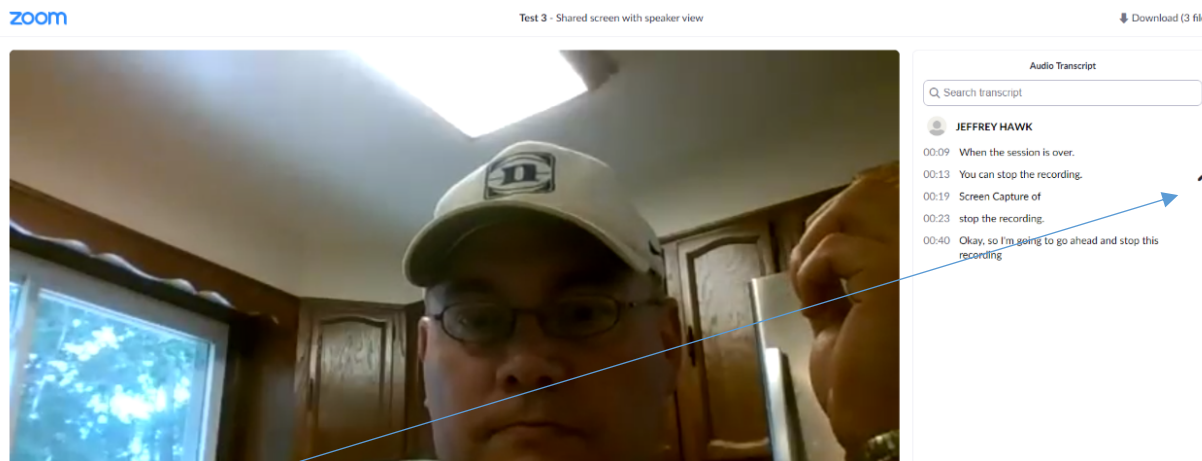
Test 3
Jun 24, 2020 12:49 PM Eastern Time (US and Canada) ID: 890 4612 7197
1 total views · 0 total downloads [Recording Analytics](#)

Recording 1
3 files 3 MB
Download (3 files) Copy shareable link

Shared screen with speaker view
Audio only
Audio transcript

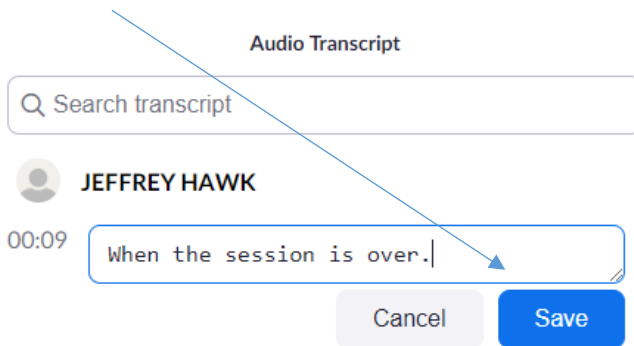
Click on the icon for the recording

You will see the screen that allows you to **edit the closed captions for the recording**:



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.

Sharing the Recording Link for Viewing

Log into your profile (see above), go to the **RECORDINGS** link on the left hand navigation menu.

Click the link for the Recording you would like to share. You will see:


Cloud recordings will be deleted automatically after they have been stored for 30 days. If you need to disable auto-delete for a single recording, please contact your administrator.

From To

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In		
<input type="checkbox"/>	JEFFREY HAWK's Personal Meeting Room	581 755 8790	Aug 12, 2020 08:34 AM	3 Files (967 KB)	30 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Test XYZ 2	823 0965 8355	Jul 27, 2020 06:18 PM	3 Files (3 MB)	15 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Nightengale Pledge	858 5430 2154	Jul 23, 2020 02:31 PM	5 Files (106 MB)	11 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Nightengale Pledge	858 5430 2154	Jul 23, 2020 09:37 AM	4 Files (29 MB)	10 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Nightengale Pledge	858 5430 2154	Jul 21, 2020 06:46 PM	4 Files (53 MB)	9 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Nightengale Pledge	858 5430 2154	Jul 21, 2020 12:17 PM	5 Files (290 MB)	9 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>
<input type="checkbox"/>	Nightengale Pledge	858 5430 2154	Jul 19, 2020 12:57 PM	12 Files (53 MB)	7 days	<input type="button" value="Share..."/>	<input type="button" value="More ▼"/>

You will see:

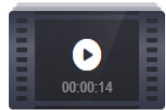
[My Recordings](#) > JEFFREY HAWK's Personal Meeting Room

JEFFREY HAWK's Personal Meeting Room 

Aug 12, 2020 08:34 AM Eastern Time (US and Canada) ID: 581 755 8790


This recording will be deleted automatically in 30 days. 

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




Recording 1


3 files 967 KB

 Download (3 files)

 Copy shareable link



 Speaker view

 Audio only

 Share

867 KB

100 KB

Click on the **Share button** in the upper right corner of the screen.

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 link “**Copy sharing information to clipboard**” and this gives you the link to view the recording as well as any password associated with viewing the recording (if enabled). Additionally, it gives you a meeting title and date/time.

Additional Zoom Support Videos

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