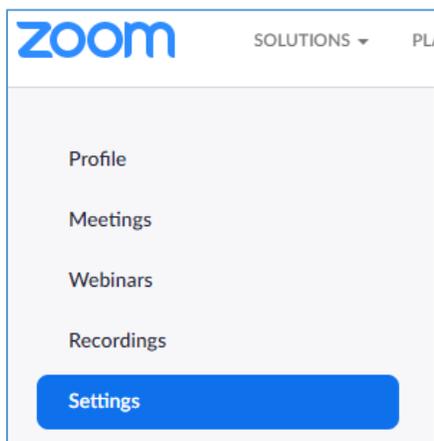


# Recording Lectures Using Zoom

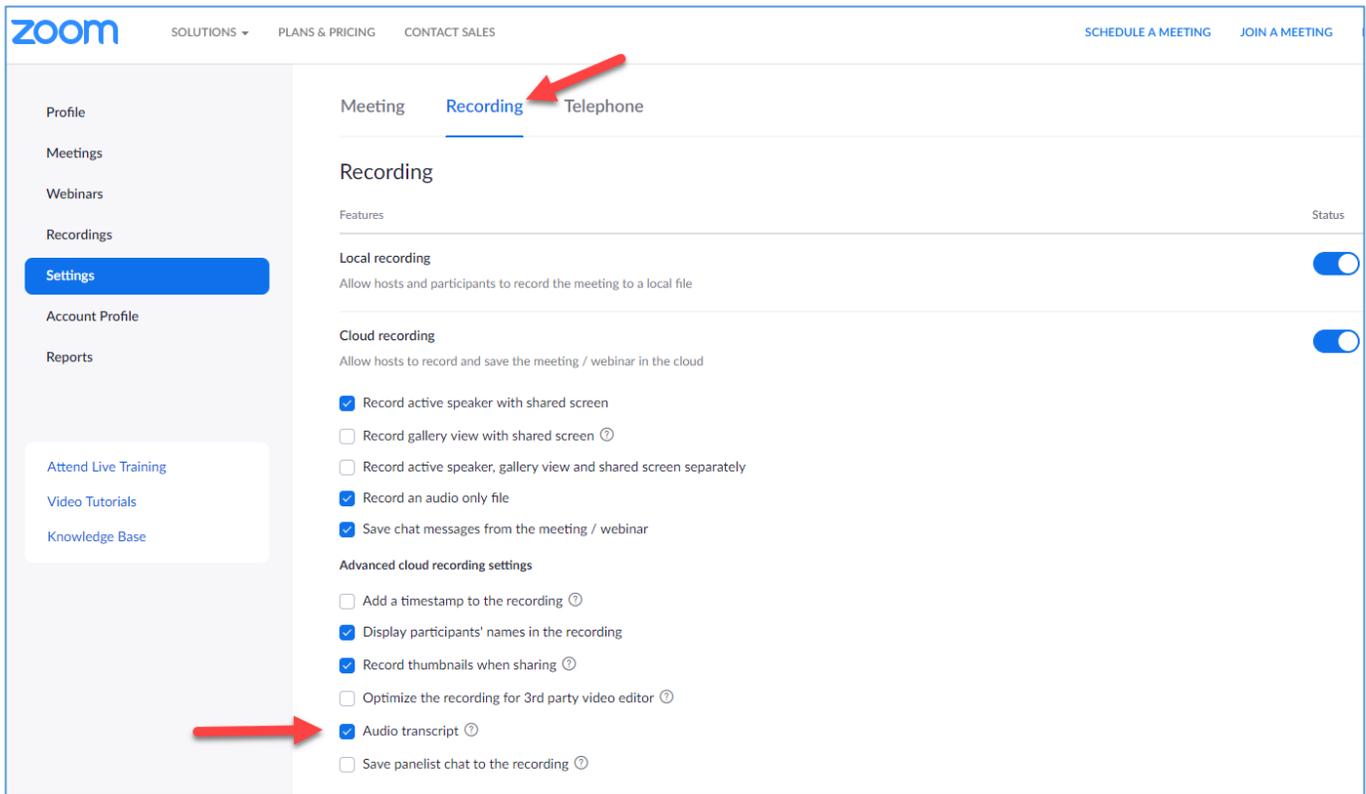
Making lectures accessible to all students is essential, regardless if it is a face-to-face course or one taking place online. The steps below outline how you can record lectures with transcripts/closed captions to share with your students.

## Update Zoom Settings to Automatically Generate Transcripts

1. Access Zoom by going to <https://walsh.zoom.us/> and click “Sign In” to configure your account. Once you have logged in for the first time, email Jennifer Loudiana and ask her to upgrade your Zoom account. Once she does, you can complete the steps below.
2. After signing in, click on Settings on the left side of the screen.



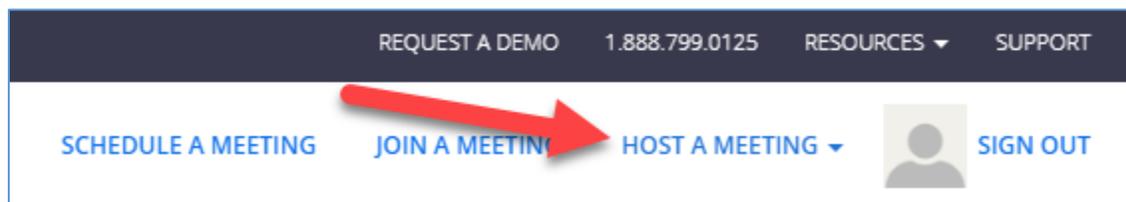
3. Click on the Recording tab and check the “Audio Transcript” box. Doing this will create an automatic transcript for your video when you record a Zoom video to the cloud. (Note: If your Zoom account has not been upgraded, you will not see these options.)



## Recording a Lecture Using Zoom

Before you begin recording, make sure you have a webcam and microphone connected to your computer.

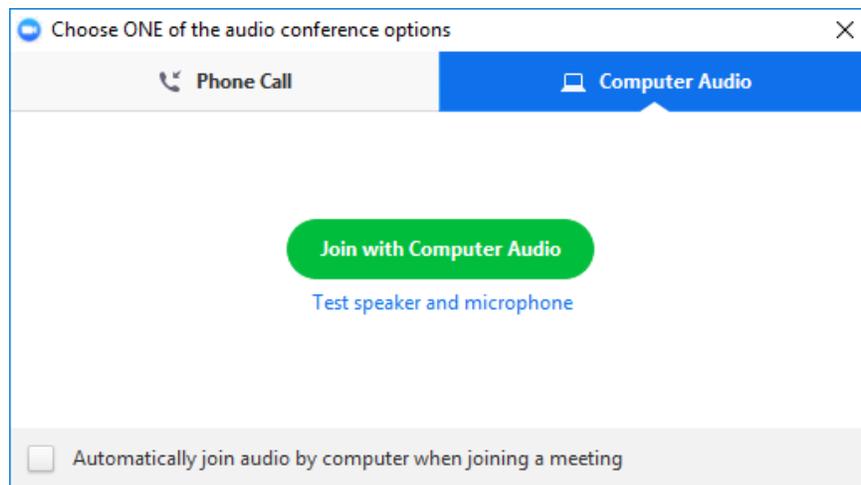
1. If you are still signed into Zoom, you can start recording by clicking the “Host a meeting” link in the top right corner of the site.



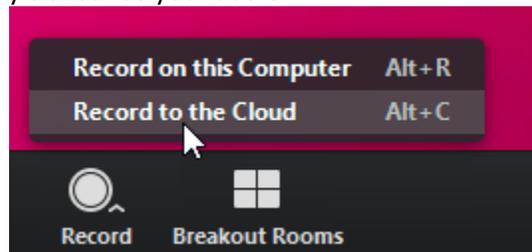
Alternately, you can visit <https://walsh.zoom.us/> and click the “Host” button.



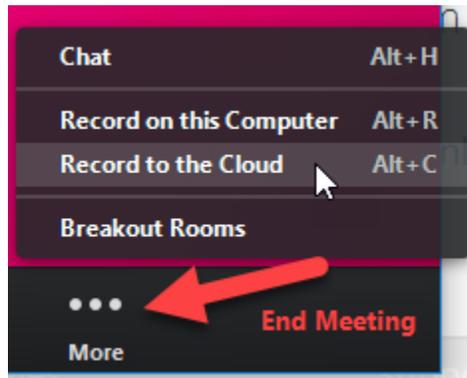
2. If prompted, select "Open Zoom Meetings."
3. You will be prompted to choose your audio option. Click the "Test speaker and microphone" link to check audio settings or click the "Join with Computer Audio" button.



4. Open any files, sites, etc. you plan to use during your lecture.
5. You can begin recording by clicking the "Record" button. As long as you choose the "Record to the Cloud" option, Zoom will automatically transcribe your audio.

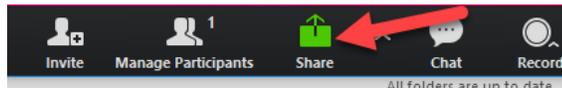


Note: If you do not see the "Record" button, the "Record to the Cloud" option may be selected through the "More" button.

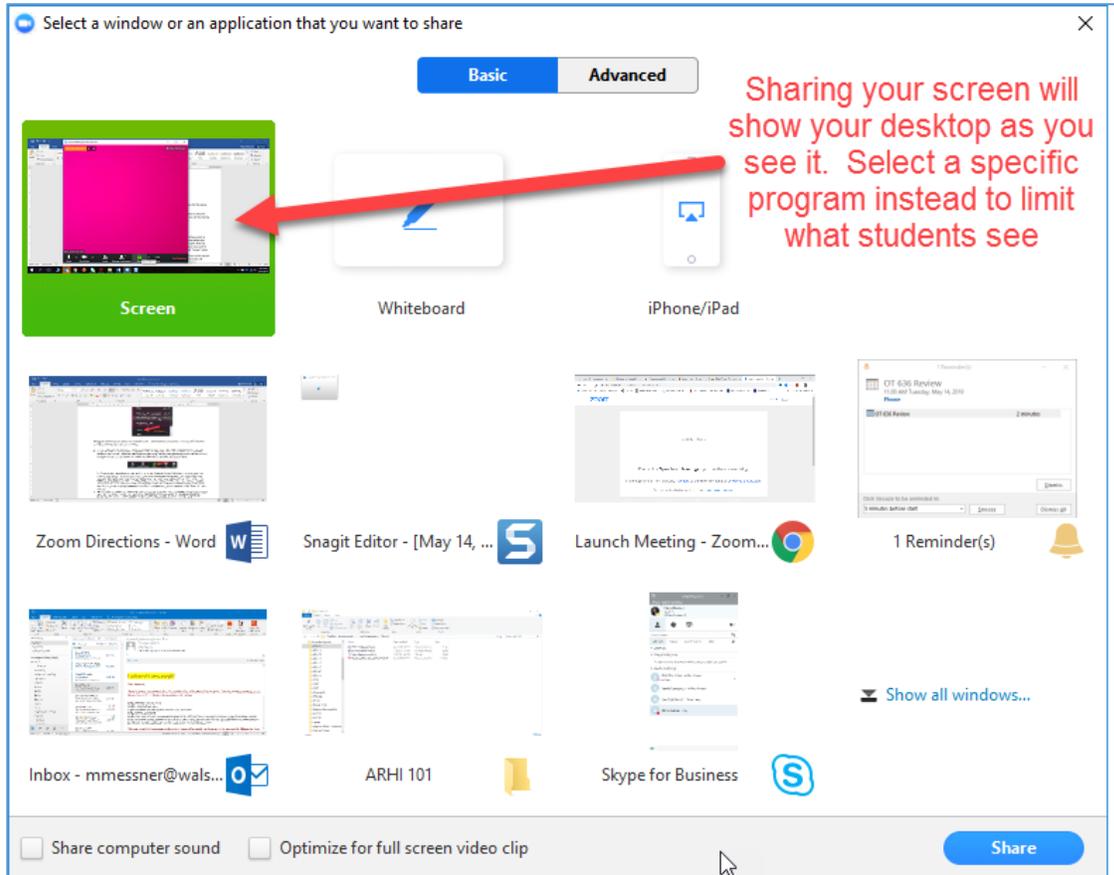


The upper left of the Zoom player will let you know you are recording to the cloud. You may click the pause or stop button there during your recording.

6. If your webcam is on, the video you are recording will begin with YOU. This is a good time to welcome students and provide a brief intro while you are accessing the files/sites/presentations you will be sharing during your lecture. To share your screen, click the “Share” button in the Zoom player.

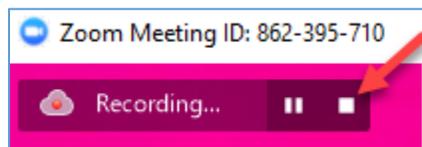


You'll see a menu of options you can click on to share.

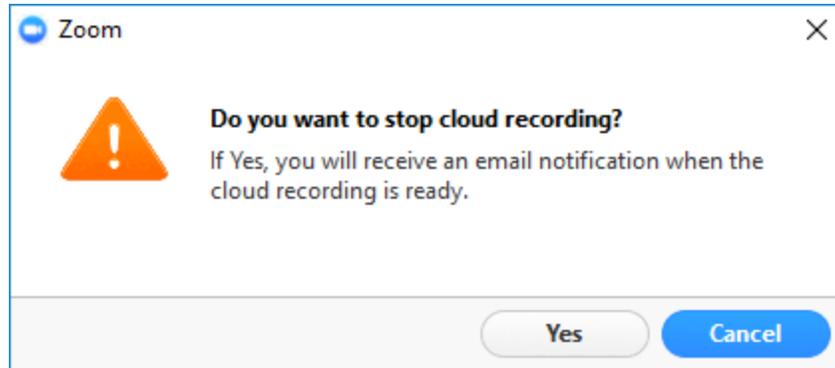


Clicking "Screen" will share everything which is open on your screen. If you prefer to share only your PowerPoint, for example, you would select that option instead of screen. (Note: Be aware that if you select "Screen" and have Outlook open, email alerts may also show up in your recording!) If you are only sharing one program, you may want to select it. If you are toggling between a PowerPoint and websites, you may want to select "Screen" when sharing.

7. Click the stop button to stop your recording.



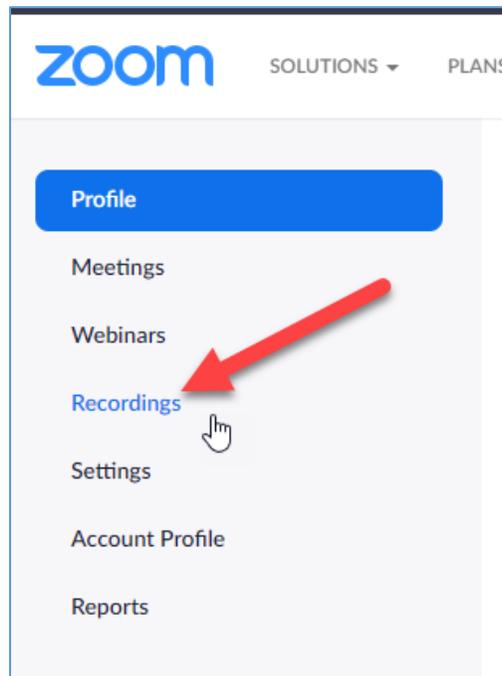
Zoom will ask you to confirm that you are done recording.



8. Once you have indicated you are finished recording, you'll receive an email from Zoom with a link to both the audio and video recordings of your Zoom session generally within an hour (usually much faster) of ending it. A separate email with the transcript will follow. Once you have both, you can load the materials into ECN.

## Editing Transcripts in Zoom Lectures

1. Log into ZOOM.
2. Click on the Recordings link on the left.



3. Click on the name of the recording to open it (Located in the "Topic" column).

<input type="checkbox"/> Topic	ID
<a href="#">Webinar #3</a>	994-758-984
<a href="#">Mary Beth Messner's Zoom Meeting</a>	528-654-402
<a href="#">Webinar #2</a>	716-323-596
<a href="#">Webinar #1</a>	766-993-147
<a href="#">Mary Beth Messner's Zoom Meeting</a>	126-798-458

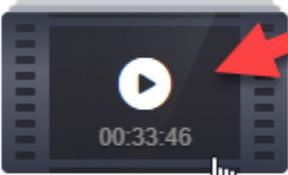
4. Click on the video icon to start playing it.

[My Recordings](#) > [Webinar #3](#)

## Webinar #3

Oct 31, 2019 11:51 AM Eastern Time (US and Canada) ID: 994-758-984

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

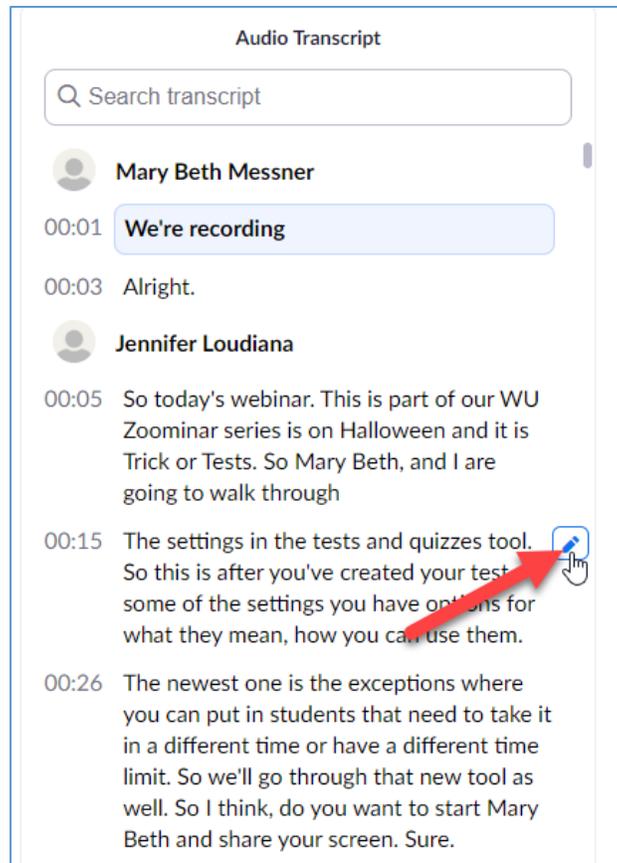


**Recording 1**  
3 files 128 MB

 Download (3 files)  Copy shareable link 

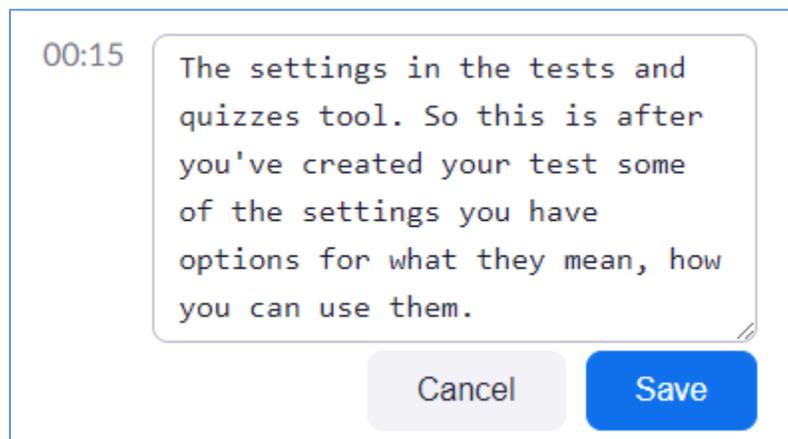
-  Shared screen with speaker view
-  Audio only
-  Audio transcript

5. Click in the boxes to the right of the text (a pencil icon will appear) to edit the text.



The screenshot shows an "Audio Transcript" window with a search bar at the top. Below the search bar, there are two speakers: Mary Beth Messner and Jennifer Loudiana. Mary Beth Messner has two transcript items: "00:01 We're recording" and "00:03 Alright.". Jennifer Loudiana has three transcript items: "00:05 So today's webinar. This is part of our WU Zoominar series is on Halloween and it is Trick or Tests. So Mary Beth, and I are going to walk through", "00:15 The settings in the tests and quizzes tool. So this is after you've created your test some of the settings you have options for what they mean, how you can use them.", and "00:26 The newest one is the exceptions where you can put in students that need to take it in a different time or have a different time limit. So we'll go through that new tool as well. So I think, do you want to start Mary Beth and share your screen. Sure.". A red arrow points to a pencil icon next to the 00:15 transcript item, indicating that it can be edited.

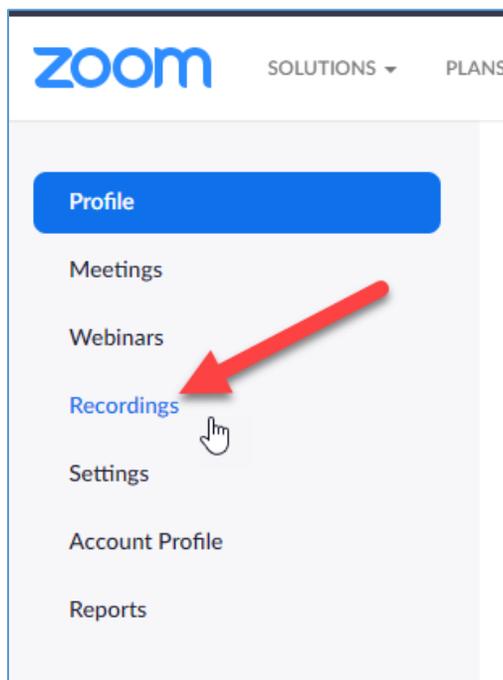
6. Edit the text as needed, and click the Save button when finished.



The screenshot shows the editing interface for the transcript item at 00:15. The text "The settings in the tests and quizzes tool. So this is after you've created your test some of the settings you have options for what they mean, how you can use them." is displayed in a text input field. Below the input field are two buttons: "Cancel" and "Save".

## Loading Zoom Lectures to Your ECN Course

1. Log into ZOOM.
2. Click on the Recordings link on the left.



3. Click on the name of the recording to open it (Located in the "Topic" column).

<input type="checkbox"/>	Topic	ID
<input type="checkbox"/>	<a href="#">Webinar #3</a>	994-758-984
<input type="checkbox"/>	<a href="#">Mary Beth Messner's Zoom Meeting</a>	528-654-402
<input type="checkbox"/>	<a href="#">Webinar #2</a>	716-323-596
<input type="checkbox"/>	<a href="#">Webinar #1</a>	766-993-147
<input type="checkbox"/>	<a href="#">Mary Beth Messner's Zoom Meeting</a>	126-798-458

- Click on the Copy shareable link button.

The screenshot shows a user interface for a webinar recording. At the top, it says "My Recordings > Webinar #3". Below that is the title "Webinar #3" with an edit icon. The recording details are "Oct 31, 2019 11:51 AM Eastern Time (US and Canada) ID: 994-758-984". It also shows "6 total views • 0 total downloads" and a link to "Recording Analytics".

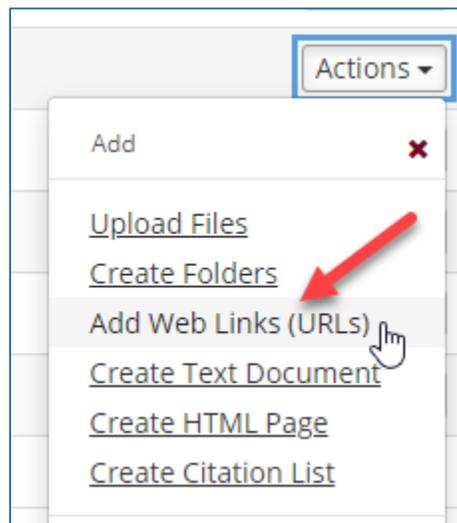
The main content area features a video player thumbnail with a play button and a timestamp of "00:33:46". To the right of the thumbnail is the title "Recording 1" and the file information "3 files 128 MB". Below this, there are three buttons: "Download (3 files)", "Copy shareable link", and a trash icon. A red arrow points to the "Copy shareable link" button, and a mouse cursor is hovering over it.

Below the buttons, there are three feature tags: "Shared screen with speaker view", "Audio only", and "Audio transcript".

- Log into ECN and click on the Resources Tool.

The screenshot shows a vertical menu titled "Course Tools". The menu items are: Syllabus, Lessons, Assignments, Drop Box, Gradebook Classic, Gradebook, Rubrics, Tests & Quizzes, and Resources. A red arrow points to the "Resources" option, and a mouse cursor is hovering over it.

6. Click on the Actions button for the folder where you would like to include the lecture.
7. Select "Add Web Links (URLs)."



8. Paste the link you copied from Zoom in the Web Address (URL) field. Then, enter a descriptive name for the link, such as "Chapter 6 Lecture" in the "Website Name" field. Click the Add Web Links Now button when you are finished.

**RESOURCES** Link Help

### Add Web Links (URLs)

Location: / F19 - 15 Week Template / Week 1

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

**Web Address (URL)**  
Paste the link you copied from Zoom here.

**Website Name**  
Enter a descriptive name for the link, such as "Chapter 6 Lecture."  
[Add details for this item](#)

[Add Another Web Link](#)

**Email Notification** None - No notification

**Add Web Links Now** Cancel