

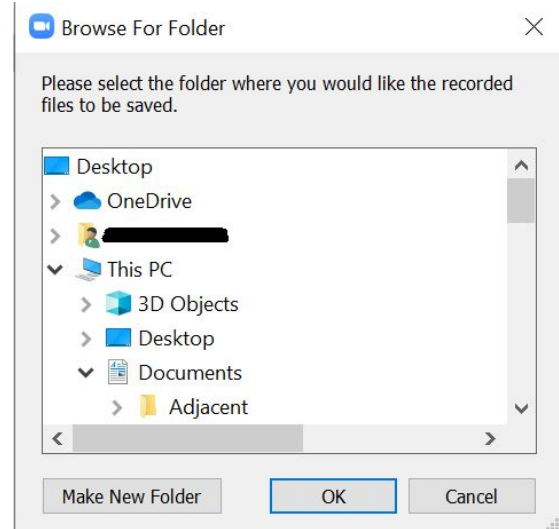
Record & Share Screen in Zoom for Group Work & Assignments

When you use Zoom to record, you can either record locally (to your computer) or to Zoom cloud. If you record to Zoom cloud, it takes a longer time to process, so you will not have access to your video immediately. However, if you record to the cloud, you will have auto generated captions.

Recording a session locally

1. Before recording, you (or the individual in the group recording) should navigate to the Zoom “Settings” when your Zoom application is open and click on the “Recording” option in the left-hand menu bar. Set the settings that work best for the format and circumstances of your recording (ex.: choosing a location for recordings to save, enabling screenshare recording, etc.)
 - a. If you plan to have multiple group members screenshare, ensure that you have enabled screenshare capabilities for everyone in the session by clicking “Share Screen” at the bottom of the main Zoom window and selecting the appropriate settings.
2. When you/your group are ready to record, start a meeting and click the “Record” button on the main menu panel, located at the bottom of the Zoom streaming window.
 - a. The person recording will know the recording has begun because they will see a blinking red light in the top left corner of the Zoom Window with the word “Recording...” next to it.
 - b. Note that group members with their video and audio turned off will not appear as a part of the recording (unless they turn it on at some point during the recording).
3. Once you have begun recording, you can pause and resume the video by clicking the pause button in the top left-hand corner of the Zoom streaming window. You will know the video is paused because the top left corner will also say “Recording Paused.” Pausing can also be toggled in the main panel at the bottom of the Zoom streaming window.
 - a. (*Keyboard shortcut: Alt + P*)
4. When you are ready to finish the video, you can press the square next to the pause button. This will stop the recording. You can also end the recording by toggling the same options located in the main panel.
 - a. (*Keyboard shortcut: Alt + R*)

5. You can repeat this process and take as many videos you like for as long as your Zoom session lasts; only once the Zoom meeting has ended will the individual(s) who took screen recordings be prompted, depending on their recording settings, either with 1. the location of all videos and audio taken automatically selected by Zoom or 2. to select a location on the computer to save the recordings to, as depicted for a Windows computer in the image at right.
 - a. Upon ending the meeting, the videos will be converted into formats suitable for saving to the computer.



Sharing Videos Screen Recorded on Zoom

1. Once you have saved the videos to your computer or Cloud software of your choice, you can then format, edit, upload, and send the videos with whichever modes you prefer (email, Google Drive, DropBox, etc.) and which are compatible with the format you have saved the videos in.

Sharing screen with a Group over Zoom

1. The host must begin by toggling screenshare capabilities by clicking the karat (looks like “ ^ ”) on the “Share Screen” button on the main menu panel located at the bottom of the Zoom streaming window. Click “Advanced Sharing Options...” and then ensure you have enabled the screensharing preferences needed for your group (ex.: if someone other than the Zoom session host needs to share their screen, the host must make sure that “All Participants” has been selected under the question “Who can share?”).
 - a. Depending on your choices, some participants may be able to interrupt each other’s screenshares with their own screenshare, or two or more participants may be able to share their screens at the same time.
2. Once your preferences are set, you or whoever will share their screen can click the “Share Screen” button on the main menu panel. Multiple windows will then appear, each representing tabs that the user has open on the computer. The screen-sharer must then select the tab they wish to share with the group, and then click the “Share” button that appears in the bottom right of the pop-up window.
 - a. **Before clicking “Share”:**

- i. If the screen-sharer wants to jump between multiple screens while sharing, they can always start a new share; however, the easiest solution is to select the “Screen” tab on the pop-up window instead of a particular tab you have open on the computer. The “Screen” tab will allow the screen-sharer to share their entire computer screen, showing every tab that the screen-sharer jumps between as they do so. If this option is not selected and the screen-sharer moves to another tab without starting a new share, the other participants will still see the originally shared tab and none of the new/other windows that the screen-sharer looks at.
 - ii. If the screen-sharer is sharing a video or anything that requires audio to be heard by other participants, the screen-sharer must select the option “Share computer sound,” which appears in the bottom left of the pop-up window. If this option is not selected, other participants will be able to see the video but not hear the audio.
 - 1. If you start the share without selecting the “Share computer sound option,” you can always still enable it by hovering over the “More” button at the end of the menu panel and selecting the option from the list.
- 3. If you are the host screen-sharing, your menu panel now appears at the top of the screen. From there, you can toggle your audio and video, and regardless of those settings, your screen will still be sharing.
 - a. The menu panel allows the screen-sharer to start a “New Share” for a different tab or to “Pause Share” on the screen they are currently sharing. Pausing the share will freeze the frame on which the screen-sharer’s computer was active at the time of the pause. Click the same button to “Resume Share.”
 - b. Participants also see this new menu at the top of the screen even when they are not screensharing, and the “Annotate” button allows numerous features for participants to interact with the shared screen.
 - i. Participants and the screen-sharer have the options to add and format text, draw, stamp, and erase, complemented with quick “undo” and “redo” buttons. There is also a “Clear” option, which erases all markings and edits to the shared screen at once.
 - ii. The “Save” option will take a screenshot of the shared screen, including any and all annotations present at that moment, and save automatically to a folder on your computer which can be accessed by clicking “Show in Folder” after clicking the “Save” button.
 - iii. To exit from the “Annotate” sub-menu, click the “X” located at the end/right of the sub-menu.
 - c. The “More” tab will also allow you to access the Zoom chat or initiate a screen recording, all while staying in screenshare mode.

4. Once the group is finished with screensharing, the screen-sharer must click the “Stop Share” button located immediately below the menu panel.

Record a session using Zoom Cloud