

Quick guide Lecture recording with zoom

Note: These instructions show how Zoom can be conveniently used as a recording tool. This means that lecture recordings can also be made available in lecture halls without automatic recording equipment. At KIT, the use of recordings in online communication services is regulated by [recommendations for action](#). These can be found in the [ISB Infothek](#). These instructions follow the procedures described there.

It is not possible to record students. Even if you had a declaration of consent from the students. One of the reasons for this is that students could request the deletion of their own image material at any time, which would not be feasible. You can make presettings in Zoom that allow you to hold the course without recorded interaction - in this case, plenary questions should be repeated by the lecturer. The procedure in **these instructions** ensures that the students' camera images are not recorded even if they activate their own camera in between.

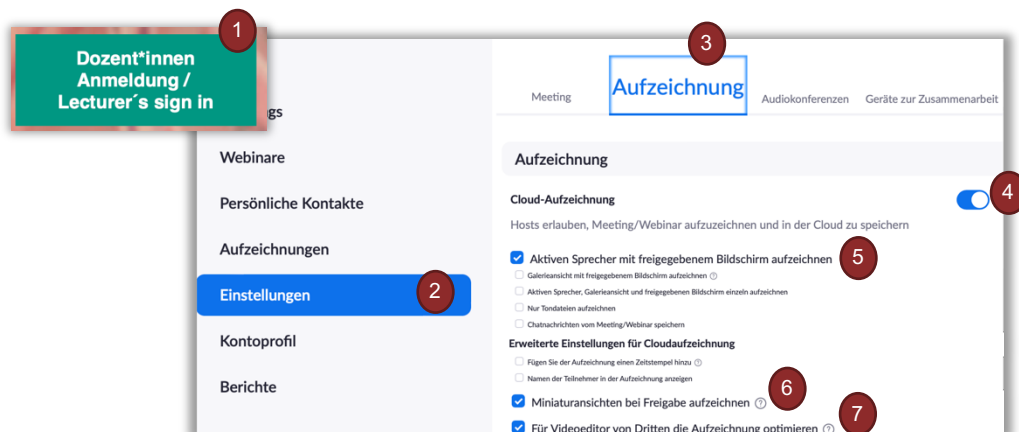
Checkliste for the procedure

1. prepare Zoom
2. Record lecture
3. Provide recording

Step 1: Prepare Zoom

An existing KIT Zoom account is required. These settings only need to be made once, Zoom remembers them. Go to <https://kit-lecture.zoom.us> and log in **as a lecturer with your KIT account (1)**. In the left-hand column, go to **Settings (2)** and then to **Recordings (3)** on the right. Activate **cloud recording (4)** and then select the following options:

- **Record active speaker with shared (5)**
- **Record thumbnail when sharing (6)**
- **Optimize recording for third-party video editor (7)**



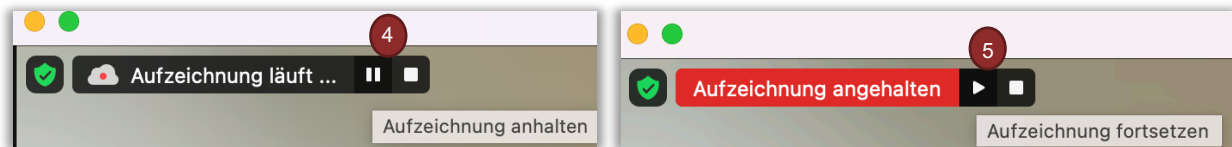
These settings record a video that captures the screen and camera image of the presenter. This video will be available for you to download from Zoom for 30 days after recording. They are ideal for lectures without interaction and face-to-face events in which the lecturer repeats the questions from the plenary session.

Step 2: Record lecture

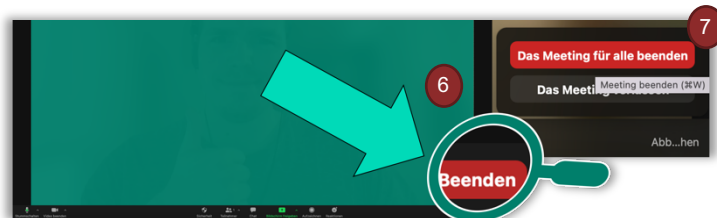
Start the Zoom client on your end device. You should be logged in to the client with your **KIT account**. Start a Zoom meeting and share your screen with the slides. Start the recording via the **bottom menu bar (2)** and select **Cloud recording (3)**.



An additional menu appears in the top left-hand corner of the screen during recording, which you can use to **pause (4)** and **resume (5)** the recording (in addition to the keyboard shortcuts described above).



After the event has ended, you can also exit the Zoom recording via the bottom menu bar with the option **Exit (6)** and the selection **Exit the meeting for all (7)**. The recording will then be processed on the Zoom server and you will shortly receive an email with further details.



For more interaction at the event:

Interrupt the recording for discussion phases

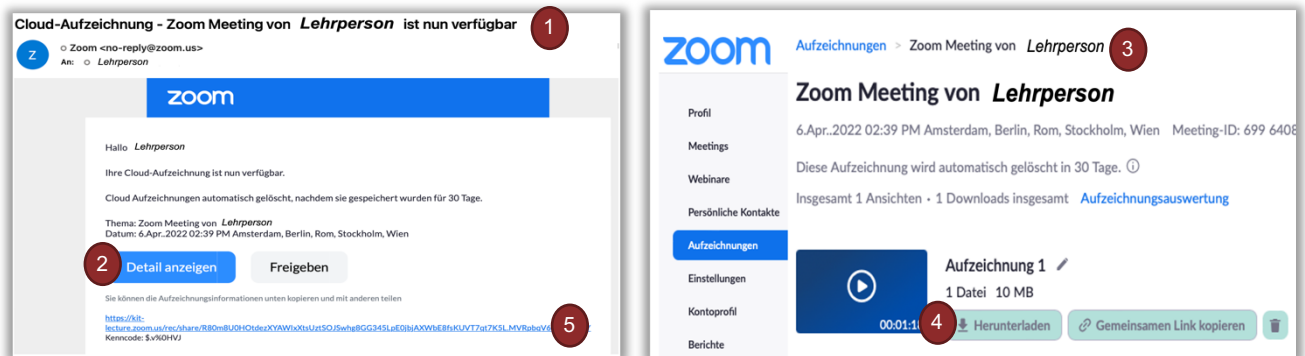
So that you can interactively discuss with students despite the recording, it is possible to pause the recording for a short time and thus interrupt it. After the discussion, the recording can be resumed. As a result, you will receive a recording file in which these pauses are simply skipped.

For smooth working, you can simply pause and resume the recording using a keyboard shortcut: Start and stop pausing with ALT+P (Windows/Linux) or Command(⌘)+Shift+P (Mac).

Note: Please do not forget to mute the students again after the break.

Step 3: Provide recording

After you have finished the Zoom meeting, you will receive an **email from Zoom (1)** after a short processing time. Select **show details (2)** to access the overview of your **Zoom recordings (3)**. You can **download (4)** your recording via this portal. Alternatively, you can also use the **link (5)** in the notification email.



Note: The recording file is available for 30 days and is then automatically deleted!

Then, you upload the downloaded recording to the Open Cast series of the corresponding ILIAS course. This means that there is no difference in use by the students compared to an automated recording.

Info & Contact

Last update 15.08.2023

License notice



This guide for the creation of digital teaching material from the Center for Media Learning (ZML) at the Karlsruhe Institute of Technology (KIT) is licensed under a [Creative Commons Attribution 4.0](https://creativecommons.org/licenses/by/4.0/) International License.

Impressum

Publisher Karlsruher Institut für Technologie (KIT) Kaiserstraße 12 76131 Karlsruhe

Contact Karl-Friedrich-Str. 17 76133 Karlsruhe Deutschland Tel.: +49 721 608-48200 Fax: +49 721 608-48210 E-Mail: info@zml.kit.edu