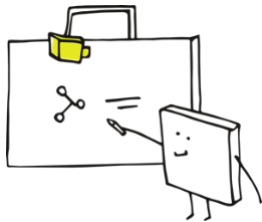


Quick Guide: recording lectures with Zoom

Last update: 23.10.2020



Record lecture in the lecture
hall



Record lecture from a different
place



Record course contents in
advance

Zoom has an integrated recording function. This is used to record the transmitted contents. As a result, a self recording can also be done from home or from lecture halls that are not equipped with automated recording technology. Meetings can also be recorded in this way without any participants, making Zoom a tool for pre-recording teaching content. This document describes a suitable procedure that effectively excludes student recording. MS Teams is currently not suitable for this.

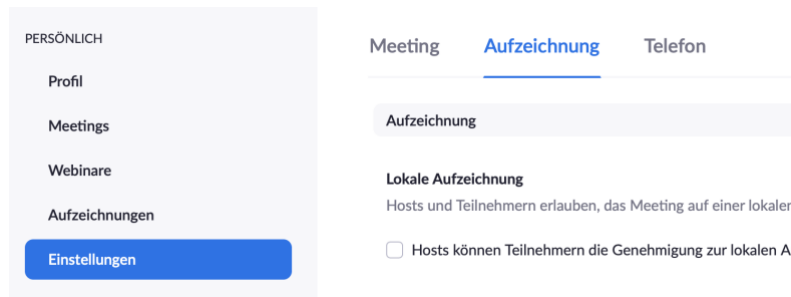
It is not possible to record students. Even an explicit written consent would not be suitable at the moment. The KIT does not provide for such recording and therefore does not have procedures to handle deletion requests from affected persons in a practicable way. Therefore, teachers can only record themselves on a voluntary basis.

If a lecture with student contributions is to be recorded, the recording can be paused during these phases. Thus, the rest of the lecture is still available.

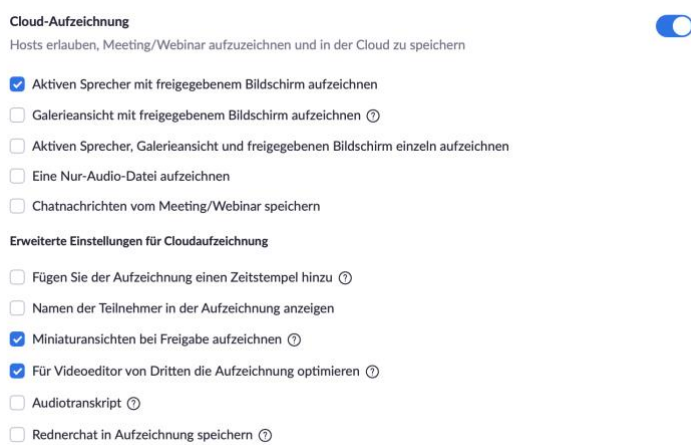
Step 1 - correct Zoom settings, only necessary once

The recording is always done using Zoom's cloud recording. With local recording, it is not possible to prevent a camera image accidentally switched on by students from being recorded. Cloud recording, on the other hand, can be set to record only the camera image of people who are talking. To do this, the correct presettings must be made once in the Zoom profile. These then apply to all recordings with your account.

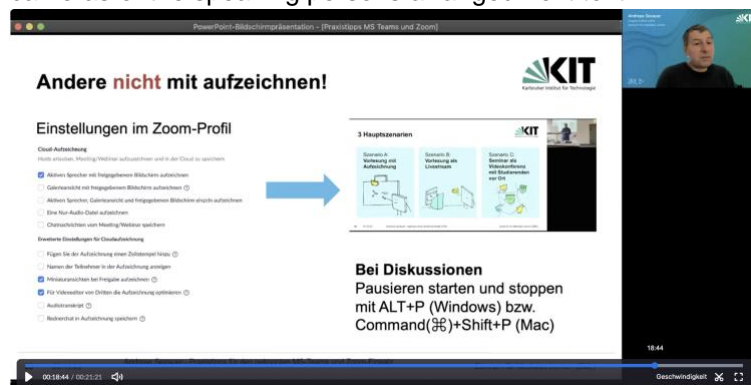
Go to <https://kit-lecture.zoom.us> and log in with your KIT account as lecturer. Go to "Settings" in the left column and then to "Recordings" on the right.



Activate cloud recording and make the following settings. Please do not deviate from these.



With these settings you will get a video consisting of the screen sharing and, if switched on, the cameras of the speaking persons arranged next to it.



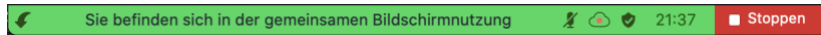
Perform single recordings

In Zoom, select "Record" in the toolbar and then "Record in the Cloud".



Depending on the screen size, the icon may not be visible. In this case you will find the function on the far right under "More ..." in the toolbar.

The current recording is displayed as a cloud symbol with a red dot.



In the stream, participants will see a red **REC**. For example, someone assisting you as a lecturer can also see if you have forgotten to start the recording.

The camera images of active speakers are always recorded. If students only switch on the camera image but not their microphone, their camera image is not recorded. Only unmute students during the lecture if the recording has been stopped or paused before. During the periods of recording, the unmuting of students should therefore be switched off.

In the Zoom participant list under "More" uncheck the box "Allow students to mute themselves".

Interrupt recording for discussion phases

In order to be able to discuss interactively 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 easily be resumed. As a result, you will receive a recording file in which these pauses are simply skipped.

For smooth operation, you can simply pause and resume recording with a keyboard command: Start and stop pausing with ALT+P (Windows) or Command(⌘)+Shift+P (Mac).

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

Stop recording, download and make available

Use the toolbar to stop the recording the same way you started it. The recording is then processed in the Zoom Cloud and will be available there about 30 minutes later. Sometimes the processing time can take a little longer.

Once processing is complete, you will usually receive an e-mail notification.

The record file is available for 30 days and is automatically deleted afterwards.

Go to <https://kit-lecture.zoom.us>, register as a lecturer. In the left column you can access and download your recordings under "Records".

The recording will then be made available in ILIAS with OpenCast, see phase 3 at <https://www.zml.kit.edu/english/recording-uploading.php>.

Info & Contact

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