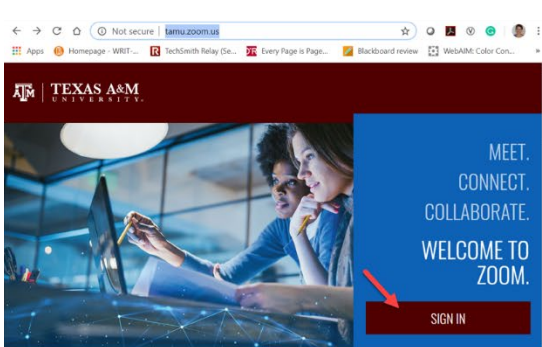


TUTORIAL

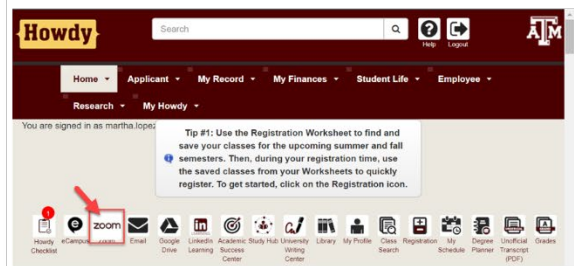
Zoom Recording Session Settings – FERPA Compliant Instructions

In this tutorial you are going to learn how to record an online lecture using Zoom Videoconference without capturing either the video or the names of the students connected in the session. By removing the video and the names, this will allow faculty to be able to use the recording in future semesters if so desired.

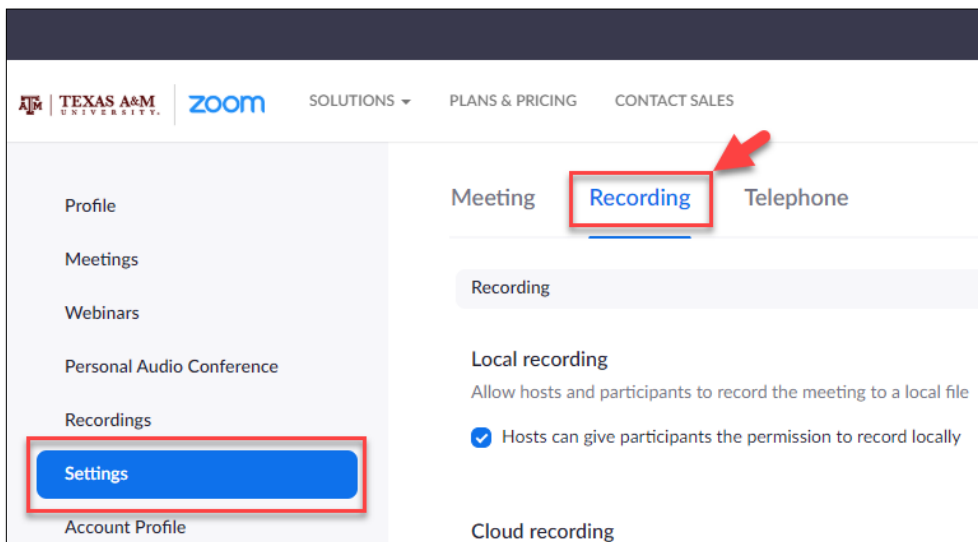
1. Sign into the Zoom web through <https://tamu.zoom.us/> or <https://howdy.tamu.edu/> and select “Zoom” icon.



OR

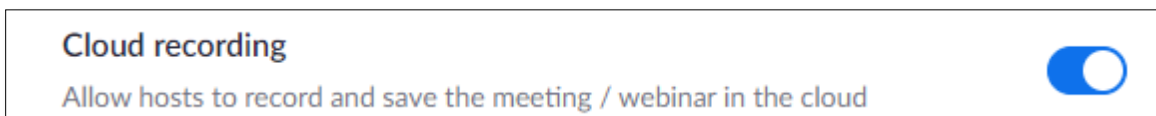


2. Navigate to **Settings** and click on **Recording** tab.

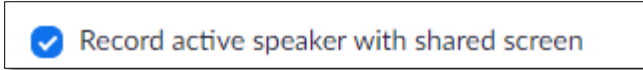


3. Under the **Cloud Recording** section, set the following:

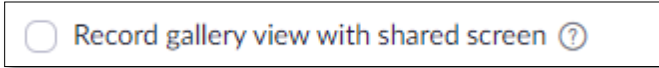
- 3.1. Enable “*Cloud recording*”.



3.2. Enable “*Record active speaker with shared screen*”.



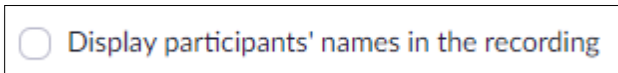
3.3. Disable “*Record gallery view with shared screen*”.



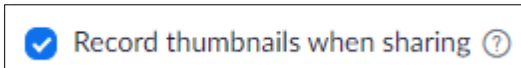
3.4. Disable “*Record active speaker, gallery view and shared screen separately*”.



3.5. Disable “*Display participants' names in the recording*”.

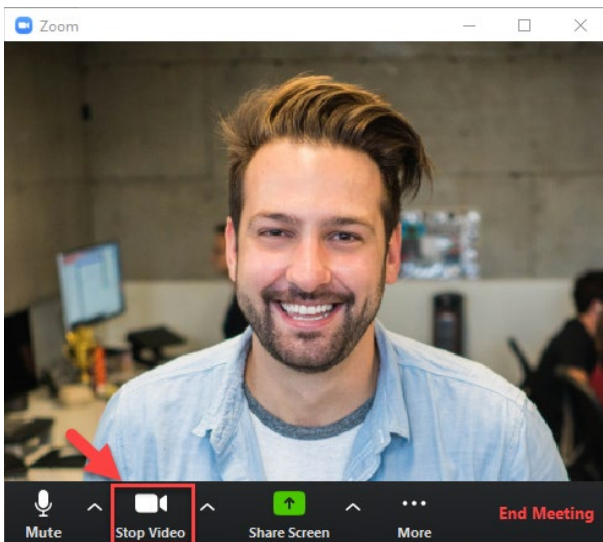


3.6. Enable “*Record thumbnails when sharing*”.

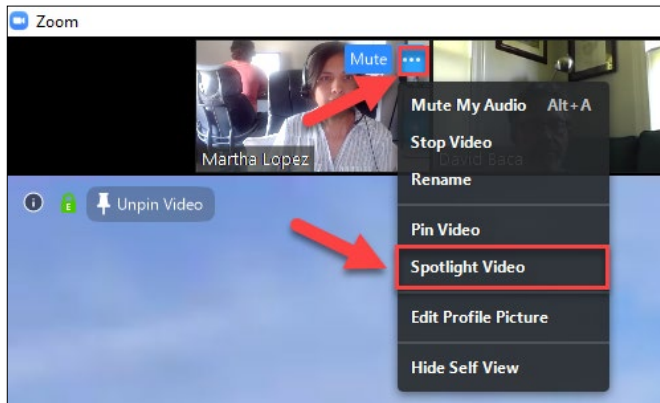


4. During your Zoom session, you will need to:

4.1. Turn ON your video.



4.2. On your video thumbnail, click on the three dots icon for more options and select **“Spotlight Video”** to disable active speaker view and only view a specific speaker. In this case, you (the host). Three (3) or more participants must be connected to the session for the “Spotlight Video” option to be viewable.



4.3. Click **“Record”** and select **“Record to the Cloud”** when you are ready to record the session.

