

# Zoom Recording Setting Recommendations for nanoHUB Content

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The nanoHUB platform offers many recorded lectures and seminar presentations. These recordings for the most part provide the user with a consistent set of presentation methods including an interactive HTML5 version, an HD or SD video download, and at times a YouTube version for streaming. The zoom platform and application has created new opportunities for recording these lectures and seminars with unprecedented ease for both the recording and the production of online presentation content for nanoHUB.

This document contains setting recommendations for zoom when recording presentations. Use of these settings will make the production effort much easier and will result in a higher quality end product.

Zoom has essentially two types of users, a basic user which only offers recording directly to the user's computer, and a pro-user which allows for recording to the cloud for later downloading. It is preferred that recordings be made to the cloud instead of downloading to one's computer. The cloud offers video in a variety of configurations which is what actually makes the production effort much easier. These are:

1. Video of active speaker.
2. Video of shared screen.
3. A composite video consisting of the active speaker and shared screen.
4. A gallery view showing all participants.

It is the first three of these that are of most use. The composite video will allow for the immediate use of the recording, say as a course lecture or seminar uploaded to YouTube. The separated versions are what is most useful for nanoHUB production, especially the HTML5 interactive version.

## Basic Zoom Users

If you are a basic zoom user there is little to be done regarding settings. You should login to the app (i.e., zoom.us) and select settings (see Figure 1). Once the settings menu has appeared, select recording (see Figure 2) and enable "*Record video during screen sharing*" and "*Place video next to the shared screen in the recording*", and deselect "*Add a timestamp to the recording*". This will allow the video of the screen and the video of the speaker to be separate elements during post-production work. The alternative without these settings is that the speaker video would overlap the shared screen.

## Pro Zoom Users

If you are a pro zoom user, that is you have a paid subscription with zoom, you are allowed to record to the cloud. Each pro user receives a basic allocation of 1 GB storage. Additional storage may be purchased.

To control cloud settings you will need to access the zoom.us website (<https://zoom.us>) and login. Once logged in navigate to Settings in the left menu and select Recording in the tab menu (see Figure 3). Then enable “*Cloud recording*” with the toggle. Then enable the following:

- *Record active speaker with shared screen,*
- *Record active speaker, gallery view and shared screen separately,*
- *Active speaker,*
- *Shared screen*
- *Gallery view* (optional)

After these settings have been made via the website, login to the app and make the same settings as the basic user above. Selecting the position of the video is optional since with the separated video we have what is needed for post-production. Make sure the timestamp is deselected.

**You are now ready to record!**

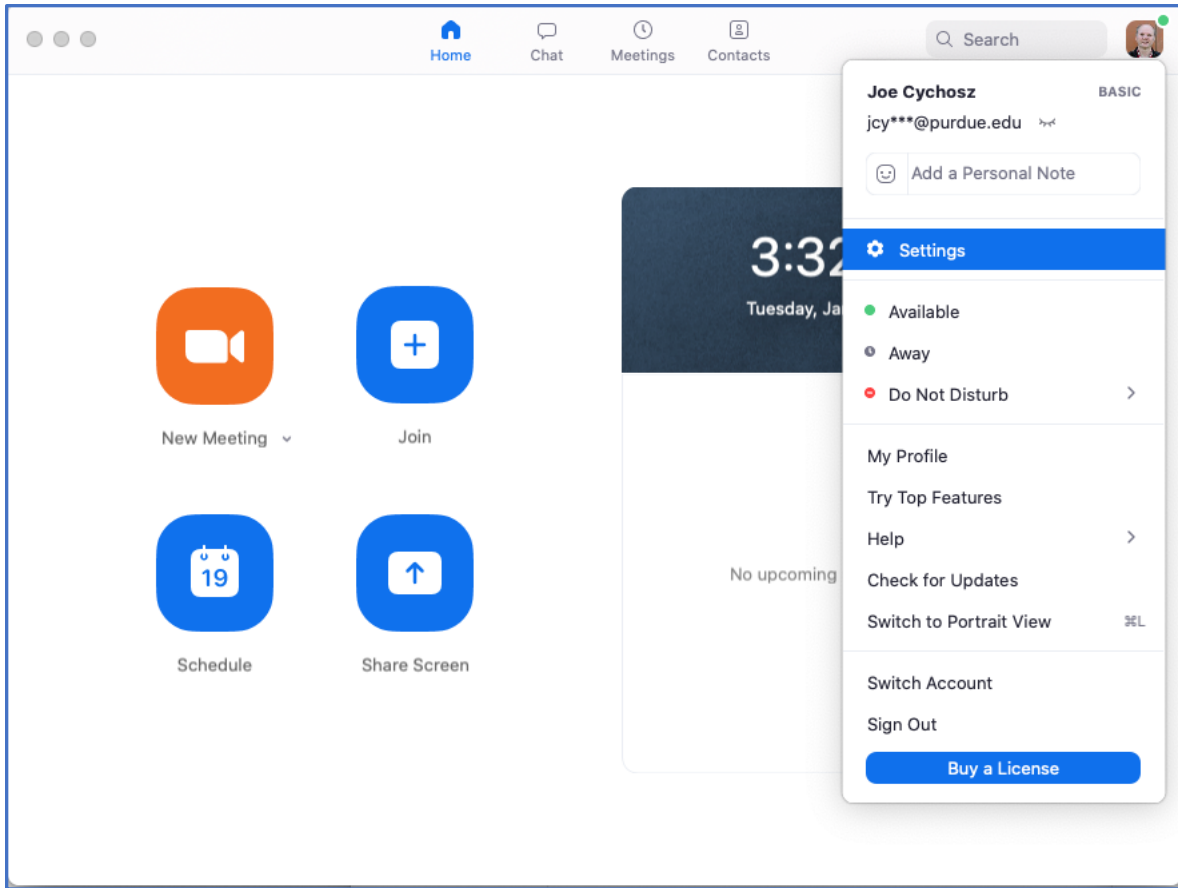


Figure 1 – Showing navigation to settings in the zoom.us app by selecting user icon in upper right corner.

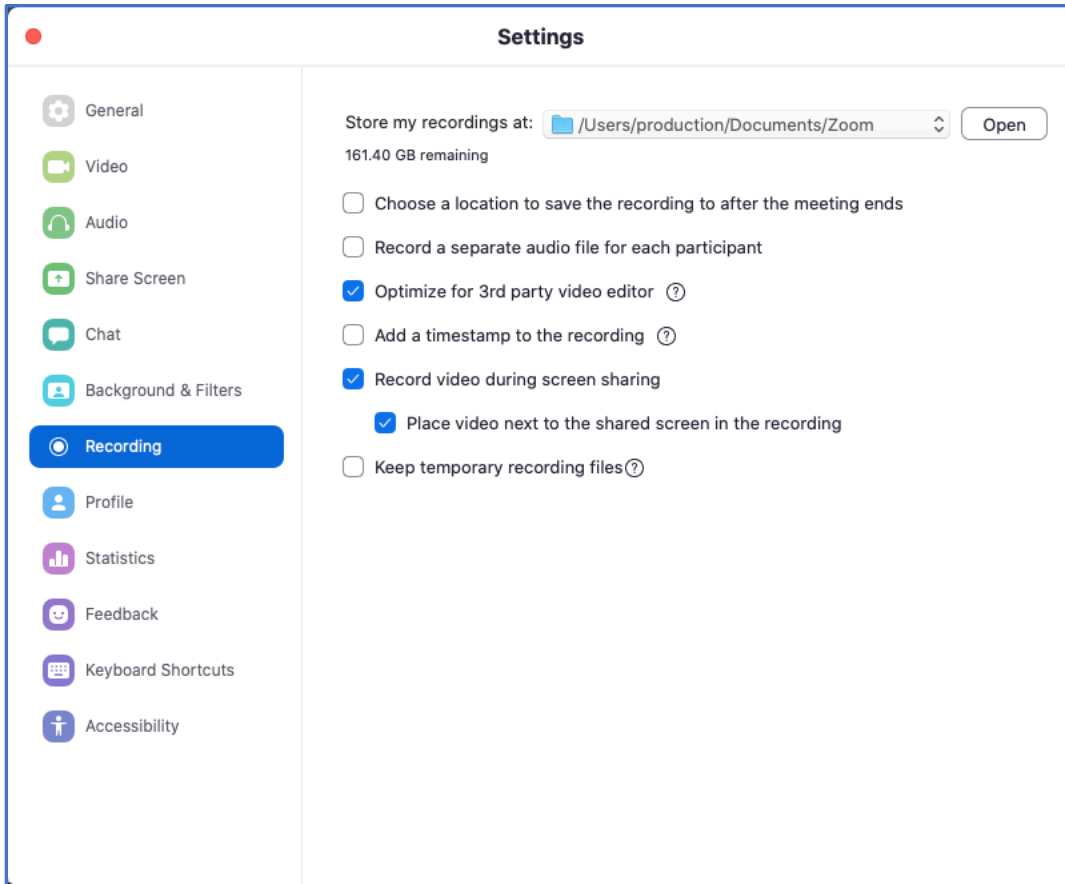


Figure 2 – Shows recording settings. Please select *“Record video during screen sharing”* and *“Place video next to the shared screen in the recording”* and deselect *“Add a timestamp to the recording”*.

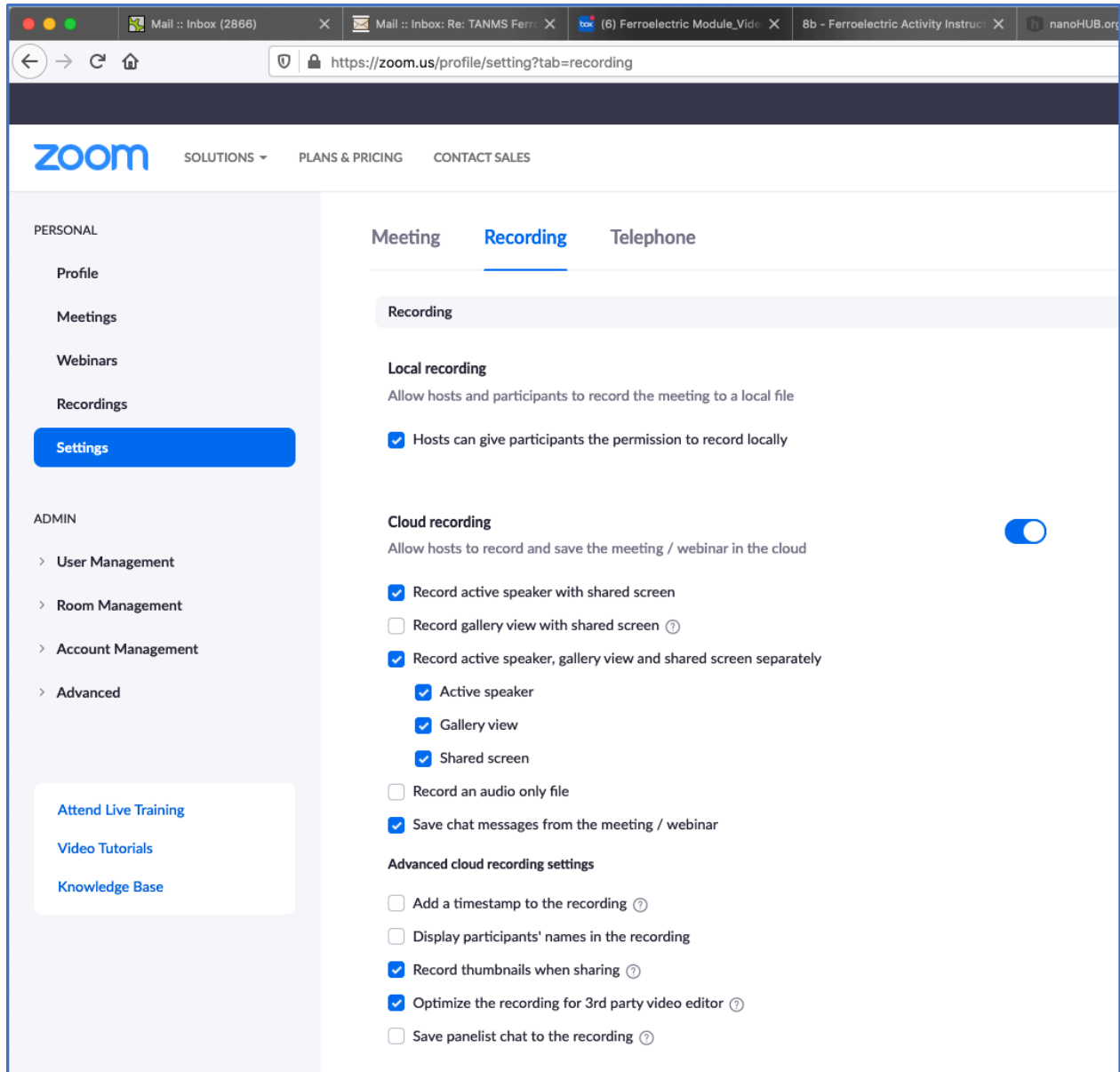


Figure 3 – Website settings (<https://zoom.us/profile/settings?tab=recording>). Enable Cloud recording and enable “Record active speaker with shared screen”, “Record active speaker, gallery view and shared screen separately”, “Active speaker”, “Shared screen”, and optionally “Gallery view”. Other enabled options shown in this figure are not mandatory and can be set to one’s preference.