Record a Lecture with Zoom

- Recording Lectures in Advance
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Recording Lectures in Advance

You can use Zoom to pre-record a lecture in advance for your students.

We recommend that you use the Cloud Recording option, as this will allow you to easily make these recordings available to your students in Canvas.

You can set meetings to automatically be recorded using the Meeting Settings.

To begin Cloud Recording while already in a meeting, click “Record” and then “Record to the Cloud”, as shown below. Please be aware that you must be either a host or co-host to begin cloud recording.

To stop or pause the recording, click “Pause/Stop Recording”. Ending the meeting will also stop recording.

You can read in more detail about Cloud Recording here.

Audio Transcription and Captions

Zoom Automatic Audio Transcription

For recordings saved to the cloud, Zoom can automatically create audio transcript that can make your recordings more accessible.

To use the automatic transcription feature follow these steps:

1. Visit utexas.zoom.us
2. Click “Sign in” and enter in your UT EID and password
3. In the left-hand sidebar, click “Settings”
4. Click the “Recording” tab
5. Scroll to the "Cloud Recording" section and, under the "Advanced cloud recording settings" section, check the box next to "Audio transcript" with this feature enabled, your cloud recordings will include an automatically-generated audio transcript that will be available shortly after the recording has been processed by Zoom.

Because this transcript is created using automated transcription, it may not accurately reflect the entirety of your recording, especially in moments of unclear or low quality audio or moments where multiple participants are speaking at once. You can edit the transcript to remedy any issues or errors.

Captioning and Transcription Services

The University of Texas Libraries provides a Captioning and Transcription Service that you can take advantage of to make your recordings more accessible.

Please note that this is a costed service.