



Growing a JGS: RECORDING A ZOOM

by Susan Weinberg, [Minnesota Jewish Genealogical Society](#) (2022)

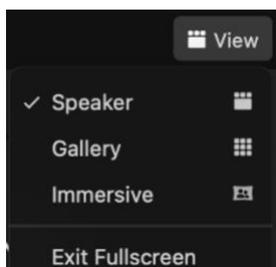
With the widespread use of Zoom, we also acquired the ability to easily record our meetings. In this article we will address how to get a usable recording.

Recordings as Member Benefit

With the ability to easily record presentations, my JGS decided to add a password-protected member page that included past videos, handouts and other resources. It was something that we could offer as part of our member proposition. Recordings are a benefit that supports both local members and those outside of the area. Local members can review a presentation at their leisure while non-local members can continue to participate even if a meeting is not virtual, as long as it is recorded.

A usable recording should have only the relevant information for the viewer and minimal distractions. You also want to be sensitive to attendee privacy. You are showcasing the presenter and his or her talk, not the audience. You will want to be conscious of what will be recorded on the screen of the person managing the recording.

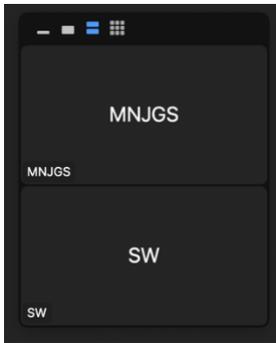
Getting a usable recording requires some pre-planning. Zoom allows easy recording, but the result can look sloppy. Whatever is on the screen of the person recording will show up in the recording itself. For this reason, it helps to have one person designated to record (the recorder) who will not be doing a lot of activity during the presentation. The recorder shouldn't shift to the gallery view as that will then be recorded. Mouse movements can show up in the recording also, so if the recorder accesses chat or the participant list, while it won't show those internal features in the recording, it may show the trail of the recorder's mouse.



View Options

Before you begin recording you will want to select speaker view. If you have the speaker answering questions after a talk, speaker view will show only the speaker, not the gallery of attendees with the speaker in one of many boxes. You will find the icon marked View at the upper right corner of your computer screen.

You will want to assure that attendees do not show up next to the slides. To remove them you will want to go to the four images that sit atop the listing of attendees that look like the image on the left.



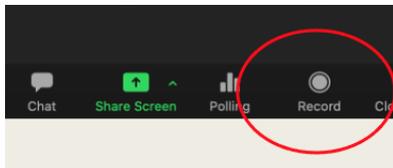
You have several options for recording
Slides only – click on the flat line which if you hover will say hide thumbnail video. Attendees will hear the speaker and when the PowerPoint is not up, they will see the speaker if you have it set to speaker mode.

Speaker and slides - click on the thicker line, next to the flat line – if you hover it will say show active speaker video. You will see the speaker next to the slides.

Gallery – If you click on the two double lines you will see the attendees. You do not want this option for recording so select either the 1st or 2nd option.

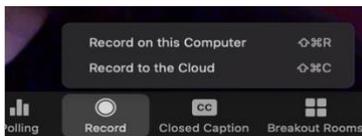
After a slide presentation, it's a good idea to have speakers full screen answering questions. This will happen if you have set view options to speaker view. Even if you are in speaker view, don't forget about sound. You will want to have attendees muted, including co-hosts who are not currently active, or they can pop into the frame if they make a noise. If you are concerned about the privacy of attendees, you may want to have them submit questions in the chat and have the speaker respond to them in that way rather than coming on-screen.

Recording

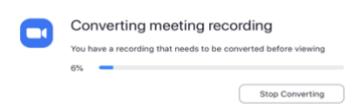


So, you've set it to speaker view and you've selected slides only or speaker and slides. Now you are ready to record. This part is simple. Press record. You don't have to do anything else. When the host closes the meeting, it will stop automatically and begin

processing.



Zoom allows you to save the recording on either your computer or in the cloud and will ask you for your preference.



After the meeting ends, you will need to wait for the recording to process. It will then tell you where it is saving the video, although you can change it to another file if you prefer. The default for

where it is saved is the Zoom folder created on the recorder's computer.

You may choose to edit the video prior to posting. When you are satisfied with your recording, you can upload the recording to YouTube and embed the link in the society website. For information on editing and uploading the video go to [Growing Your JGS: Editing Your Video](#).