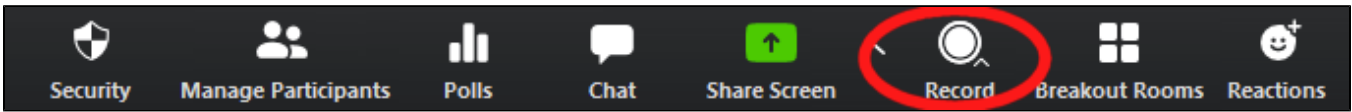


Recording a Zoom Session

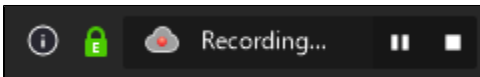
When you have begun a Zoom session, move your cursor to show the buttons at the bottom of the screen and click the "Record" button:



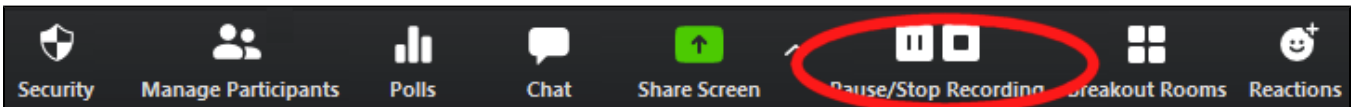
At this point, any students present in the session will see a pop-up message advising them that recording has started. Any students joining after this point will be advised that the session is being recorded. They will also see this icon on the top left of their screen:



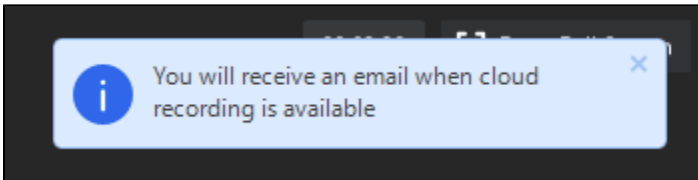
As the host of the meeting you will see this in this place which indicates that the recording is being saved to the cloud. You also have two small icons to pause or stop the recording.



Larger buttons to pause or stop the recording are also on the bottom bar:



When you want to stop the recording, you will receive the following message:



After some time, you will receive email directing you to your Zoom session recording.