

Recording & Polling in *Zoom* Meetings

Learning and Teaching Support
Team Faculty of Forestry, UBC



zoom



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry



Overview

- **Recording Meetings with *Zoom***
 - Cloud Recordings
 - Local Recordings
 - Accessing Recorded Files
 - Sharing Recorded Files

- **Polling in *Zoom* Meetings**
 - Creating a poll
 - Launching a poll
 - Downloading the results of a poll

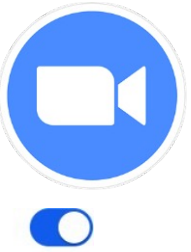


Enabling Cloud Recordings in Zoom

- The option should be automatically turned on in your Zoom web portal
- To confirm the option for cloud recordings, please go to: <https://ubc.zoom.us/>
 - Log in with your ubc.ca email
 - Go to **Settings** and choose the **Recording** tab
 - Check that the **Cloud recording** option is on

The screenshot shows the Zoom web portal interface. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and SCHEDULE A MEETING. On the left, a sidebar menu lists Profile, Meetings, Webinars, Recordings, Settings (highlighted with a red circle '1'), Account Profile, and Reports. The main content area has three tabs: Meeting, Recording (highlighted with a red circle '2'), and Telephone. Under the Recording tab, there are two settings: 'Local recording' (disabled, with a toggle switch) and 'Cloud recording' (enabled, with a toggle switch and a red circle '3'). The description for 'Cloud recording' is 'Allow hosts to record and save the meeting / webinar in the cloud'.

Cloud Recording Settings before a Zoom Meeting



- Configure the settings as the picture shows
 - Make sure you click **Save** in the end

Cloud recording

Allow hosts to record the following to the cloud

- Zoom Meeting
- Zoom Webinar

4 **Cloud recording setting**

- Record active speaker with shared screen
- Record gallery view with shared screen [?](#)
- Record active speaker, gallery view and shared screen separately
- Record audio-only files
- Record the Interpretation
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

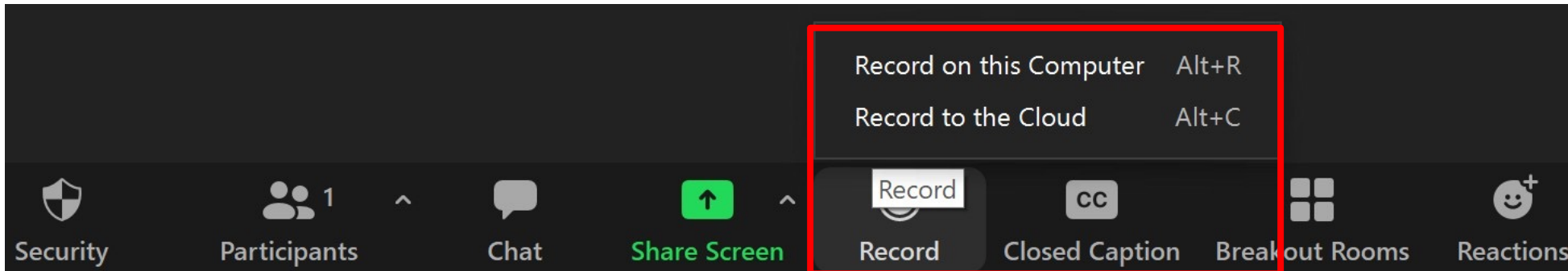
- Add a timestamp to the recording [?](#)
- Display participants' names in the recording
- Record thumbnails when sharing [?](#)
- Optimize the recording for 3rd party video editor [?](#)
- Create audio transcript [?](#)
- Save panelist chat to the recording [?](#)
- Save poll results shared during the meeting/webinar [?](#)
- Save closed caption as a VTT file [?](#)
- Participants can request host to start cloud recording

5 **Save** Cancel



Cloud Recordings during a Zoom Meeting

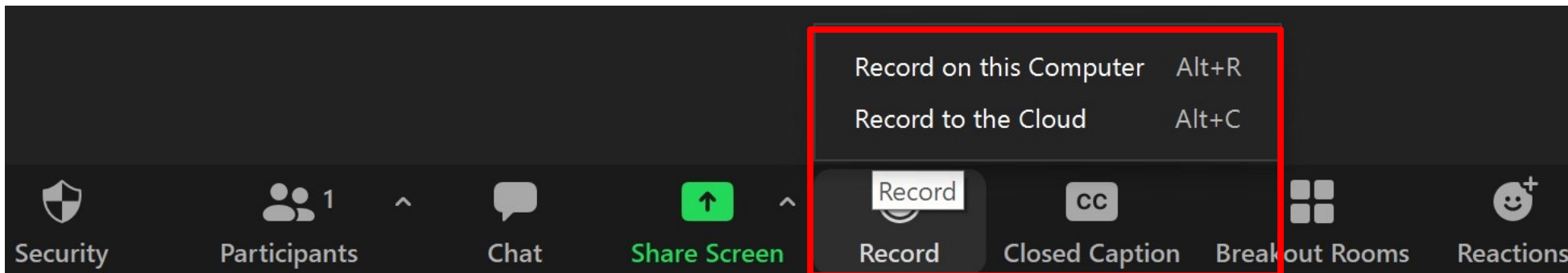
- When your Zoom meeting starts, click **Record** at the bottom panel
 - Please note that you have to be a host or co-host to record the meeting
- Choose **Record to the Cloud**
- The **Record to the Cloud** option will upload your recorded files to **Cloud Recordings** in the Zoom web portal automatically after the meeting ends
 - You will be notified by your ubc.ca email when the recorded file is uploaded to the web portal





Local Recordings during a *Zoom* Meeting

- If you use “**Record on this computer**”, then the file will be automatically saved on your computer in the zoom folder
- It is **not** possible to upload a local recorded file to the Zoom cloud
- You may only share the local recorded file through a third-party cloud storage
- More information about sharing a local recording can be found here: <https://support.zoom.us/hc/en-us/articles/202291078-Sharing-a-Local-Recording>



Accessing the Recordings of a Zoom Meeting



- When the recording is finished, click **Stop** and then click **Yes** to confirm the meeting recording
 - You can access your recordings through the **Zoom web portal** or your **Canvas Course Site** or your **Zoom desktop application**

The screenshot shows the Zoom web portal interface for managing recordings. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. A tooltip points to the 'Local Recordings' tab, stating: 'The Local Recordings tab lists the recording files that were recorded on your computer.' Below the tabs, there is a 'From' date selector (mm/dd/yy), a status dropdown menu set to 'All Status', a search bar with a 'Search by ID' dropdown, a search button, and an 'Export' button. At the bottom, there are 'Delete Selected' and 'Delete All' buttons. A table header is visible with columns: Topic, ID, Start Time, and File Size. At the very bottom, a message reads: 'You do not have any recordings on or before 09/21/2020.'

Sharing the Cloud Recordings of a Zoom Meeting



- To allow your students to view the recorded meeting, you need to click **Publish** under the **Cloud Recordings** tab in the Canvas course site
- Students can click the Zoom integration in Canvas to view the recording

The screenshot shows the 'Cloud Recordings' tab in the Canvas interface. At the top, there are navigation tabs: 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (which is selected). Below the tabs are search filters: 'From' (Select date), 'To' (09/08/2020), 'Search By' (ID), a search input field, a 'Search' button, and an 'Export' button. There is also a checkbox for 'Show my course recordings only' and a 'Delete All' button.

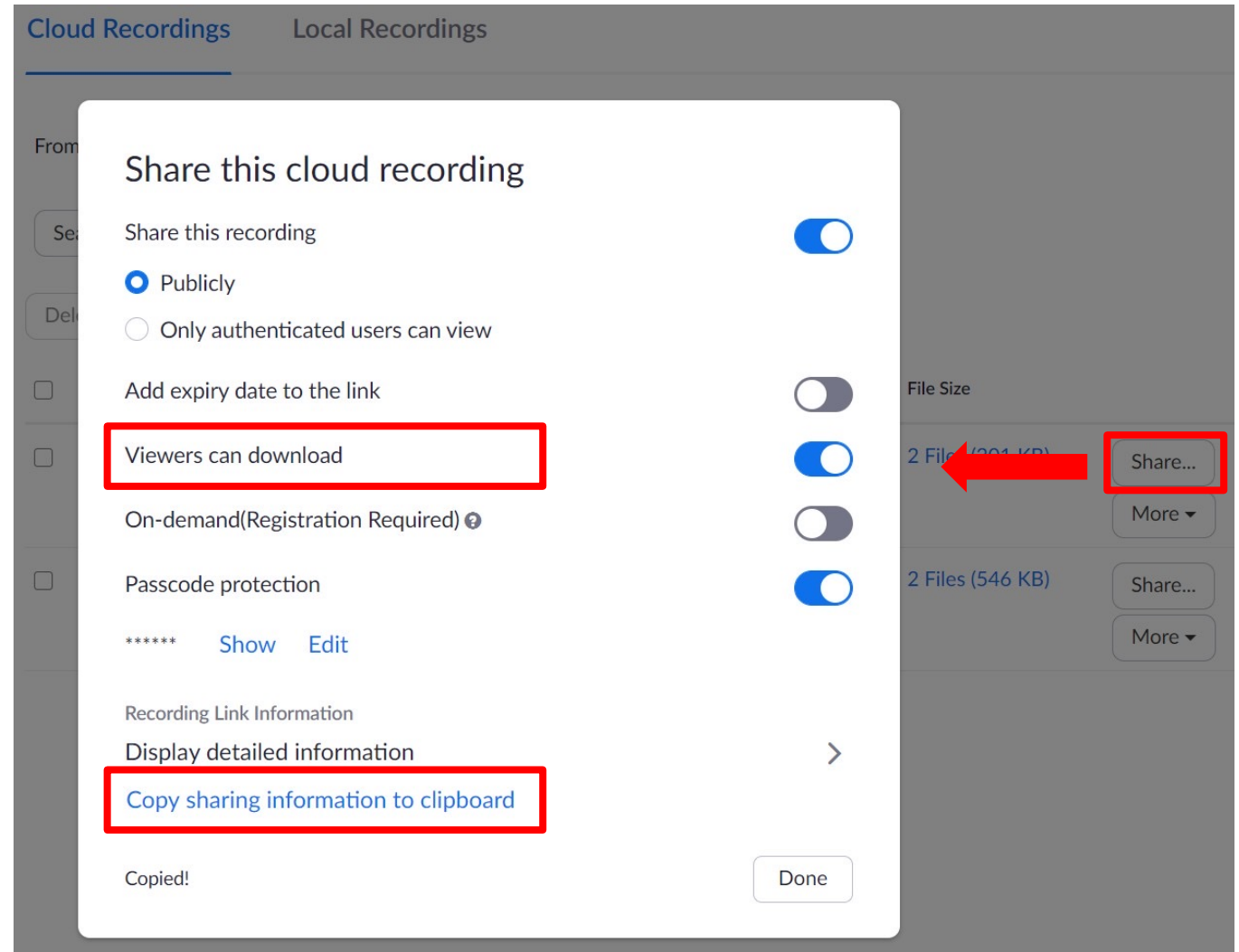
<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish	
<input type="checkbox"/>			Sep 8,2020 17:2	1 Files (50 KB)	<input type="checkbox"/>	Delete
<input type="checkbox"/>			Sep 8,2020 17:2 2	1 Files (50 KB)	<input type="checkbox"/>	Delete
<input type="checkbox"/>			Sep 7,2020 15:2 3	2 Files (1 MB)	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>			Sep 7,2020 14:5 5	2 Files (1 MB)	<input checked="" type="checkbox"/>	Delete

A red box highlights the 'Publish' column header. A tooltip points to the toggle switch for the second recording, containing the text: 'Students can see the recording after publishing.' A red arrow points from the tooltip to the toggle switch.

Sharing the Cloud Recordings of a Zoom Meeting



- The **meeting host** can also share the cloud recording via the Zoom web portal:
 - Go to the **Cloud Recordings** tab
 - Click **Share** to view the settings
 - Enable **Viewers can download** to allow students download the file
 - Copy and paste the meeting sharing link to the course website





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Enabling Polling for a Zoom Meeting



- To check the option for Polling, please go to UBC's Zoom web portal: <https://ubc.zoom.us/>

- Log in with your ubc.ca email
- Go to **Settings** and choose the **Meeting** tab
- Make sure that the **Meeting Polls/Quizzes** option is on
- Making the polling answers **anonymous** is optional

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

Profile Meeting Recording Telephone

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

Meeting Polls/Quizzes

Allow host to add polls before or during a meeting

Allow images uploaded in polls/quizzes to be displayed

Allow alternative host to add or edit polls and quizzes

Require answers to be anonymous

Allow host to create breakout rooms from poll results



Creating a Poll in Zoom

- Go to your **Upcoming Meetings** in the web portal
- Click on the **Meeting name** to add a poll

Meetings

Recently Deleted

Get Training

Upcoming

Previous

Personal Room

Meeting Templates



Start Time to End Time

Schedule a Meeting



Today

07:00 PM - 08:00 PM

My Meeting

Meeting ID

Start

Edit

Delete

Creating a Poll in Zoom



- At the top of the page, locate and select the **Polls/Quizzes** option
- To begin creating the Zoom poll questions, select the **+ Create** option.

[My Meetings](#) > Manage "My Meeting"

Details

Polls/Quizzes

! You can use all items from [Surveys](#) for this meeting.

+ Create

No polls/quizzes created

🔍 Search poll/quiz

Creating a Poll in Zoom

- Rename the set of polls by selecting **Untitled poll**.
- Similarly, click **Untitled question** to edit the name of the poll question.

The screenshot shows the Zoom poll creation interface. At the top right, there is a blue circular icon with a white video camera. Below it, the word "Create" is displayed. To the right of "Create" are several controls: "Make it a quiz" with a toggle switch, a settings gear icon, an eye icon, a blue "Save" button, and a three-dot menu icon. The main area contains a poll titled "Untitled poll 1", which is highlighted with a red rectangular box. Below the title is a question field containing "Untitled question", also highlighted with a red rectangular box. To the right of the question field is a dropdown menu set to "Single choice". Below the question field are two choice options: "Choice 1" and "Choice 2", each with a radio button. Below these is a dashed box with "+ Add choice". At the bottom of the poll creation area are three toggle options: "Required" (checked), "Show as dropdown" (unchecked), and "Create breakout rooms" (unchecked). To the right of these toggles is a small icon and a three-dot menu. At the bottom center of the interface is a blue "+ Add question" button.

Creating a Poll in Zoom

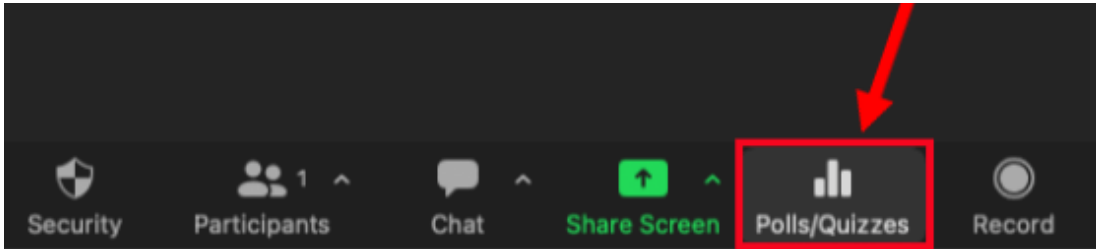
- Types of polling questions:
 - **Single choice** = can only select one answer for one question
 - **Multiple choice** = can select a few answers for one question
- You can add another question for this poll by clicking **+ Add question**
- Don't forget to **Save** the poll at the top-right corner after adding all questions

Zoom poll creation interface showing the 'Create' screen. The poll is titled 'Untitled poll 1'. The question field is 'Untitled question' and the poll type is 'Single choice'. There are two choice fields: 'Choice 1' and 'Choice 2'. A '+ Add choice' button is visible. At the bottom, there are three toggle switches: 'Required' (checked), 'Show as dropdown' (checked), and 'Create breakout rooms' (unchecked). A '+ Add question' button is visible at the bottom center. The 'Save' button at the top right is highlighted with a red box.

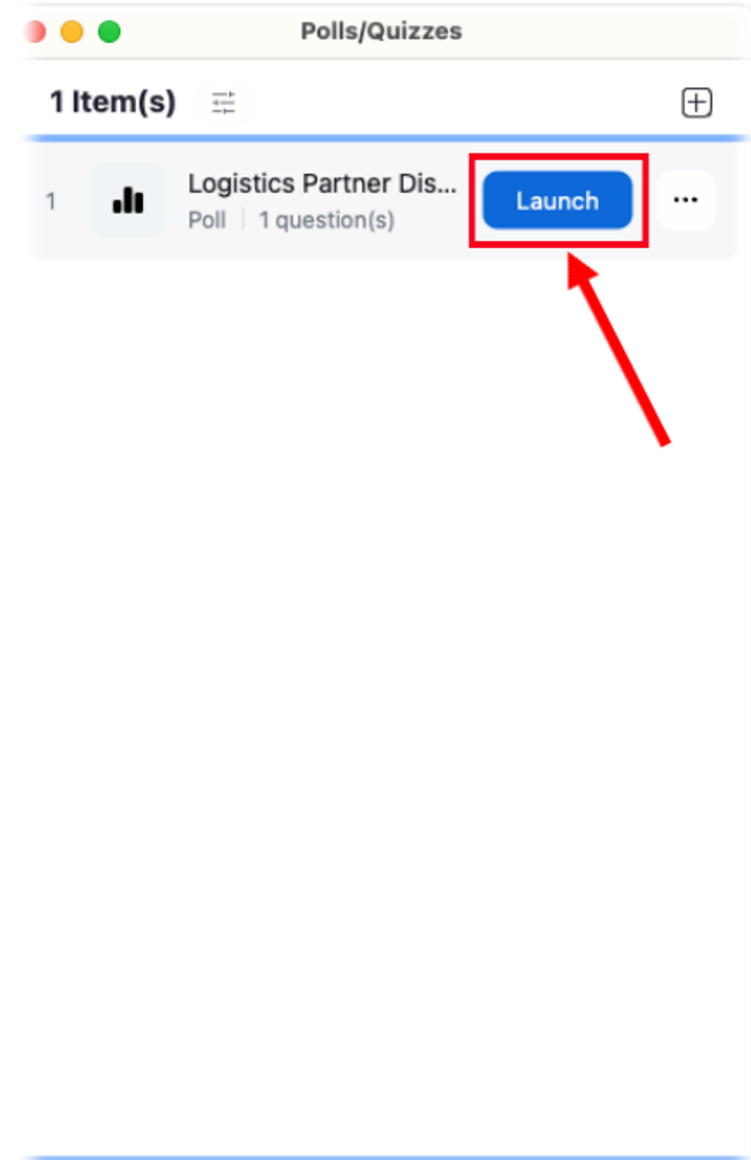
Launching a Poll during a Zoom Meeting



- During the meeting, the host can click **Polls/Quizzes** at the bottom panel to launch the poll



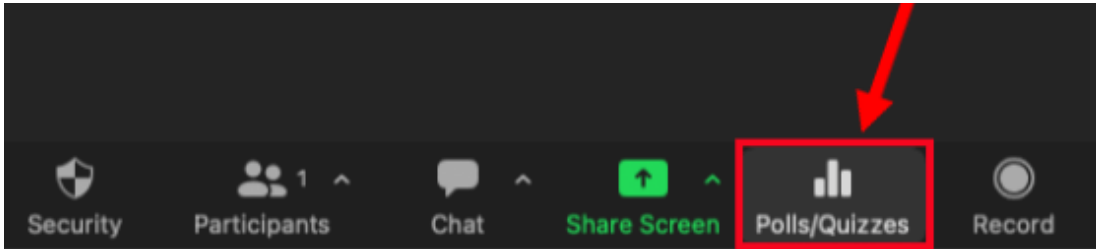
- After the Polls window pops up, you can click **Launching** to start the poll
- You can see the polling results in real time



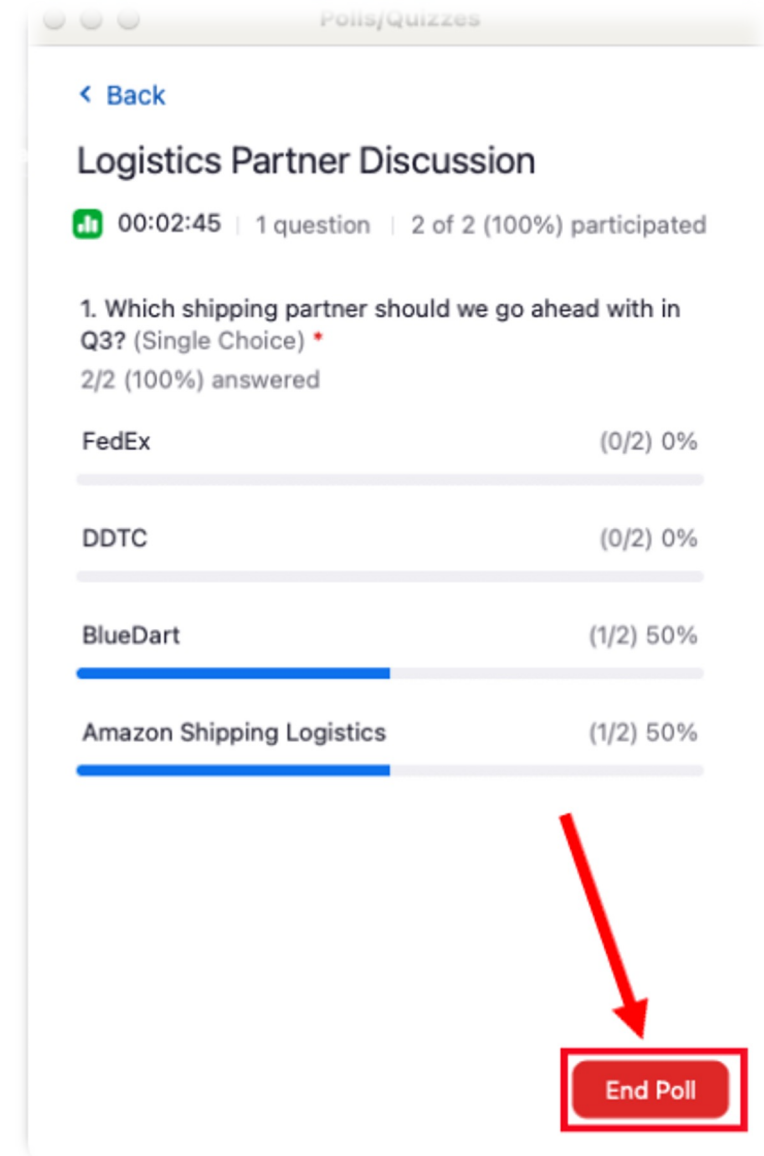


Launching a Poll during a Zoom Meeting

- During the meeting, the host can click **Polls/Quizzes** at the bottom panel to launch the poll



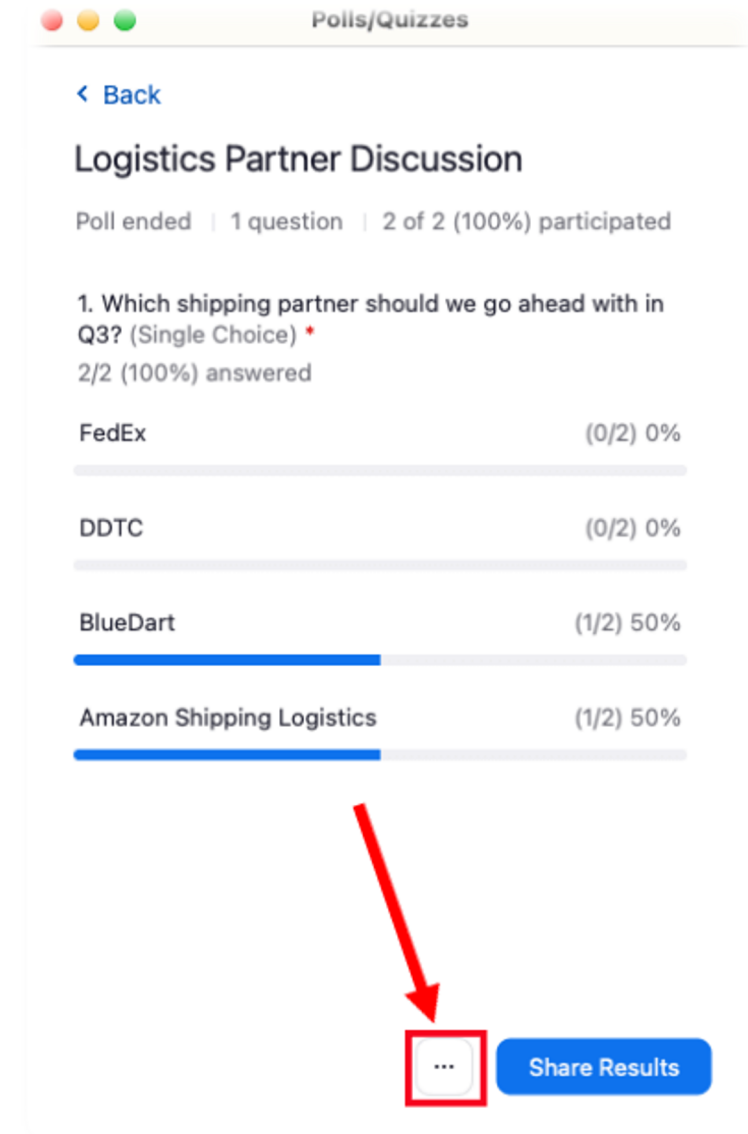
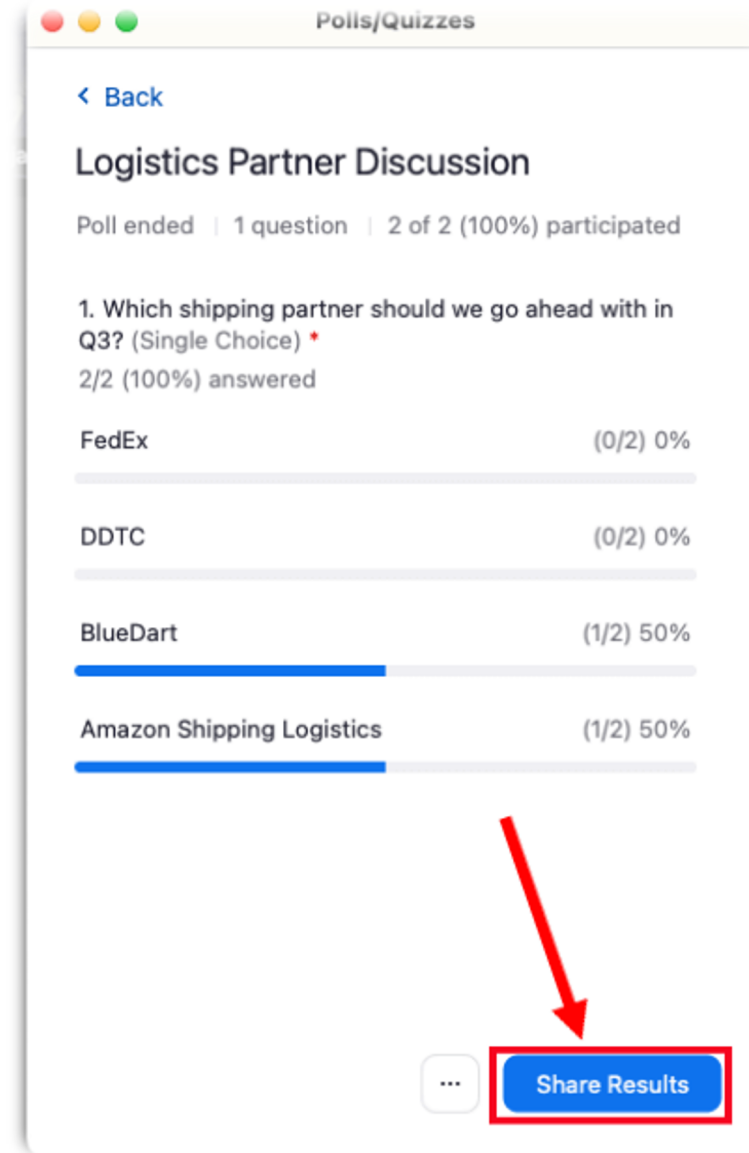
- After the Polls window pops up, you can click **Launching** to start the poll
- You can see the polling results in real time
- Once everyone has voted, you can click **End Poll**



Launching a Poll during a Zoom Meeting



- After the poll ends, you can choose to **Share Results**
- Click ... to access options, including Relaunch Poll, Download Results, and View Results from Browser.





Downloading the results of a Poll

- To view the results of a poll, you need to log in your Zoom web portal
- Go to **Reports**, and then click **Meeting**
 - Select **Poll Report**
 - Click **Generate** and you should now be able to see the option of downloading the poll report

The screenshot shows the Zoom web portal interface. On the left, the 'Reports' menu item is highlighted with a red box. The main content area shows the 'Meeting Report' section with a dropdown menu set to 'Poll Report', also highlighted with a red box. Below this is a search bar and a table of meeting reports. The table has columns for Scheduled Time, Host Email, Host Name, Start Time, Topic, Meeting ID, and Attendees. The first row has a 'Generate' button highlighted with a red arrow.

<input type="checkbox"/>	Scheduled Time	Host Email	Host Name	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>	04/07/2020 06:17:01 AM			04/07/2020 06:17:12 AM	SCU VideoDistribution's Personal Meeting R...	408-554-5007	2	Generate
<input type="checkbox"/>				04/07/2020 06:14:26 AM	SCU VideoDistribution's Personal Meeting R...	408-554-5007	2	Generate
<input type="checkbox"/>				04/07/2020 06:09:12 AM	SCU VideoDistribution's Personal Meeting R...	408-554-5007	3	Generate



Helpful Links

- Cloud recording in *Zoom*:
 - <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>
- Manage cloud recordings in *Zoom*:
 - <https://support.zoom.us/hc/en-us/articles/205347605-Managing-cloud-recordings>
- Local recording in *Zoom*:
 - <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>
- Polling for *Zoom* Meetings:
 - <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
- Generating Reports for *Zoom* Meetings and Polling:
 - <https://support.zoom.us/hc/en-us/articles/216378603>

