

Recording & Polling in *Zoom* Meetings

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Faculty of Forestry, UBC



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 contains 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' with a toggle switch turned off, and 'Cloud recording' with a toggle switch turned on (highlighted with a red circle '3').

Cloud Recording Settings before a Zoom Meeting



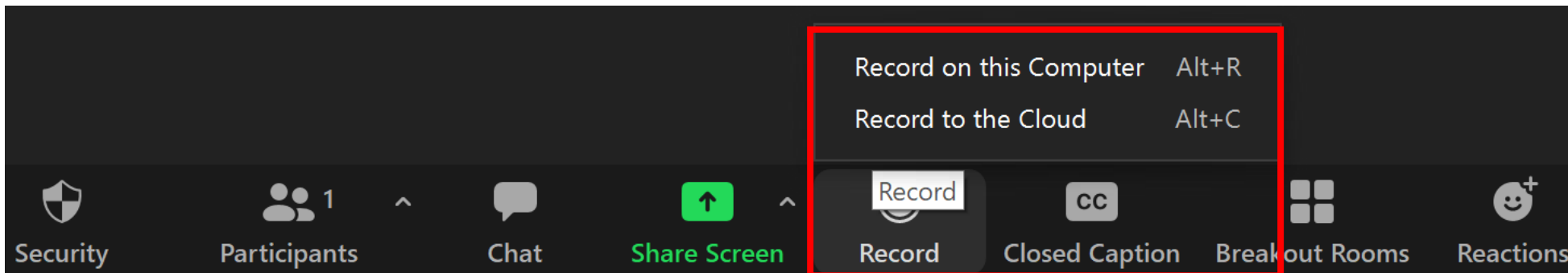
- In your Zoom web portal, go to **Recordings**
 - Choose **Cloud Recordings**
 - Then, click **Settings**
- Configure the settings as the picture shows
 - Make sure you click **Save** in the end

The screenshot shows the Zoom web portal interface for Cloud Recordings settings. At the top, there are two tabs: "Cloud Recordings" (highlighted with a red box and a red circle with the number 1) and "Local Recordings". On the far right, there is a "Settings" button (also highlighted with a red box). The main content area is divided into a left sidebar and a right main panel. The sidebar contains a "Settings" header (with a red circle 1), "Account Profile", "Reports", and a white box with links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". The main panel has a "Cloud recording" section with a toggle switch (with a red circle 2) that is turned on. Below this are several checkboxes: "Record active speaker with shared screen" (unchecked), "Record gallery view with shared screen" (checked, with a red circle 3), "Record active speaker, gallery view and shared screen separately" (unchecked), "Record an audio only file" (unchecked), and "Save chat messages from the meeting / webinar" (checked). The "Advanced cloud recording settings" section includes: "Add a timestamp to the recording" (unchecked), "Display participants' names in the recording" (unchecked), "Record thumbnails when sharing" (unchecked), "Optimize the recording for 3rd party video editor" (checked), "Audio transcript" (unchecked), and "Save panelist chat to the recording" (unchecked). At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red box and a red circle with the number 4.



Cloud Recordings during a *Zoom* Meeting

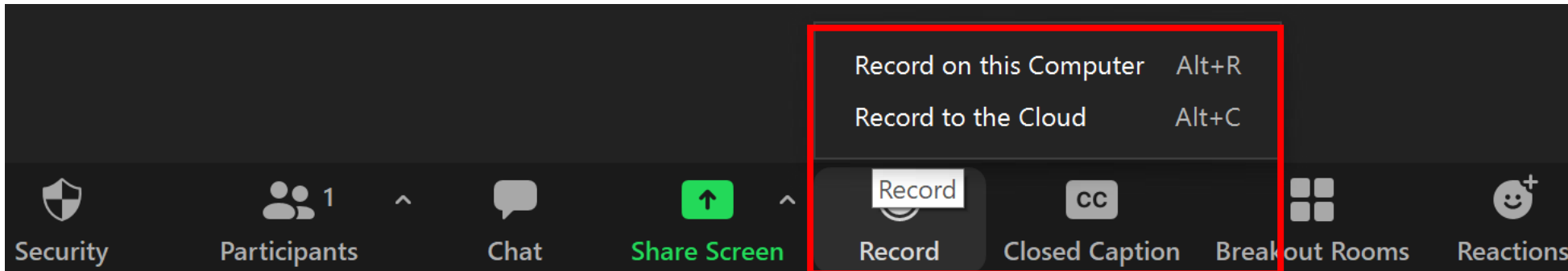
- When your Zoom meeting starts, click **Record** at the bottom panel
 - Please note that you have to be a host or co-host to record the meeting
- Choose **Record to the Cloud**
- The **Record to the Cloud** option will upload your recorded files to **Cloud Recordings** in the Zoom web portal automatically 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**

- Profile
- Meetings
- Webinars
- Recordings**
- Settings
- Account Profile
- Reports

Cloud Recordings Local Recordings

From

<input type="checkbox"/>	Topic	ID	Start Time	File Size
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The Local Recordings tab lists the recording files that were recorded on your computer.

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 highlighted). Below the tabs are search filters: 'From' (Select date), 'To' (09/08/2020), 'Search By' (ID), and a 'Search' button. There is also an 'Export' button and a checkbox for 'Show my course recordings only'. A 'Delete All' button is also present.

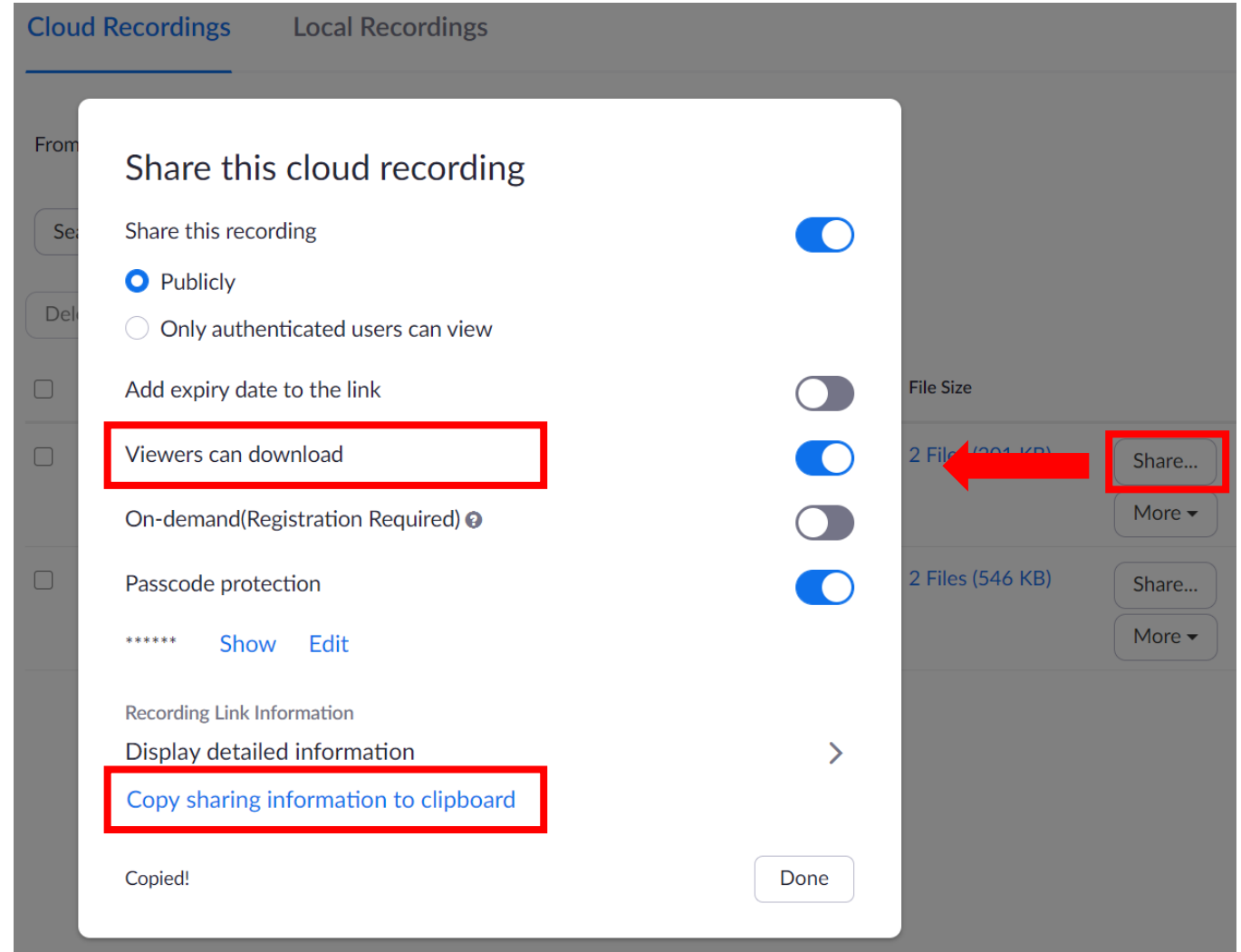
<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish	
<input type="checkbox"/>			Sep 8,2020 17:2	1 Files (50 KB)	<input type="checkbox"/>	Delete
<input type="checkbox"/>			Sep 8,2020 17:2 2	1 Files (50 KB)	<input type="checkbox"/>	Delete
<input type="checkbox"/>			Sep 7,2020 15:2 3	2 Files (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 tooltip is visible over the 'Publish' column of the second row, stating: 'Students can see the recording after publishing.' A red box highlights the 'Publish' toggle for the second row, and a red arrow points to it.

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 **Polling** option is on

The screenshot shows the Zoom web portal interface. At the top, there are navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', and 'JOIN A MEETING'. The 'Meeting' tab is selected in the top navigation bar. In the left sidebar, 'Settings' is highlighted. The 'Polling' option is visible at the bottom of the page, with a red box around it. A red arrow points down from the text 'Scroll down to find Polling' to the 'Polling' option.



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*

- You should be able to add a poll under **My Meetings** now
- Click **Add** to create a polling question

Meeting Options

- × Enable join before host
- ✓ Mute participants upon entry 
- × Only authenticated users can join
- × Automatically record meeting

[Delete this Meeting](#)

[Edit this Meeting](#)

[Start this Meeting](#)

You have not created any poll yet.

[Add](#)

Creating a Poll in Zoom

- You can enter a **title** for the poll
- Making the polling information **anonymous** in the meeting and reports is also optional
- 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 a Question**
- Don't forget to **Save** the poll in the end

Add a Poll

Enter a title for this poll.

Anonymous? ?

1.

Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save Cancel



Creating a Poll in Zoom



- You can also add polling questions using a CSV file to your meetings in the Canvas course site
- Go to **Upcoming Meetings** and click the **Meeting name** to manage the settings
- Click **Download a CSV Template** for polling questions
- **Import the CSV file** back to the meeting after finishing creating the polling questions in the CSV

A screenshot of the Zoom web interface. At the top left is the Zoom logo. Below it, a breadcrumb trail reads "Course Meetings > Manage 'Zoom Lecture'". A table shows a meeting with the topic "Zoom Lecture". Below the table are three buttons: "Delete this Meeting", "Edit this Meeting", and "Start this Meeting". A section titled "Poll" contains the text "You can import polls to this meeting through importing CSV files. You have not created any poll yet." Two buttons are highlighted with red boxes: "Download a CSV Template" and "Import CSV".

zoom

Course Meetings > Manage "Zoom Lecture "

Topic	Zoom Lecture
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Delete this Meeting Edit this Meeting Start this Meeting

Poll

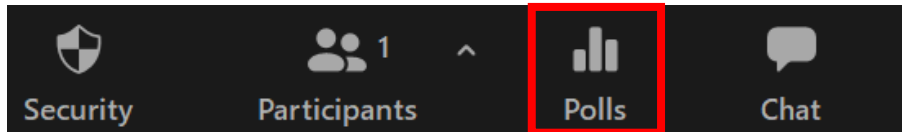
You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

You have not created any poll yet. [Import CSV](#)

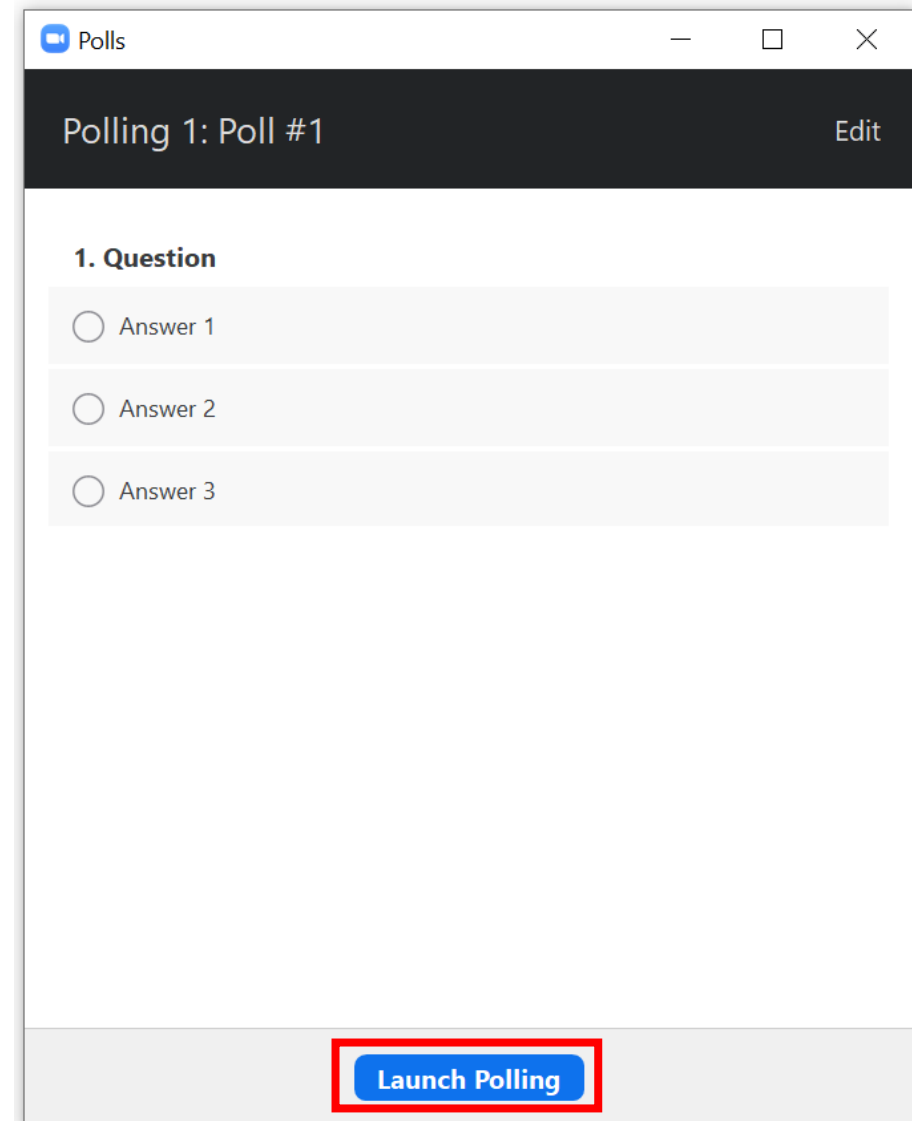


Launching a Poll during a Zoom Meeting

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



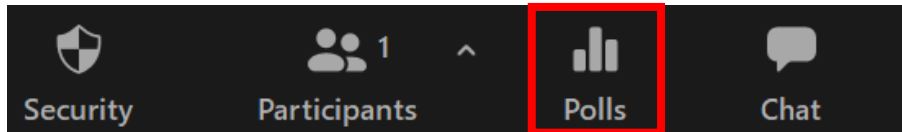
- After the Polls window pops up, you can click **Launching Poll** to start the poll
- You can see the polling results in real time



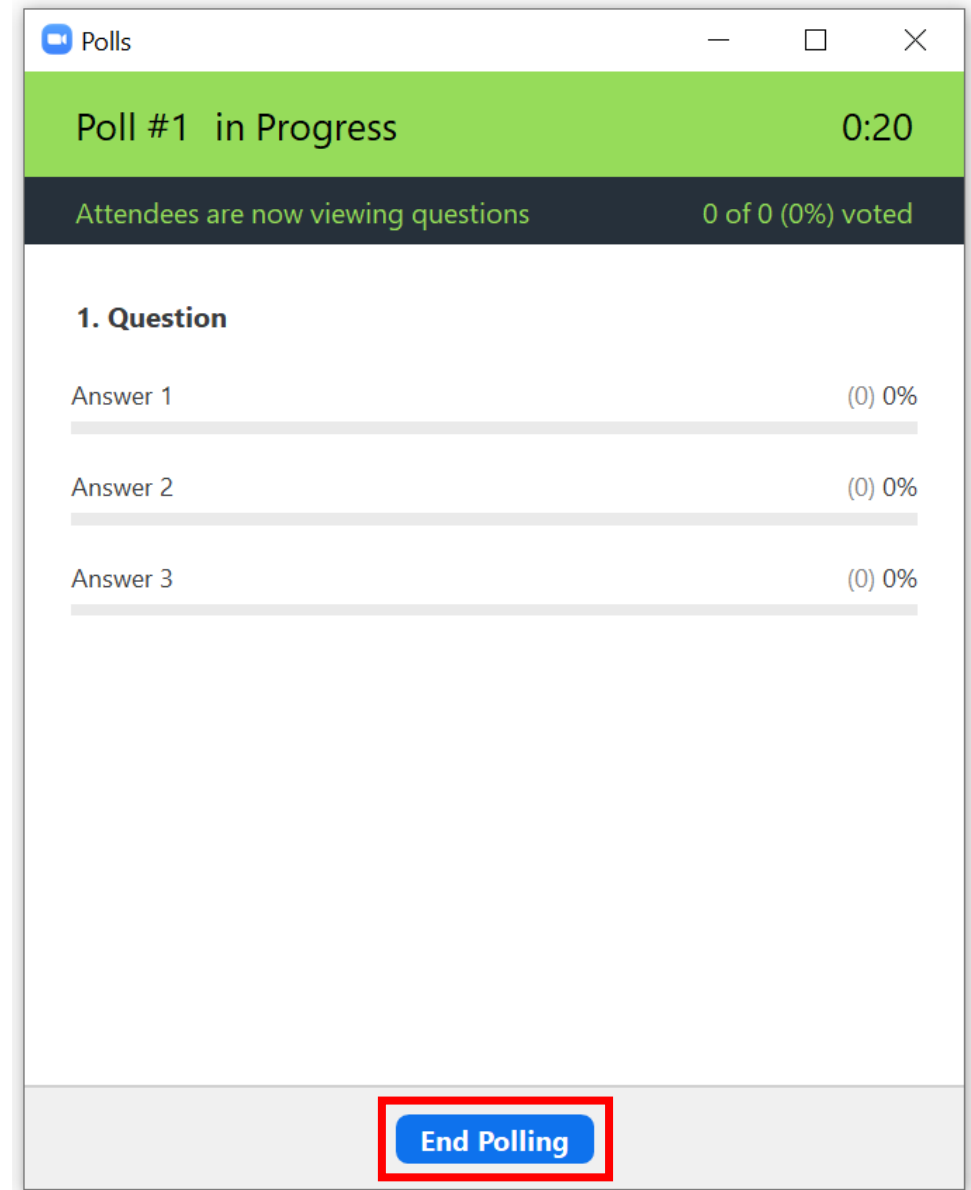
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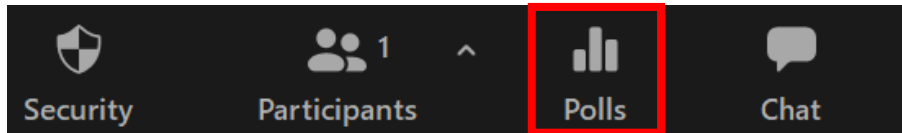
- After the Polls window pops up, you can click **Launching Poll** to start the poll
- You can see the polling results in real time
- Once everyone has voted, you can click **End Polling**



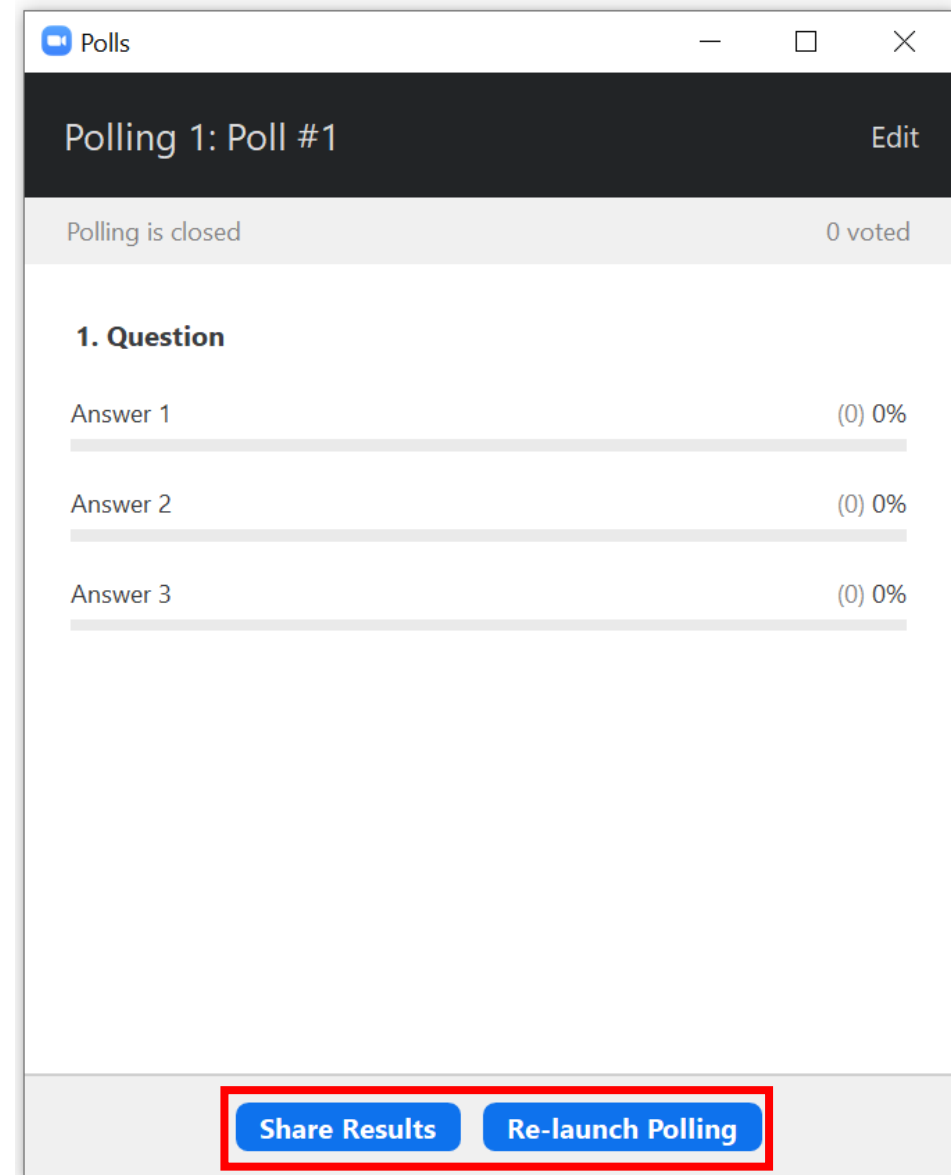


Launching a Poll during a Zoom Meeting

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



- After the Polls window pops up, you can click **Launching Poll** to start the poll
- You can see the polling results in real time
- Once everyone has voted, you can click **End Polling**
- After the poll ends, you can choose to **Share Results** or **Re-launch Polling**





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 is a navigation sidebar with 'Reports' highlighted in a red box. The main content area shows the breadcrumb 'Reports > Usage Reports > Meeting' and a 'Document' link. Under 'Meeting Report' (highlighted in a red box), the 'Report Type' is set to 'Poll Report' (highlighted in a red box). The search criteria are 'From: 09/27/2020' and 'To: 09/28/2020'. Below this, there is a 'Generate' button. At the bottom, a table lists a meeting with a checked checkbox and a 'Generate' button (highlighted in a red box) in the right column.

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Report Type Registration Report **Poll Report**

Search by time range ▾ From: 09/27/2020 To: 09/28/2020 **Search**

Maximum report duration: 1 Month

The report displays poll information for meeting that ended at least 5 minutes ago.

Selected 1 item(s). **Generate**

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID
<input checked="" type="checkbox"/>	09/28/2020 07:00:00 PM	My Meeting	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>

