

# Pro Tips for Recording with Zoom

**ProTip #1:** If you want to record something that you can use later wherever you want, record it outside of class.

Because of FERPA regulations and the sharing of Personally Identifiable Information, if you plan to use a recording in more than one course, you should record that outside of class. You can still use Zoom and use the screen sharing and annotation functions. The video below covers the different Zoom recording settings you can use and when you might want to use each.

**Pro Tip #2:** If you want to record a class session, you can only share it with that particular class.

If you do record a class session, you must only share that recording with that particular class. The students that are in that course have signed up to participate with those other students, so you can safely use that class recording with the class.

**Pro Tip #3:** If you want to keep a Zoom recording, make sure you save it to either YouTube or Vimeo

Zoom has a limited length of time it will keep recordings on the cloud. To make sure you can access your videos for a longer period of time, you should download your Zoom cloud recordings. You can then either:

1. Keep your zoom cloud recording locally to your desktop or an external device.
2. Have your Zoom recording uploaded to Vimeo by our CCIT Media team.

Submit your zoom cloud recording link to: <https://support.dtcc.edu/support/support.php> and select the Video and Multimedia Production option when submitting your ticket.

Once the media team has received the ticket information, they will upload your zoom recording to Vimeo and provide you the link to use/share to others. These Vimeo recordings will be closed captioned as well.

**NOTE:** If you **DO NOT** opt for either options above, you will lose your Zoom cloud recording once it is auto-deleted and will **NOT** be recovered!

**Pro Tip #4:** It is better to break up a large concept into multiple recordings

Students (and the rest of us) tend to take video learning in smaller chunks. It is easier for our brains to process information if that information has been chunked into smaller, more manageable pieces. If possible, you should limit your recordings to less than 20 minutes. Some more complex topics may need more time, but this is a good starting point.

[Video Directions for Zoom Recording Settings.](#)

[Written Directions for Zoom Recording Settings](#)