



Zoom: Recording

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/Zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_1Ojjkl6lRsKV3XT

Disclaimer: Zoom is an ever-changing program, the options we discuss are valid as of the date we recorded the session, March 19, 2021, using a Windows 10 environment.

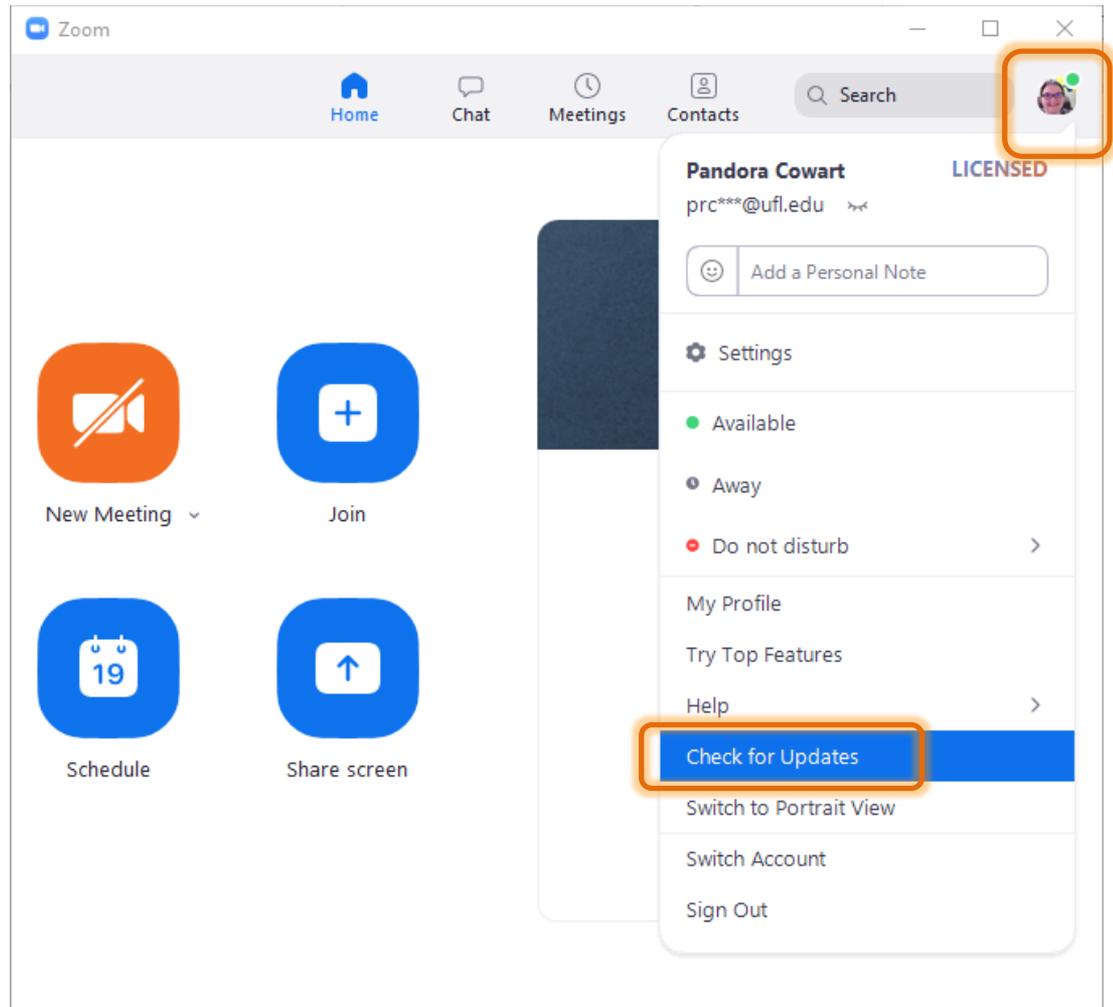
Check for Updates

Open Zoom to its Home tab.

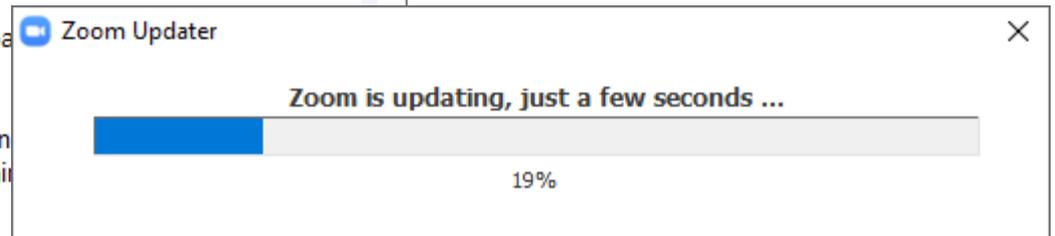
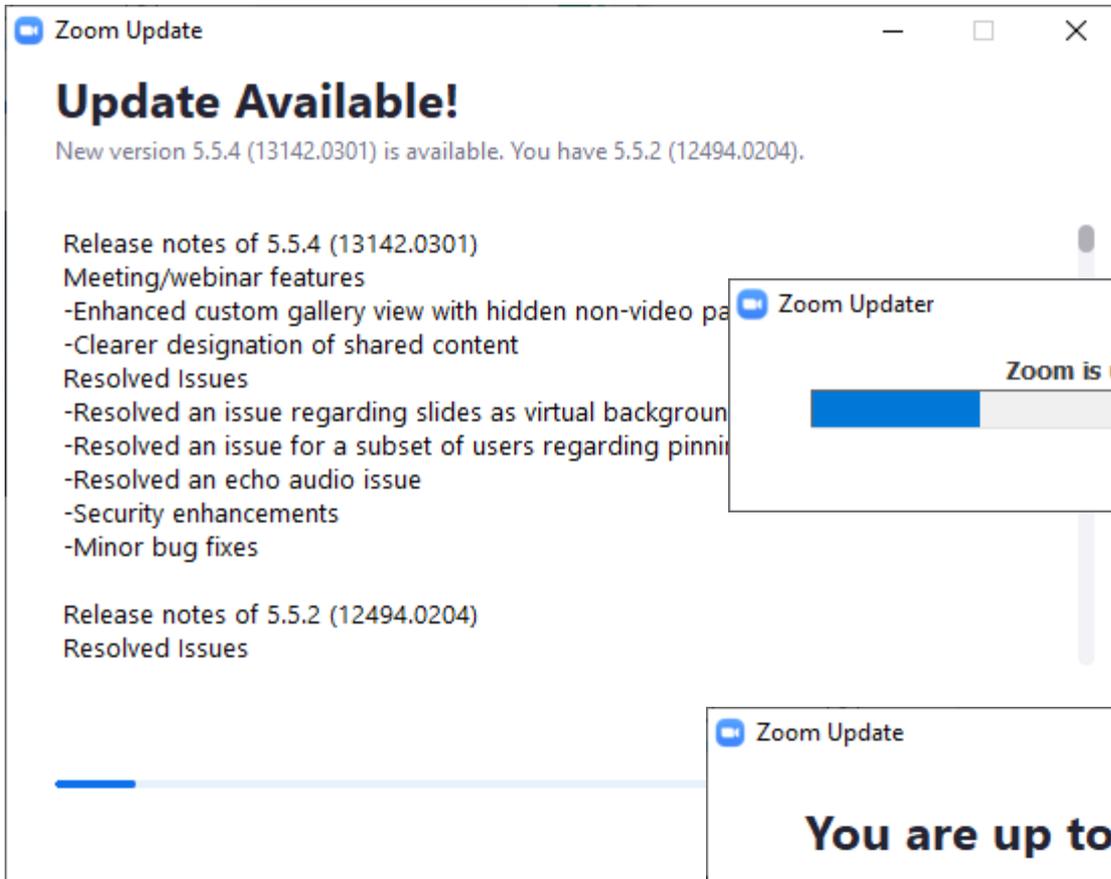
Click on your picture in the upper right corner. You may only see a letter.

Choose ***Check for Updates***.

Note: Some departments may have control of the updates on your work computers.

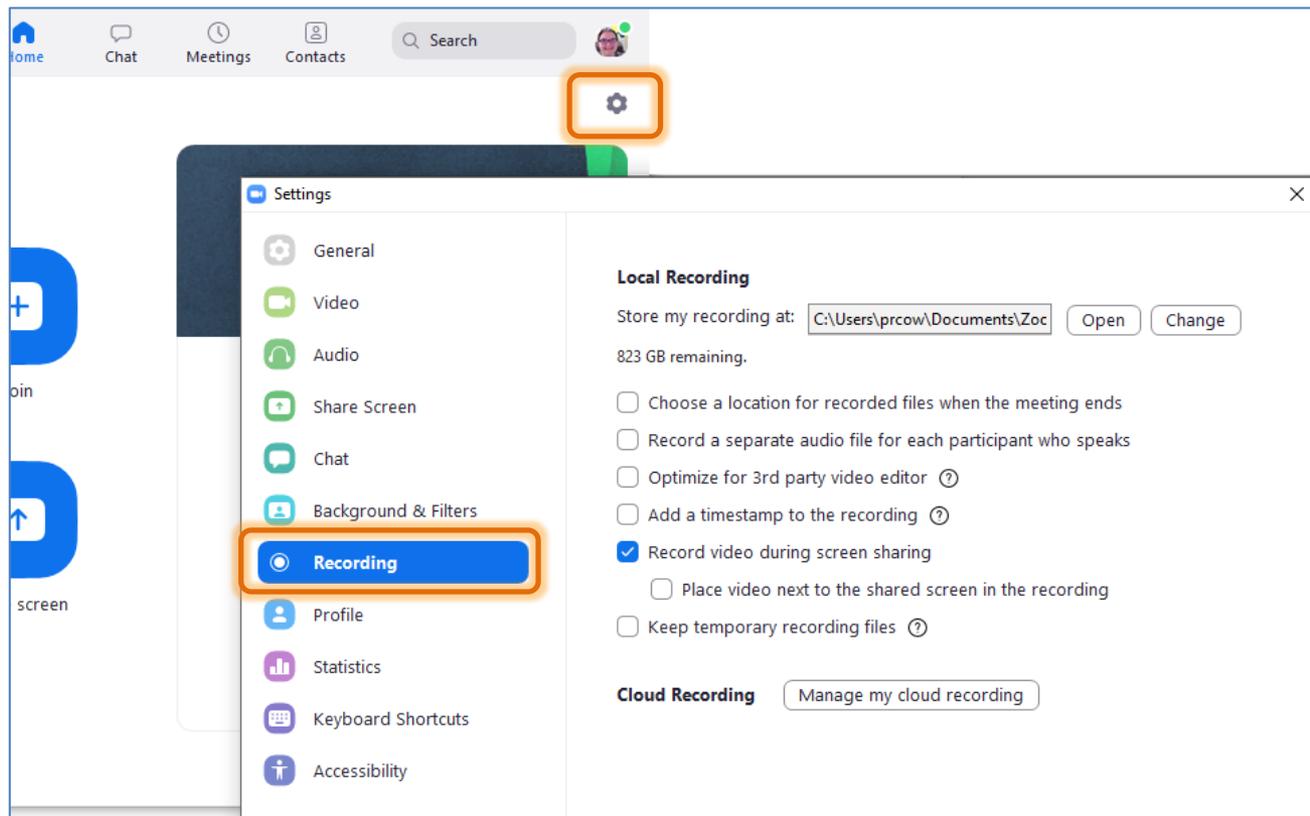


Check for Updates



Client Settings – Local Recordings

Open the settings from the Home tab, click on the gear under your picture. From the left pane choose Recording.



Client Settings

Local Recording

Store my recording at:

C:\Users\prcow\Documents\Zoc

Open

Change

823 GB remaining.

- Choose a location for recorded files when the meeting ends
- Record a separate audio file for each participant who speaks
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
 - Place video next to the shared screen in the recording
- Keep temporary recording files [?](#)

Cloud Recording

Manage my cloud recording

Online Recording Settings

The image shows a screenshot of the Zoom account settings interface. On the left, a navigation menu lists several options: Profile, Meetings, Webinars, Recordings, Settings (highlighted with a blue bar and an orange border), Account Profile, and Reports. The main content area is titled 'Recording' and is also highlighted with an orange border. It contains two main sections: 'Local recording' and 'Cloud recording'. Each section has a toggle switch on the right. The 'Local recording' section is currently turned on. Below it, there are three checkboxes: 'Hosts can give meeting participants permission to record locally' (checked), 'Record active speaker with shared screen' (checked), 'Record gallery view with shared screen' (unchecked), and 'Record active speaker, gallery view and shared screen separately' (unchecked). The 'Cloud recording' section is also turned on. Below it, there are three checkboxes: 'Record active speaker with shared screen' (checked), 'Record an audio only file' (checked), and 'Save chat messages from the meeting / webinar' (checked).

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Meeting **Recording** Telephone

Recording

Local recording 

Allow hosts and participants to record the meeting to a local file

Hosts can give meeting participants permission to record locally

Cloud recording 

Allow hosts to record and save the meeting / webinar in the cloud

Record active speaker with shared screen

Record gallery view with shared screen [?]

Record active speaker, gallery view and shared screen separately

Record an audio only file

Save chat messages from the meeting / webinar

<https://ufl.Zoom.us>

<https://ufhshands.Zoom.us>

<https://ufhjax.Zoom.us>

Online Recording Settings

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 [?](#)
- Audio transcript [?](#)
- Save panelist chat to the recording [?](#)
- Save poll results shared during the meeting/webinar [?](#)

Allow cloud recording sharing

A sharing link for the recording will be generated after a meeting. Users who have been granted the viewing permission can access the cloud recording through this link.



Automatic recording

Record meetings automatically as they start



IP Address Access Control

Allow cloud recording access only from specific IP address ranges



Online Recording Settings

Require users to authenticate before viewing cloud recordings

Right before sharing cloud recordings, meetings hosts can choose from one of the options configured below to require users to authenticate before viewing recordings.



Set recording as on-demand by default

Users must register before they can watch the recording



Require passcode to access shared cloud recordings

Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.



Viewers can see the transcript

When this setting is turned on, users with the sharing link will be able to view transcripts of recordings. This setting is applicable to newly generated recordings only.



Auto delete cloud recordings after days

Allow Zoom to automatically delete recordings after a specified number of days



The host can delete cloud recordings

Allow the host to delete the recordings. If this option is disabled, the recordings cannot be deleted by the host and only admin can delete them.



Online Recording Settings

Recording disclaimer



Show a customizable disclaimer to participants before a recording starts 

Ask participants for consent when a recording starts

Ask host to confirm before starting a recording

Multiple audio notifications of recorded meeting



Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

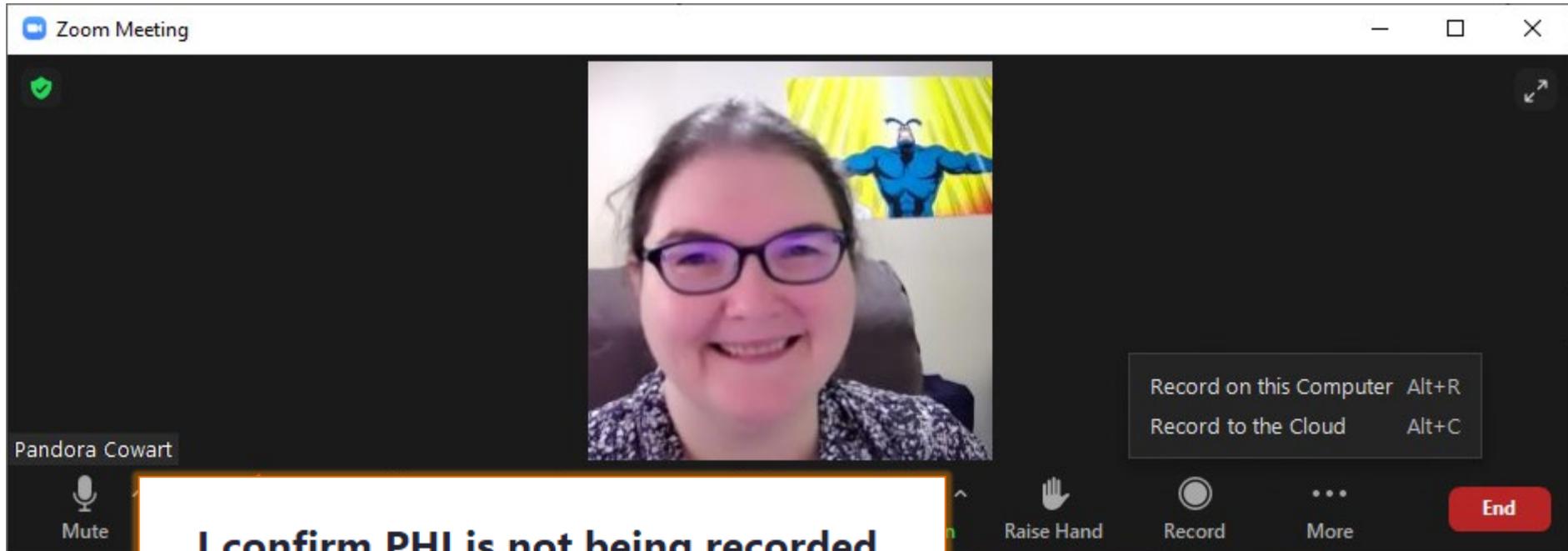
Helpful Links

<https://video.ufl.edu/conferencing/zoom/>

<https://video.ufl.edu/conferencing/zoom/recording/>

<https://blog.zoom.us/webinar-recording-improve-your-virtual-presentation-skills/>

Recording



I confirm PHI is not being recorded to the Cloud.

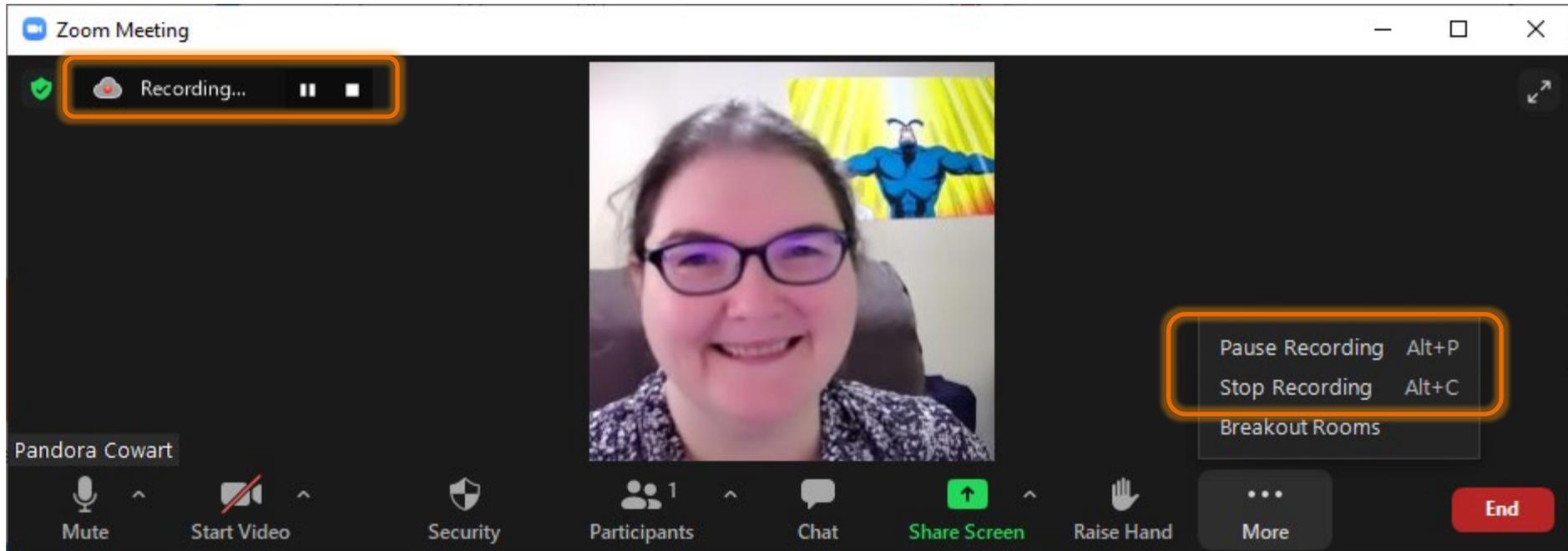
Protected Health Information cannot be stored in Zoom Cloud Recordings. If PHI is being shared, you may use the Local Recording option instead, as long as an approved storage locations is used. Please reach out to IT support if you have any questions.

[Zoom FAQs](#)

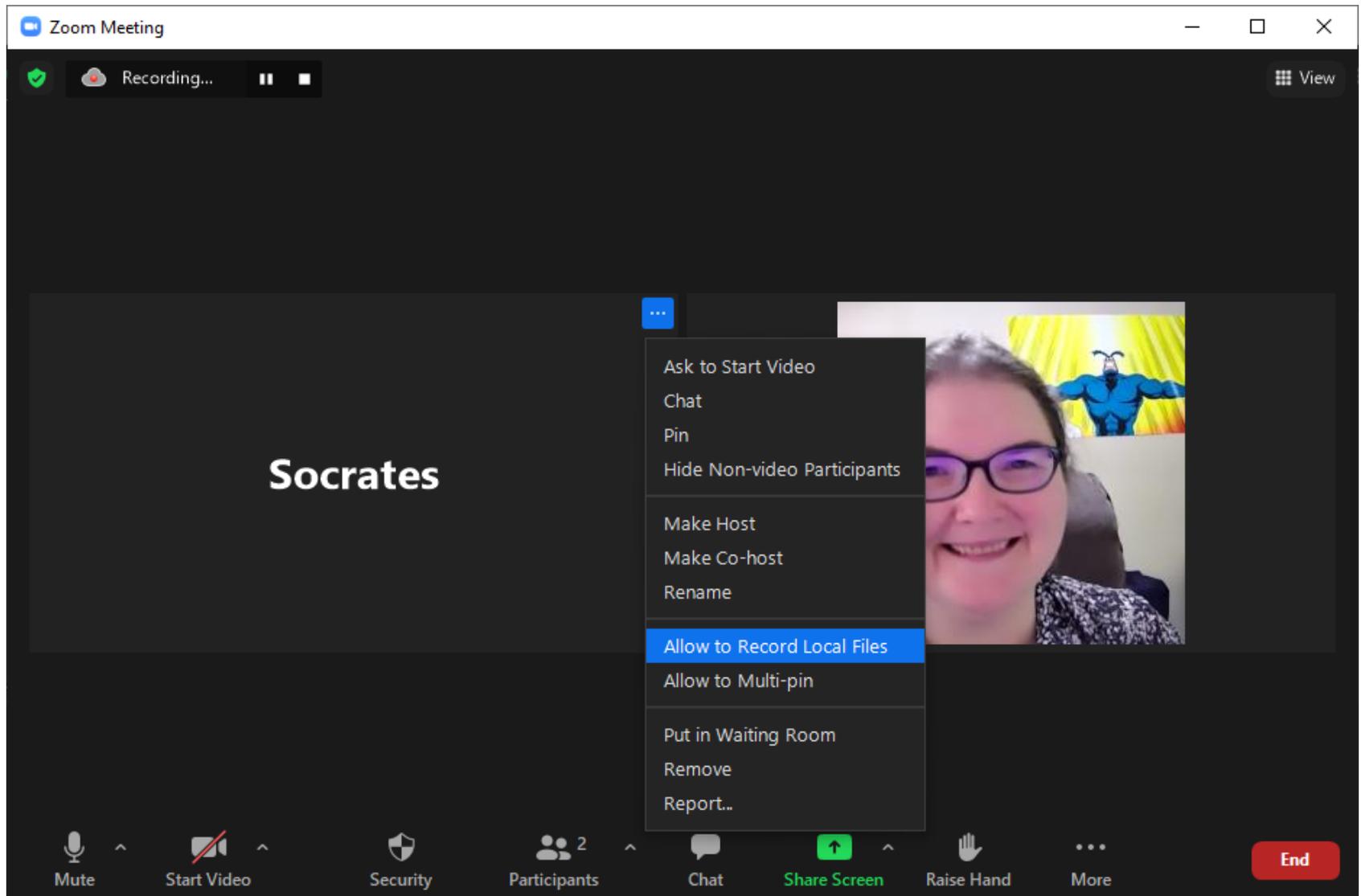
[Continue](#)

[Cancel](#)

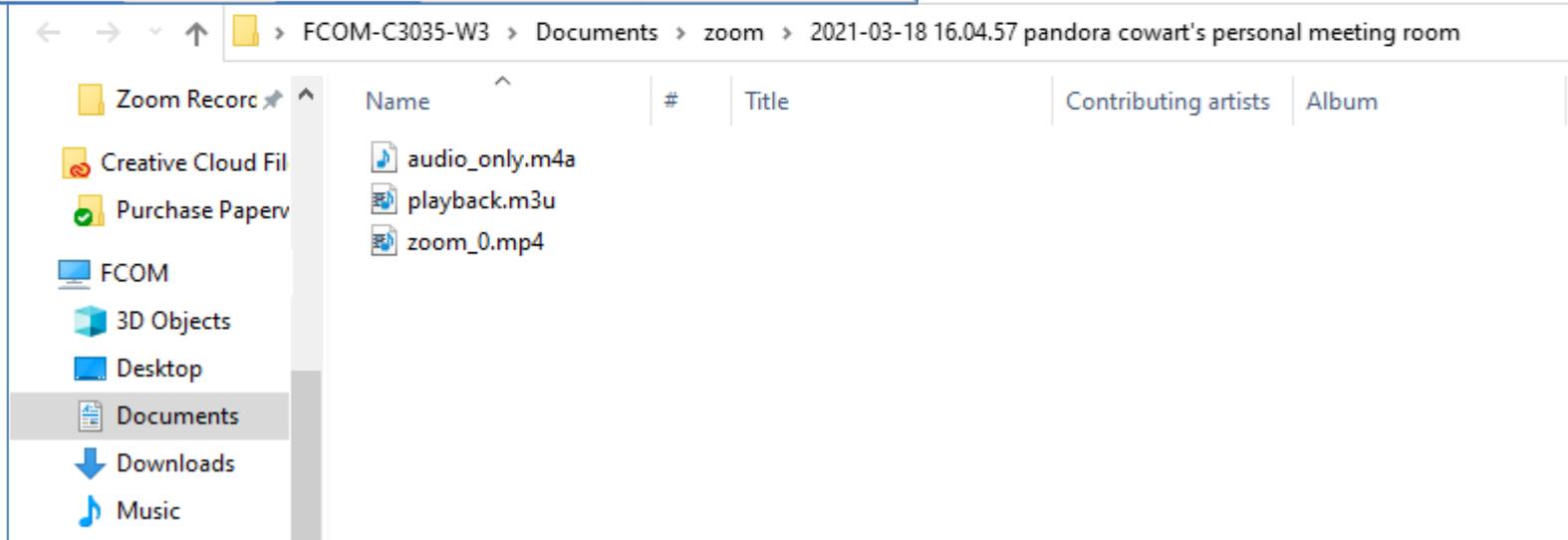
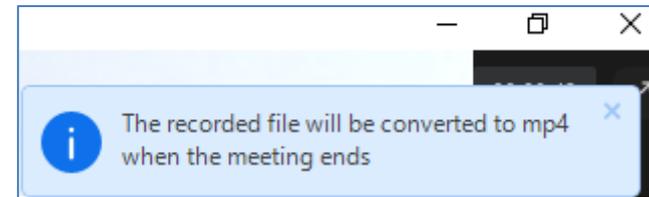
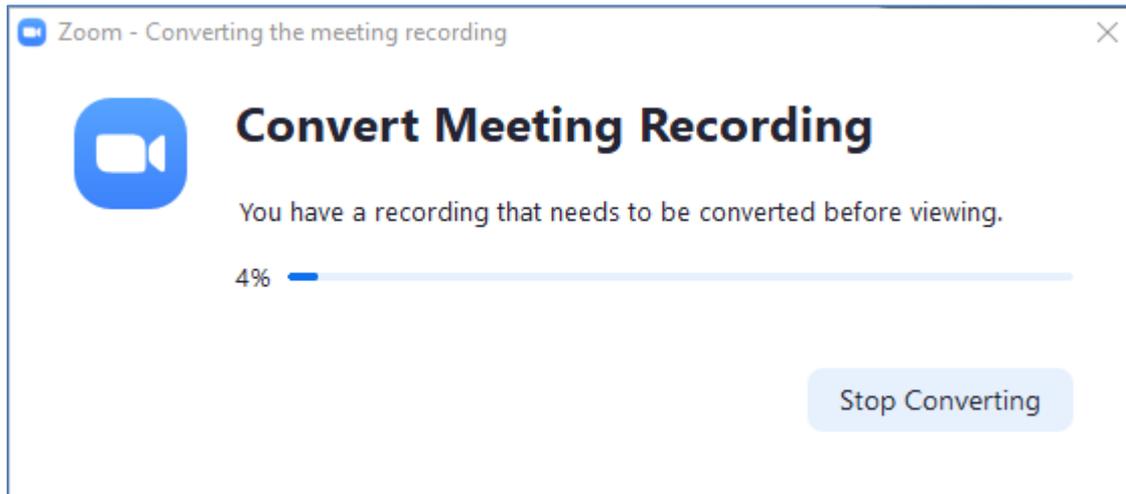
Recording



Allow Others to Record



Local Recording Result



Local Recording List

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

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Attend Live Training
Video Tutorials
Knowledge Base

Cloud Recordings **Local Recordings** Settings

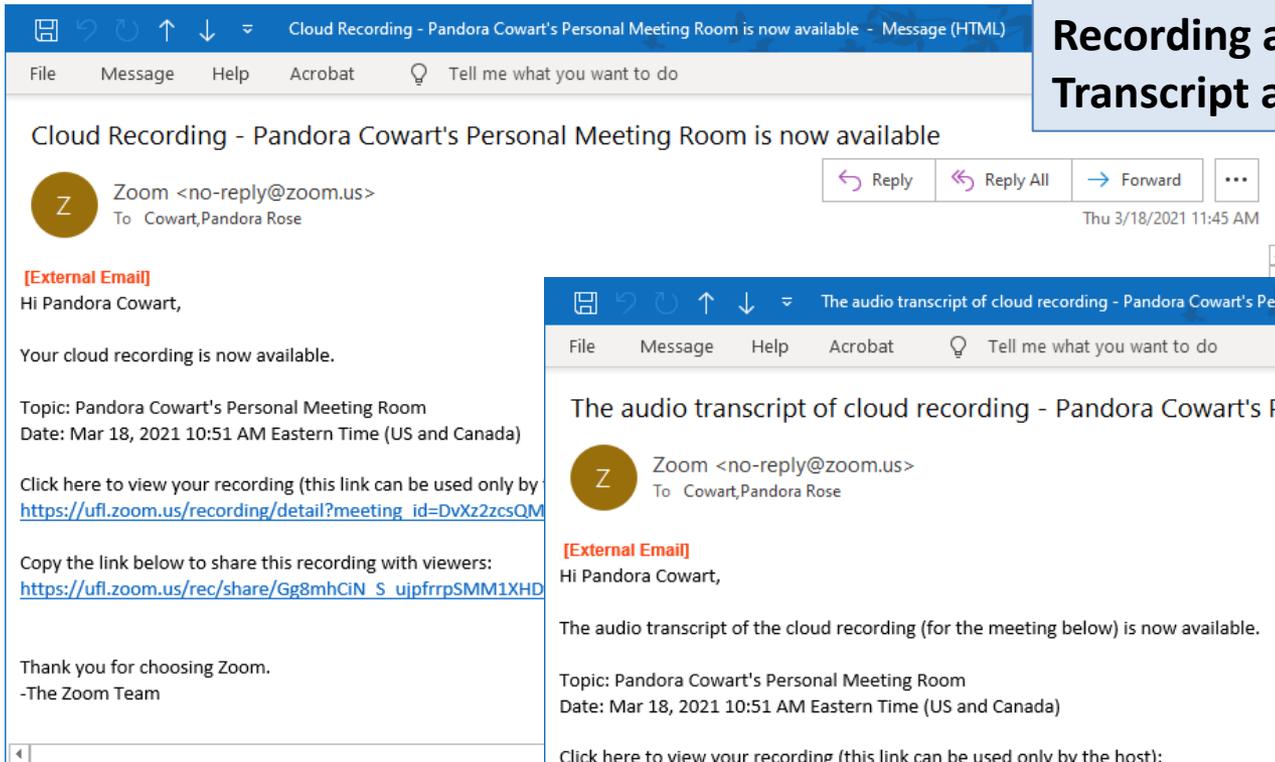
The Local recordings listed below are accessible only from the computer on which they were recorded.

From To

<input type="checkbox"/>	Topic	ID	Start Time	Computer Name	Location	
<input type="checkbox"/>	Pandora Cowart's Personal Meeting Room	555 555 5555	Mar 16, 2021 11:06 AM	FCOM-555 555	C:\Users\prcowart\Documents\Zoom\2021-03-16 10.45.35 Pandora Cowart's Personal Meeting Room	<input type="button" value="Open"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Pandora Cowart's Personal Meeting Room	555 555 5555	Mar 15, 2021 09:46 AM	DESKTOP-5555	C:\Users\prcow\Documents\Zoom\2021-03-15 09.46.21 Pandora Cowart's Personal Meeting Room	<input type="button" value="Open"/> <input type="button" value="Delete"/>

Cloud Recording Emails

30-min session ending at 11:30am
Recording available 11:45am
Transcript available at 12:19pm



Cloud Recording - Pandora Cowart's Personal Meeting Room is now available - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Cloud Recording - Pandora Cowart's Personal Meeting Room is now available

 Zoom <no-reply@zoom.us>
To Cowart, Pandora Rose

Reply Reply All Forward

Thu 3/18/2021 11:45 AM

[External Email]
Hi Pandora Cowart,

Your cloud recording is now available.

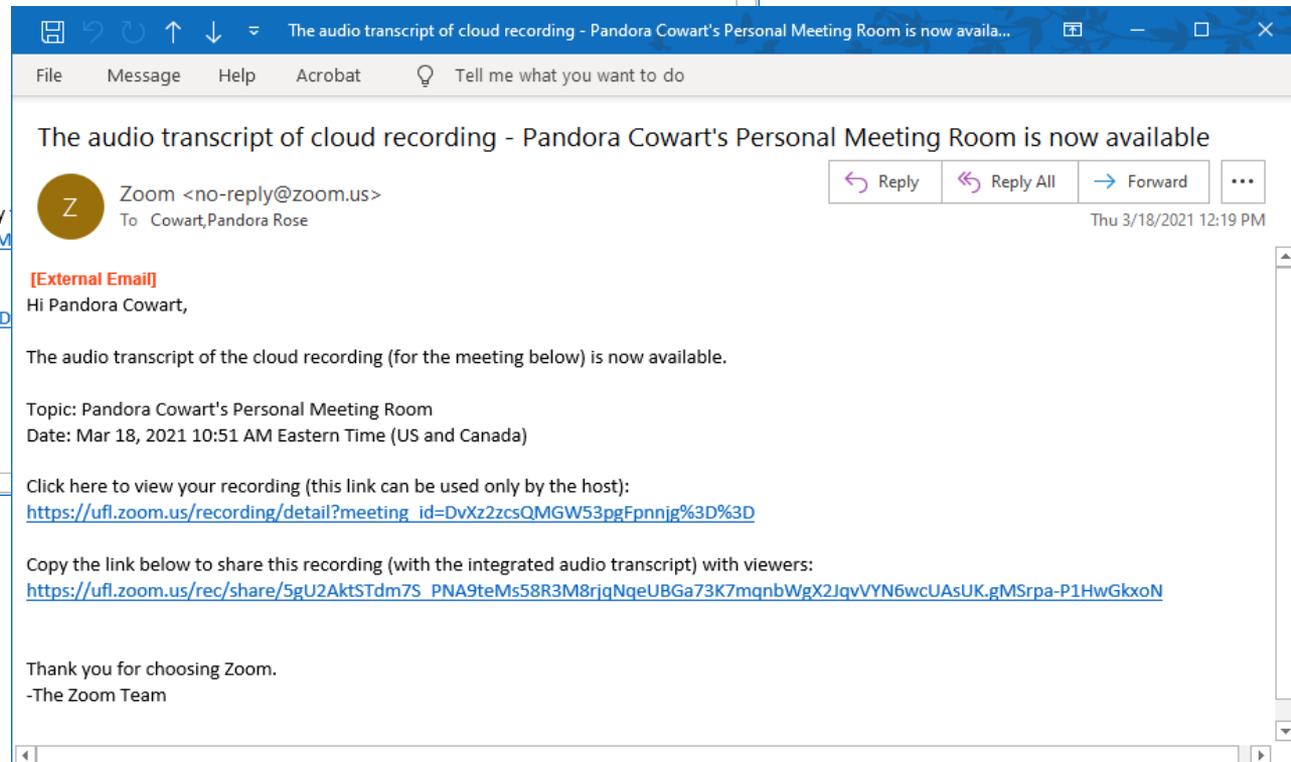
Topic: Pandora Cowart's Personal Meeting Room
Date: Mar 18, 2021 10:51 AM Eastern Time (US and Canada)

Click here to view your recording (this link can be used only by [this link](https://ufl.zoom.us/recording/detail?meeting_id=DvXz2zcsQM)):
https://ufl.zoom.us/recording/detail?meeting_id=DvXz2zcsQM

Copy the link below to share this recording with viewers:
https://ufl.zoom.us/rec/share/Gg8mhCiN_S_ujpfrrpSMM1XHD

Thank you for choosing Zoom.
-The Zoom Team

Recordings are usually ready in less than half an hour. The transcript may take hours to complete.



The audio transcript of cloud recording - Pandora Cowart's Personal Meeting Room is now available

File Message Help Acrobat Tell me what you want to do

The audio transcript of cloud recording - Pandora Cowart's Personal Meeting Room is now available

 Zoom <no-reply@zoom.us>
To Cowart, Pandora Rose

Reply Reply All Forward

Thu 3/18/2021 12:19 PM

[External Email]
Hi Pandora Cowart,

The audio transcript of the cloud recording (for the meeting below) is now available.

Topic: Pandora Cowart's Personal Meeting Room
Date: Mar 18, 2021 10:51 AM Eastern Time (US and Canada)

Click here to view your recording (this link can be used only by the host):
https://ufl.zoom.us/recording/detail?meeting_id=DvXz2zcsQMGW53pgFpnnjg%3D%3D

Copy the link below to share this recording (with the integrated audio transcript) with viewers:
https://ufl.zoom.us/rec/share/5gU2AktSTdm7S_PNA9teMs58R3M8rjqNqeUBGa73K7mqnbWgX2JqvVYN6wcUAsUK.gMSrpa-P1HwGkxoN

Thank you for choosing Zoom.
-The Zoom Team

Cloud Recording List

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

Profile **Cloud Recordings** Local Recordings Settings

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

From  To  ▾

▾

<input type="checkbox"/>	Topic	ID	Start Time	File Size		
<input type="checkbox"/>	Pandora Cowart's Zoom Meeting	956 9500 6543	Mar 18, 2021 07:32 PM	2 Files (18 MB)	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	My Meeting	933 3785 6437	Mar 18, 2021 04:26 PM	2 Files (403 KB)	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	Pandora Cowart's Personal Meeting Room	555 555 5555	Mar 18, 2021 10:51 AM	4 Files (193 MB)	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>
<input type="checkbox"/>	Pandora Cowart's Personal Meeting Room	555 555 5555	Mar 16, 2021 12:53 PM	4 Files (233 MB)	<input type="button" value="Share..."/>	<input type="button" value="More ▾"/>

Cloud Recording Share... and More

Share this cloud recording

Share this recording

Publicly

Only authenticated users can view

Add expiry date to the link

Viewers can download

Viewers can see transcript

View recording on demand (registration required)

Passcode protection

Sharing Information Show ▾

[Copy Sharing Information](#) [Done](#)

Share... More ▾

Download (4 files)

Delete

 GMT20210305-160356_Pandora-Co.m4a.crdownload	CRDOWNLOAD File	3,370 KB
 GMT20210305-160356_Pandora-Co_1920x1080	MP4 File	102,115 KB
 GMT20210305-160356_Pandora-Co	M4A File	24,052 KB
 GMT20210305-160356_Pandora-Co.transcript.vtt	VTT File	31 KB
 GMT20210305-160356_Pandora-Co	Text Document	1 KB

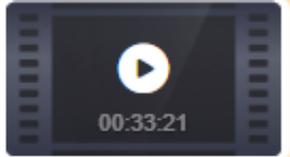
Cloud Recording Edit

[My Recordings](#) > Pandora Cowart's Personal Meeting Room

Pandora Cowart's Personal Meeting Room  [Share](#)

Mar 18, 2021 10:51 AM Eastern Time (US and Canada) ID: 352 273 5016

2 total views - 3 total downloads [Recording Analytics](#)

 **Recording 1** 
4 files 193 MB

[Download \(4 files\)](#) [Copy shareable link](#) 

 Shared screen with speaker view	162 MB
 Audio only	30 MB
 Audio transcript	38 KB
 Chat file	328 B

Cloud Recording Edit Transcript

zoom Pandora Cowart's Personal Meeting Room - Shared screen with speaker view Download (4 files)

UFHealth
Information Technology Training
University of Florida Health Educational Technologies

Excel Data 6: PivotCharts, Slicers, and Dashboards

TOPICS

- Create Dashboards to summarize your data into one sheet
 - Create PivotCharts
 - Link Drawing Objects to Cells
 - Create Data and Timeline Slicers
 - Use Conditional Formatting

ALL HANDOUTS & CLASS FILES:
<https://training.health.ufl.edu/zoom/excel-data>

EVALUATION (link is on the second page of the handout)
https://ufl.qualtrics.com/jfe/form/SV_10jkl6IRsKV3XT

INSTRUCTOR:
Pandora Rose Cowart, prcowart@ufl.edu

00:00:07 / 00:55:00 Speed

Audio Transcript Chat Messages

Search transcript

Pandora Cowart

00:01 hello, and welcome to my trading zoom room today we're going to play with Microsoft excel data part six playing with pivot charts

Hello, and welcome to my **training** zoom room today we're going to play with Microsoft excel data part six playing with pivot charts splicers and building our

and building our
ds making it
and beautiful, we
with some
al formatting if you
e advanced
al formatting
at I did earlier.
rding will be online
so hopefully you'll
Powered by Otter.ai™

Cloud Recording Trim Video

zoom Pandora Cowart's Personal Meeting Room - Shared screen with speaker view

UFHealth

Information Technology Training

University of Florida Health Educational Technologies

Excel Data 6: PivotCharts, Slicers

TOPICS

- Create Dashboards to summarize your data
 - Create PivotCharts
 - Link Drawing Objects to Cells
 - Create Data and Timeline Slicers
 - Use Conditional Formatting

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/zoom/e>

EVALUATION (link is on the second page of the handout)

https://ufl.qualtrics.com/jfe/form/SV_1

INSTRUCTOR:

Pandora Rose Cowart, prcowart@ufl.edu

00:00:07 / 00:55:00

Speed

✂

CC

🔍

Set Playback Range

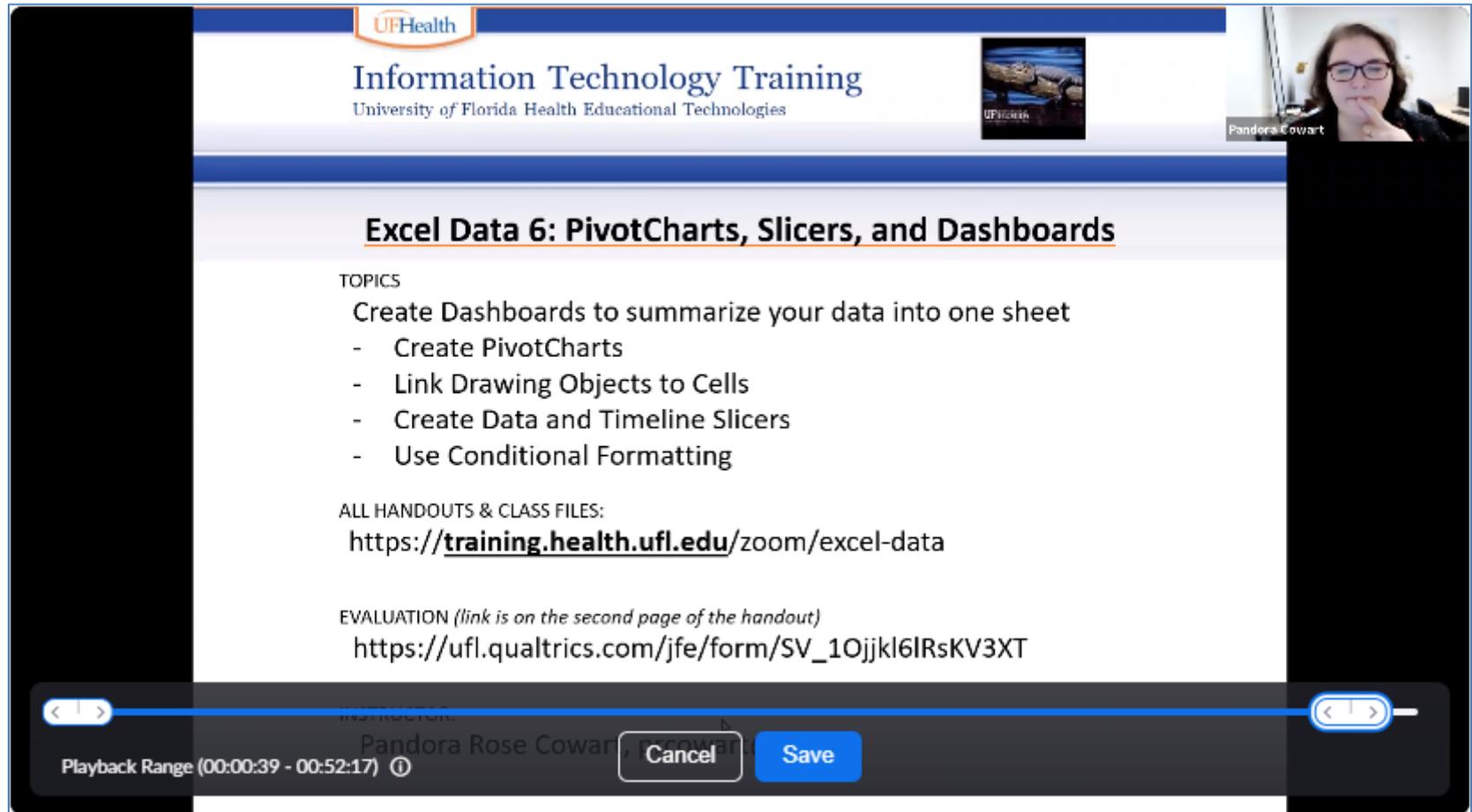
Viewers will be able to watch the recording only within the set playback range through the sharing link.

This will not affect the original recording. If you enable downloads, viewers will have access to the full-length recording and all relevant files, including audio transcripts, chat, and subtitles.

Do not remind me again

Got it

Cloud Recording Trim Video



The screenshot shows a video player interface. The main content is a slide from a training session. At the top left is the UFHealth logo. The title is "Information Technology Training" with the subtitle "University of Florida Health Educational Technologies". A small image of a person is visible in the top right corner of the slide. The slide content includes a section header "Excel Data 6: PivotCharts, Slicers, and Dashboards", a "TOPICS" list, and two URLs for handouts and evaluation. A video control overlay is at the bottom, showing a playback range of 00:00:39 to 00:52:17, and "Cancel" and "Save" buttons.

UFHealth

Information Technology Training
University of Florida Health Educational Technologies

Excel Data 6: PivotCharts, Slicers, and Dashboards

TOPICS

Create Dashboards to summarize your data into one sheet

- Create PivotCharts
- Link Drawing Objects to Cells
- Create Data and Timeline Slicers
- Use Conditional Formatting

ALL HANDOUTS & CLASS FILES:
<https://training.health.ufl.edu/zoom/excel-data>

EVALUATION (*link is on the second page of the handout*)
https://ufl.qualtrics.com/jfe/form/SV_1Ojkl6IRsKV3XT

Playback Range (00:00:39 - 00:52:17) ⓘ

Cancel Save

Cloud Recording Shared

zoom

Pandora Cowart's Personal Meeting Room - Shared screen with speaker view



Information Technology Training

University of Florida Health Educational Technologies



Excel Data 6: PivotCharts, Slicers, and Dashboards

TOPICS

Create Dashboards to summarize your data into one sheet

- Create PivotCharts
- Link Drawing Objects to Cells
- Create Data and Timeline Slicers
- Use Conditional Formatting

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/zoom/excel-data>

EVALUATION *(link is on the second page of the handout)*

https://ufl.qualtrics.com/jfe/form/SV_10jkl6IRsKV3XT

INSTRUCTOR:

Pandora Rose Cowart, prcowart@ufl.edu

Play

00:00:06 / 00:55:00

Speed CC

Audio Transcript

Chat Messages

Q Search transcript



Pandora Cowart

- 00:01 Hello, and welcome to my training zoom room today we're going to play with Microsoft excel data part six playing with pivot charts splicers and building our dashboards making it.
- 00:11 dynamic and beautiful, we will play with some conditional formatting. If you missed the advanced conditional formatting session that I did earlier.
- 00:19 That recording will be online tomorrow so hopefully you'll be able to follow up with that if you're interested in getting more complicated, but no conditional formats yeah we're going to start off with the file called sales data six sales.
- 00:34 And let's go look at that one.
- 00:41 coming into my data six sales, so I have this huge data set here now i'm not going to make you do the equations to figure out the quarters miss fiscal years but i've got a little table here, so you can see how I did it.
- 00:54 because, basically, I had the date of the sale, but when we go through and put into a pivot table right Microsoft excel quarters are January through December.
- 01:02 and ours are July through June, and so I wanted it to list what quarter, we are within the fiscal years so when I go through and build my pivot tables, I can be able to pull out.

Powered by Otter.ai™



Zoom: Recording

ALL HANDOUTS & CLASS FILES:

<https://training.health.ufl.edu/Zoom>

PRESENTERS:

Pandora Rose Cowart, prcowart@ufl.edu

EVALUATION:

https://ufl.qualtrics.com/jfe/form/SV_10jkl6lRsKV3XT