

FERPA Compliant Local Recording in Zoom

Zoom recordings should not capture student attendee faces or names as a student's attendance and/or participation in class is part of the student's education record and is protected under [FERPA](#). These instructions will help ensure the recorded session only captures the presenter as well as any content shared with attendees. The faces and names of students will not be recorded.

Review your Zoom settings for local recording:

Please perform the steps below before your next scheduled Zoom session.

1. Sign into the University of Oklahoma Zoom web portal: <https://oklahoma.zoom.us/>
2. Select **Settings** in the navigation panel on the left.
3. Select the **Recording** tab.
4. Click the toggle to enable **Local recording**. The left of the toggle should be blue if this feature is enabled.
5. Uncheck the box next to **Hosts can give meeting participants permission to record locally**.

How to record your Zoom session without capturing student PII:

Sign into your Zoom session at least 15 minutes before your scheduled meeting time. A little time will be needed to adjust to the new settings before your students join the session.

It is recommended you show video from your webcam while introducing the lecture, so the students see you before you start the session. After introductions, you can choose to share the content/presentation before starting to record.

1. Open the content you plan to share with your students. This ensures it will be ready when beginning the lecture.
2. Sign into your Zoom session at least 5 minutes before your scheduled time.
3. Once you've started your meeting, turn on your video by clicking **Start Video** in the lower left corner (your video must be on for this process to work).
4. Click the **View** button on the upper right corner of your Zoom meeting screen.
5. Select **Speaker** as the View option. There will be a checkmark next to it when it is selected.
6. Select Full Screen. It will read **Exit Full Screen** if **Full Screen** is enabled.
7. Once participants start joining your meeting, click **Share Screen** and select the item you wish to share. Do not select the desktop. Select an individual content item. This limits what is shown to the students.
8. Click the top of the video thumbnail with your name to make an ellipses menu appear, then select **Pin**. By Pinning yourself, Zoom will keep you as the prominent video until you share your content/presentation screen.
9. Click on **Participants** and **Chat** from the top menu to make these available on your screen during your lecture. You can move these windows around on your desktop. You will not be able to see the students' videos.
Note: It is recommended to tell the students to use the **Raise Hand** emoji if they have questions and you wish to allow them to verbally ask them by unmuting. Students can unmute and speak during the recording if you do not identify them by name. You can also ask them to type their question in the **Chat**, just be sure you have the chat window in a good position on your screen so you can respond.
10. Located on the Zoom toolbar, click **More** on the far-right side of your Zoom toolbar and select **Hide Video Panel**. This is when having **Participants** and **Chat** open will become important.
11. To start recording, click the **More** menu again and choose **Record on this computer**.

Please review [Zoom's FERPA Guide](#) for more information. If you have any questions or need assistance, please contact your college/departmental [Tier 1 Support Team](#) member.