

In response to the challenges and continuing uncertainty facing all scholars during the COVID-19 pandemic, the ALA will offer member societies the option of pre-recording their sessions for ALA 2021. The ALA will post a link to these sessions as part of the conference program.

We know that most societies want to ensure a meaningful discussion as well as offer presentations. We believe that this will be possible with our pre-recorded sessions. We recommend that societies who want to incorporate a discussion component open their recording to the other members of their society. Zoom makes this very easy to do. You will need to set up the session so that your chair presents the speakers, maintains control over time, and moderates a discussion that can include feedback from other colleagues and members of your society. Please note that we are asking the individuals presenting to register for the conference at the very reduced rates announced, but those who are participating as an active audience do not have to register or pay. Chairs may also wish to encourage viewers to email participants with feedback and suggestions.

Please also note that we expect your panels to be part of the new ALA YouTube channel, which means that these sessions will be posted and widely available for a considerable period. Our hope is that these sessions will thus reach a larger audience than they might at a live session. In addition, these recorded sessions can be used in classrooms and have the potential to be significant contributions to an ongoing scholarly discourse. Individuals who are on the job market will be able to include links to their presentations in their materials.

In short, we think that our experiment with this digital format might offer some intriguing opportunities to the participants and our societies.

For member societies that choose to present virtually via a pre-recorded session:

1. Societies will conduct and record their panel(s) using a video conferencing platform (preferably Zoom). Instructions for recording a Zoom meeting are provided below.
2. At the societies' discretion, their recorded panel(s) can include a Q&A component.
3. The time limit for these sessions will be an hour and twenty minutes.
4. Preferred file format for recordings is MP4 (default file type for Zoom recordings). File names should be changed to include the society name and a shortened panel title, e. g., Zoom_0.mp4 should be renamed societyname_panelttitle.mp4.
5. Societies are responsible for editing recordings (if needed).
6. Societies should send recorded sessions to Rene H. Treviño, ALA Director of Digital Resources, via Microsoft OneDrive (submission link below).
7. Societies should also notify Rene H. Treviño of the submission via email at Rene.Trevino@csulb.edu.
8. The deadline to commit to a pre-recorded session is March 30th, 2021, and the deadline to submit the finalized recording is June 15th, 2021.
9. By March 30, 2021, the conference director, Professor Olivia Carr Edenfield (carr@georgiasouthern.edu), should receive an email with the complete program information formatted according to the guidelines provided at: [Author Society Procedures](#)
10. Society organizers will ensure that their participants are informed of and pay the conference fee by June 1. The conference fee for participants on digital panels is \$75 per person with a reduced fee of \$50 for graduate students, independent scholars, and emeriti faculty. The fee can be paid online at the ALA website.

[Pre-Recorded Session Submission - Microsoft OneDrive](#)



Local recording

Overview

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer. The recorded files can be [\[/hc/en-us/articles/202291078-Upload-Local-Recording-to-the-Cloud\]](#)uploaded to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo.

This article covers:

- Enabling local Recording
 - Account
 - Group
 - User
- Starting a local recording
- Stopping or pausing a local recording
- Assigning recording privileges to a participant
- Changing local recording settings
- Recording multiple audio files

Prerequisites

- Basic (Free) account or above
- Zoom desktop client for Windows, macOS, or Linux, version 2.0 or higher

Note: Local recording is not supported on iOS and Android. See [cloud recording](#) for paid accounts if you are using a mobile device.

Limitations

Local recordings don't support the following features:

- Display timestamp in the recording
- Display participants' names in the recording
- Record Active Speaker, Gallery View and shared screen separately
- [Audio transcription](#)
- Shared screen [recording layout](#) with active speaker thumbnail or without any thumbnails (local recordings will always show a thumbnail gallery view with the shared screen)
- Record using the iOS or Android app

If you require these features, use [cloud recording](#).

Enabling local recording

Account

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account Settings](#).
3. In the [Recording](#) tab, navigate to the **Local Recording** option and verify that the setting is enabled.

4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Group

1. Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management** then [Group Management](#).
3. Click the name of the group, then click the **Settings** tab.
4. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

User

1. Sign in to the Zoom web portal.
2. Click **Settings**.
3. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Starting a local recording

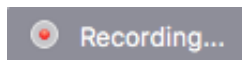
The host must record the meeting or grant the ability to record to a participant.

1. Start a Zoom meeting as the host.
2. Click the option to **Record**.

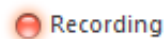


3. If there is a menu, select **Record on this Computer**.

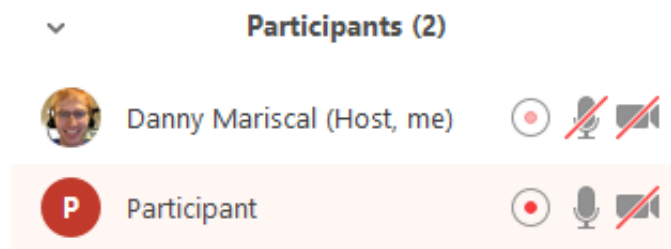
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

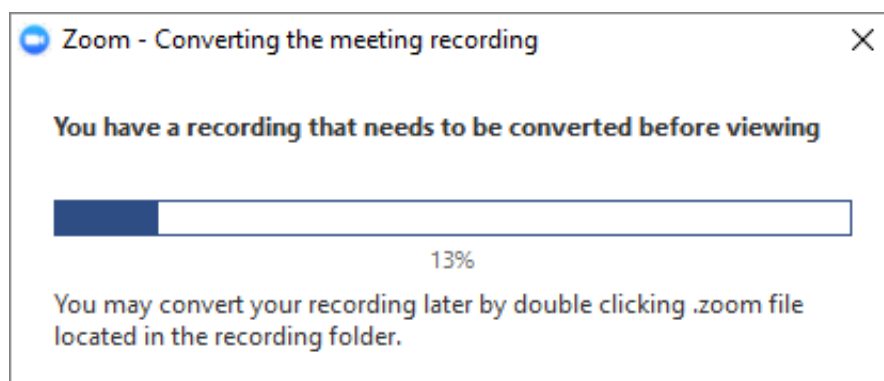


4. Click **Participants** to see which participants are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

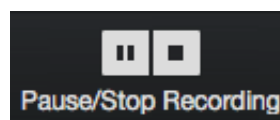
Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different [layouts including Active Speaker, Gallery View, and shared screen](#).

Stopping or pausing a local recording

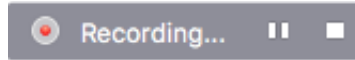
During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



The recording can also be stopped or paused by clicking the indicator in the top left corner.

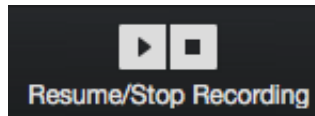
[/hc/article_attachments/115017475986/Stop_Pause_Recording__Top_Left_Corner_.png]



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom



The recording can also be resumed by clicking the indicator in the top left corner.

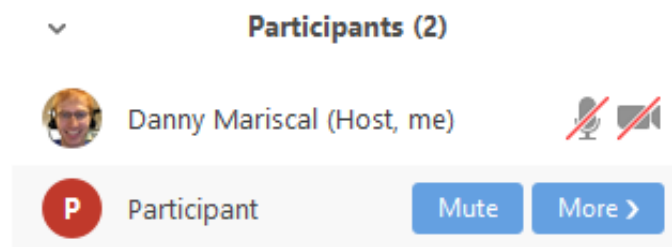


4. After you stop the recording, you can [access the local recording files on your computer](#).

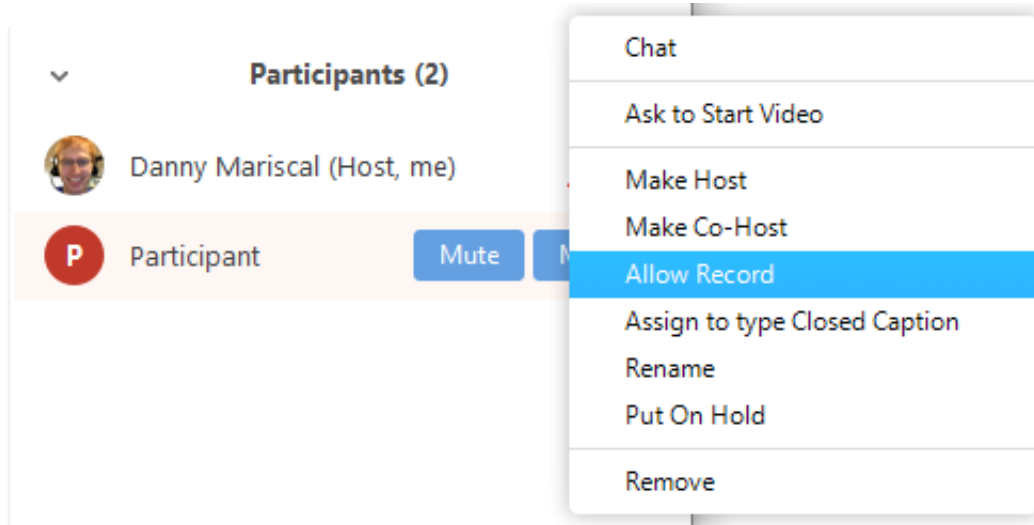
Assigning recording privileges to a participant

1. In a Zoom Meeting click on **Manage Participants**.
2. In the Participants menu navigate to the participant who will be granted recording privileges. Click **More** next to their name.

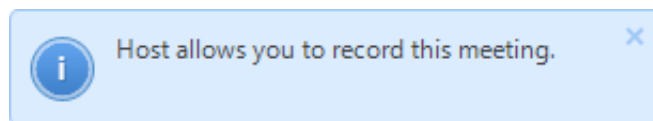
[\[/hc/article_attachments/115017476086/Participant_More_Button.PNG\]](#)



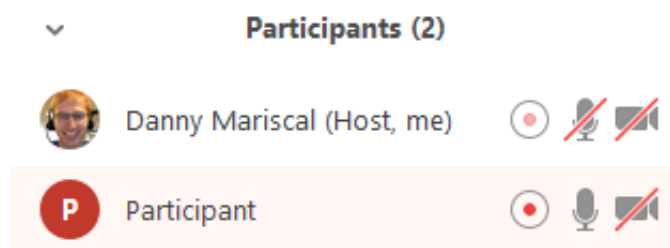
3. Select the option to **Allow Record**.



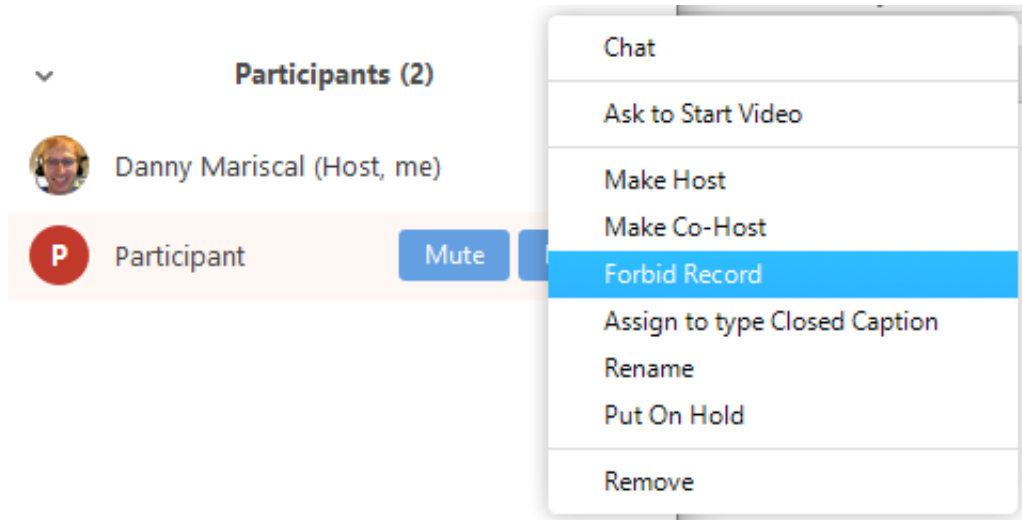
The participant will receive the following notification:



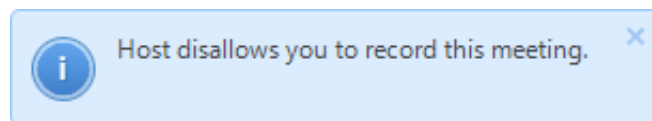
4. When a participant is recording, the participant menu will display a recording icon next to the participant's name.



5. To disable the participant's ability to record, click **More** next to the name, then click **Forbid Record**.



The participant will receive the following notification:



Changing local recording settings

To change local recording settings in the Zoom client:

1. Open the Zoom client and click **Settings**.
2. Click the **Recording** tab.

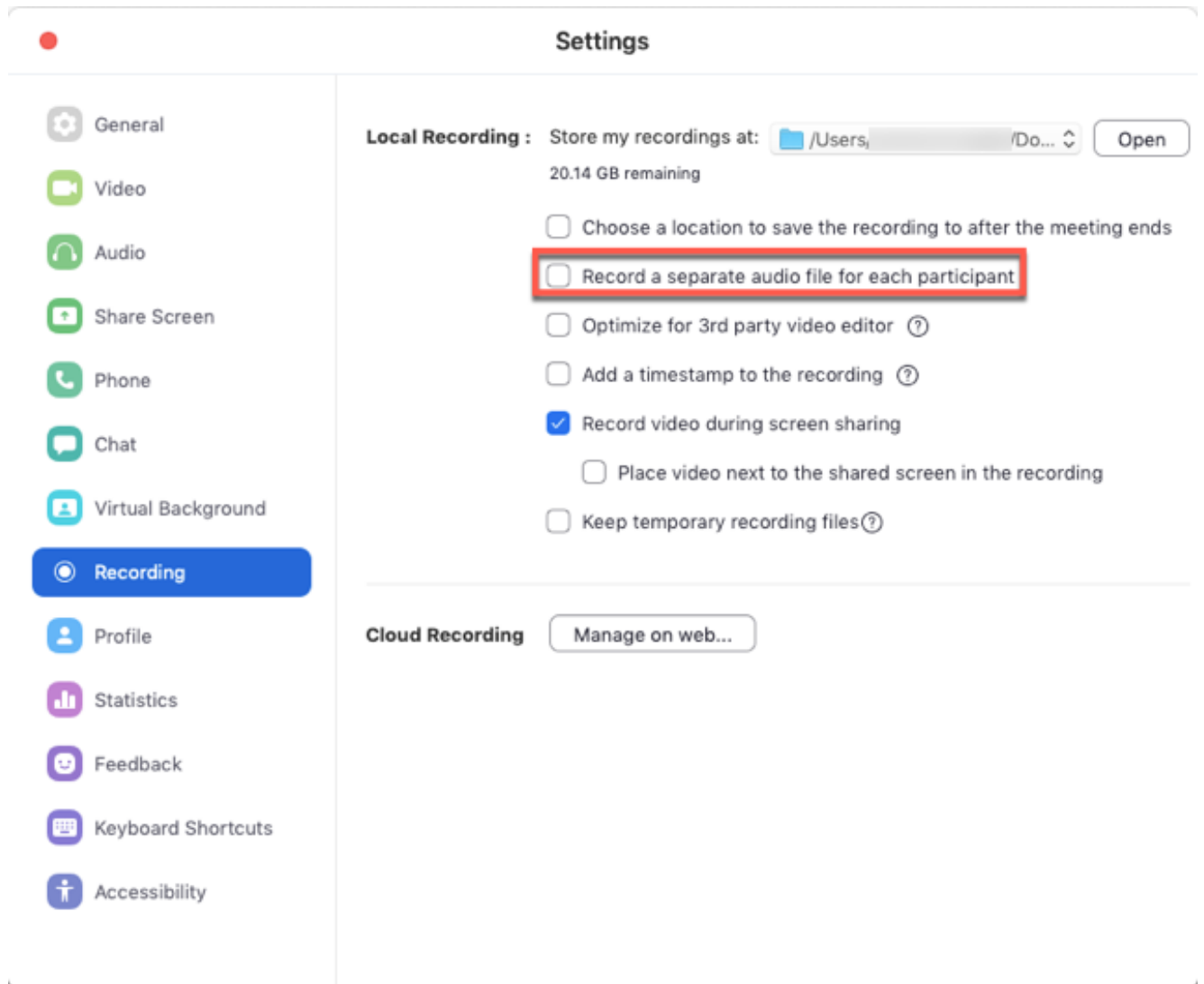
This will open your [recording options](#) that you can change using the client.

Note: Setting the default location to a cloud syncing folder (such as Dropbox, Google Drive, or One Drive), an external drive, or network storage device may cause issues with saving and converting the local recording. Zoom strongly recommends keeping the default location on a local drive for recordings.

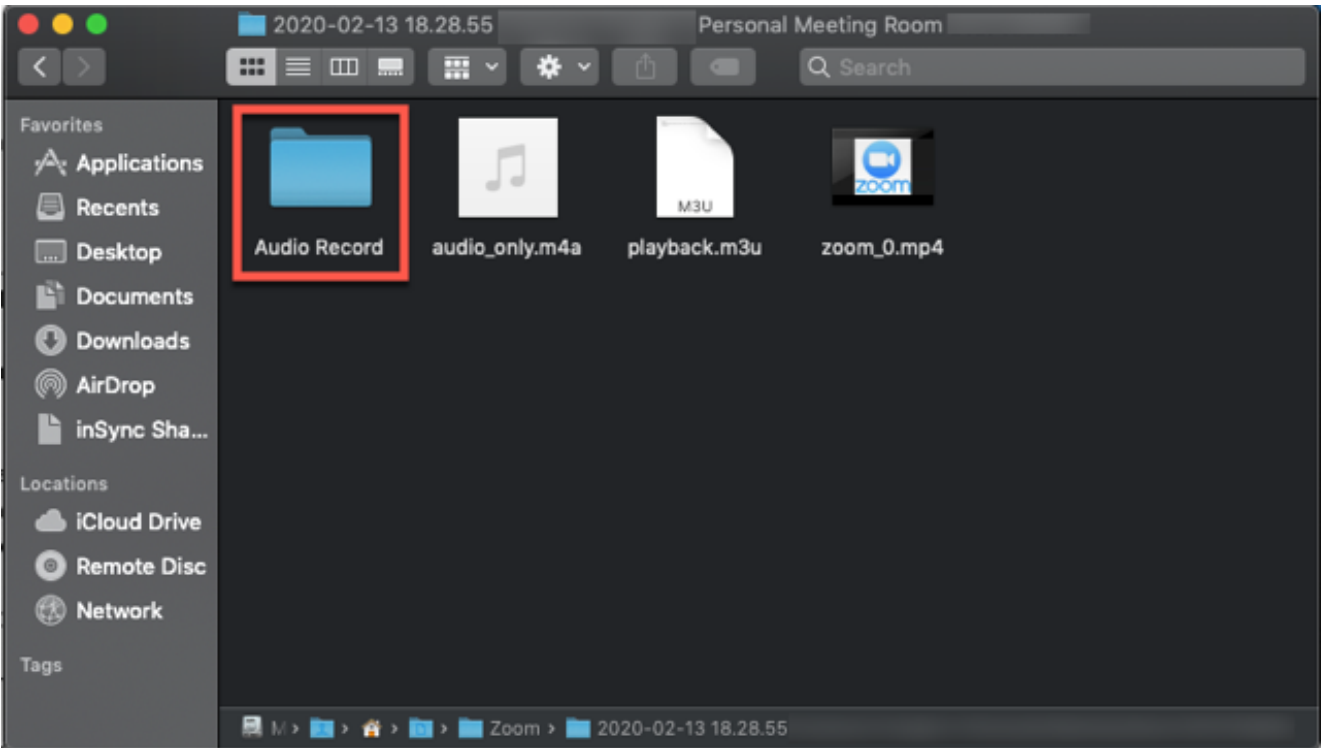
Recording multiple audio files

When recording locally, the host can record all participants' audio streams as separate audio files, one file for each participant. To enable this option:

1. Open the Zoom client and click **Settings**.
2. Click the **Recording** tab.
3. Enable **Record a separate audio file for each participant**.



4. Record and save the meeting to your computer.
5. Once the meeting is over and the recording has processed, open the recording folder.
6. Within the folder, open **Audio Record**.



7. Once in the **Audio Record** folder, each participant's audio track will be listed as its own file in with the file name ending in the participant's name.

