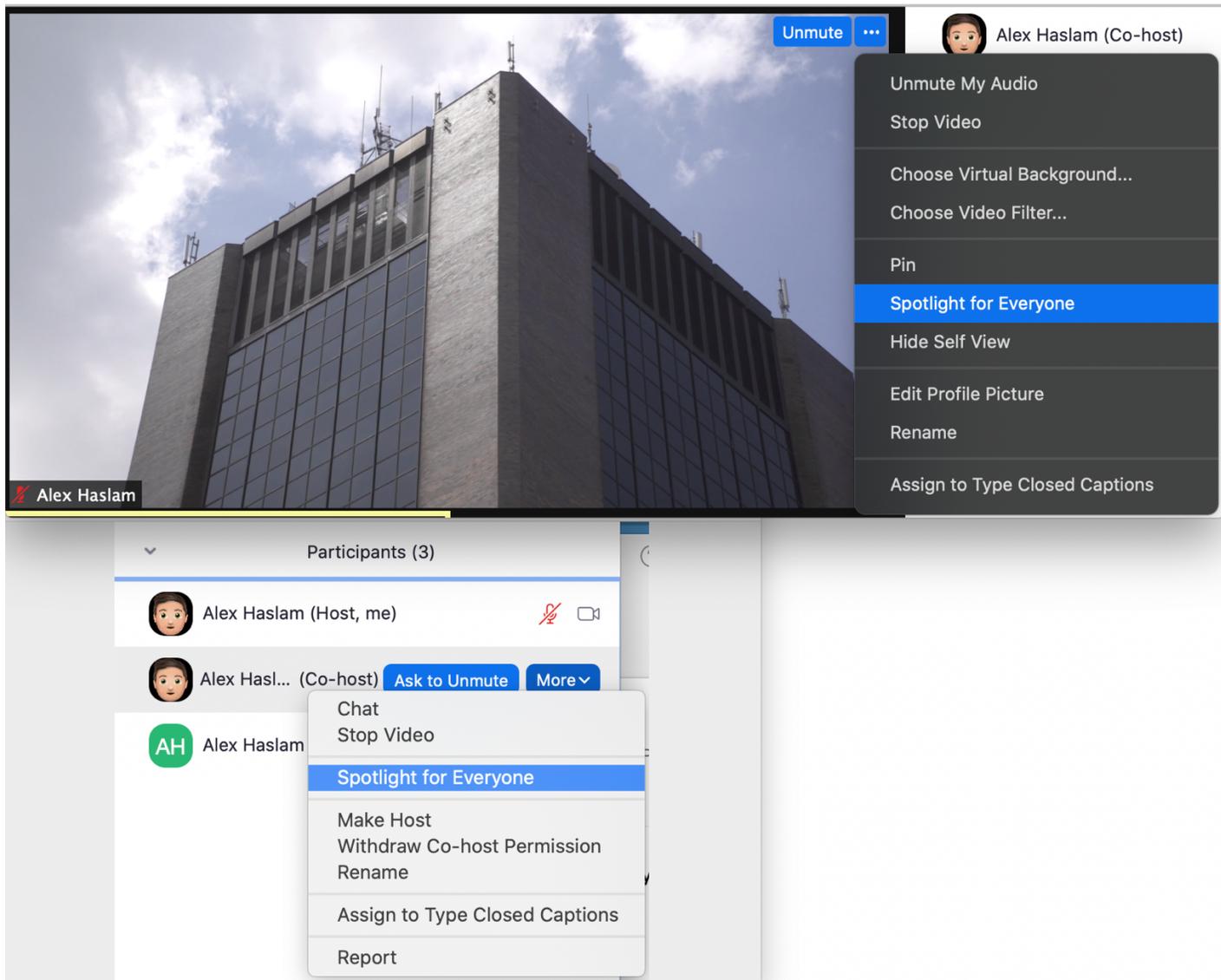


## ASL Interpreter Recording Recommendations for Zoom

Pin vs Spotlight : The Pin function allows you to disable the default active speaker view in a meeting and instead view the speaker you've "pinned". Pinning only affects your view and will not affect the view of other participants or cloud recordings. The Spotlight function essentially "pins" a user as the primary active speaker for all participants in the meeting and cloud recordings. More than one participant's video can be spotlighted at a time. You can spotlight by clicking "the 3 dots" beside someone's video or in the participant's tab by clicking "more", see below:



Read below to learn more about how to make sure that you save both the speaker's and the interpreter's spotlighted videos.

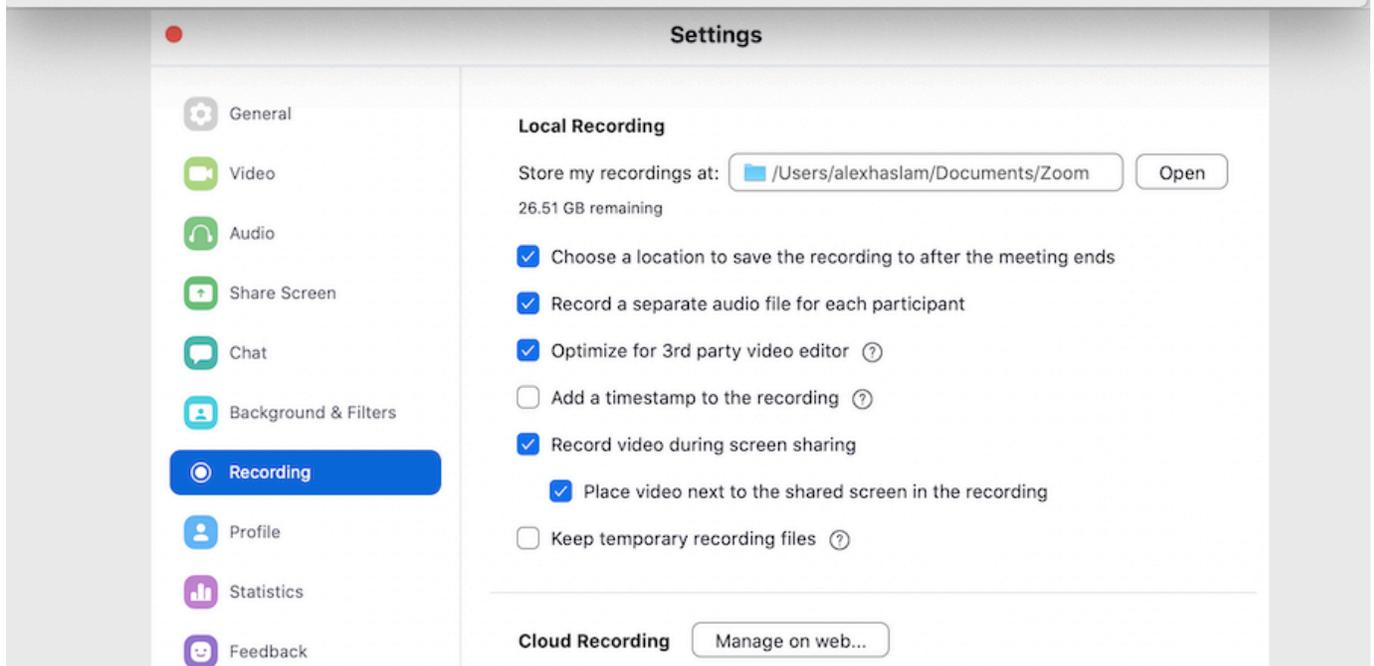
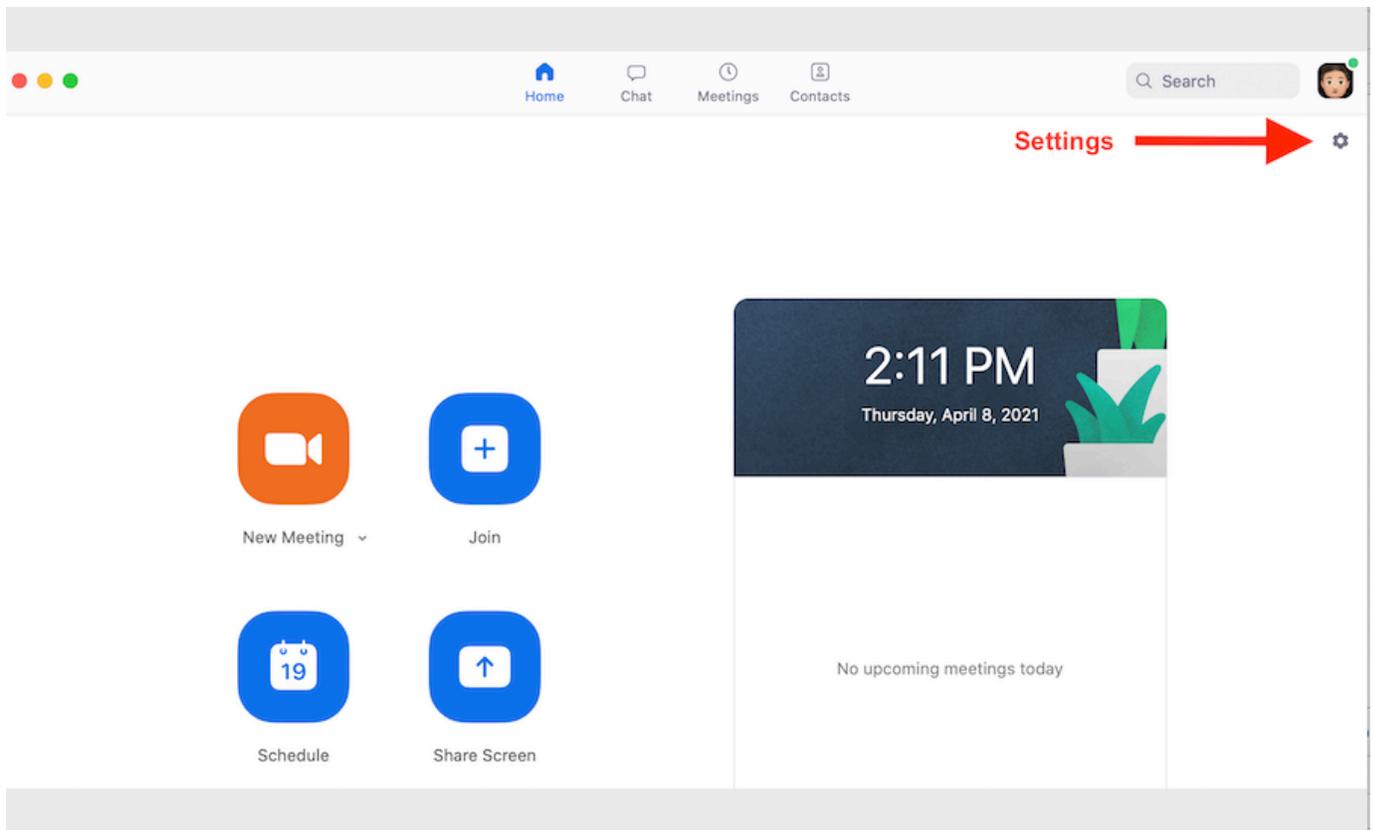
**IMPORTANT:** Unfortunately, cloud recordings only record the active speaker of the 2 spotlighted videos. This means that the ASL interpreter won't get recorded!

We recommend that you record your meetings locally (to your computer) if you need the recording of both the ASL interpreter's video and the active speaker's video. You will see both spotlighted videos in the recording.

**Note:** You can only spotlight if there are 3 or more participants in the Zoom meeting.

There are a few more things to be aware of when recording:

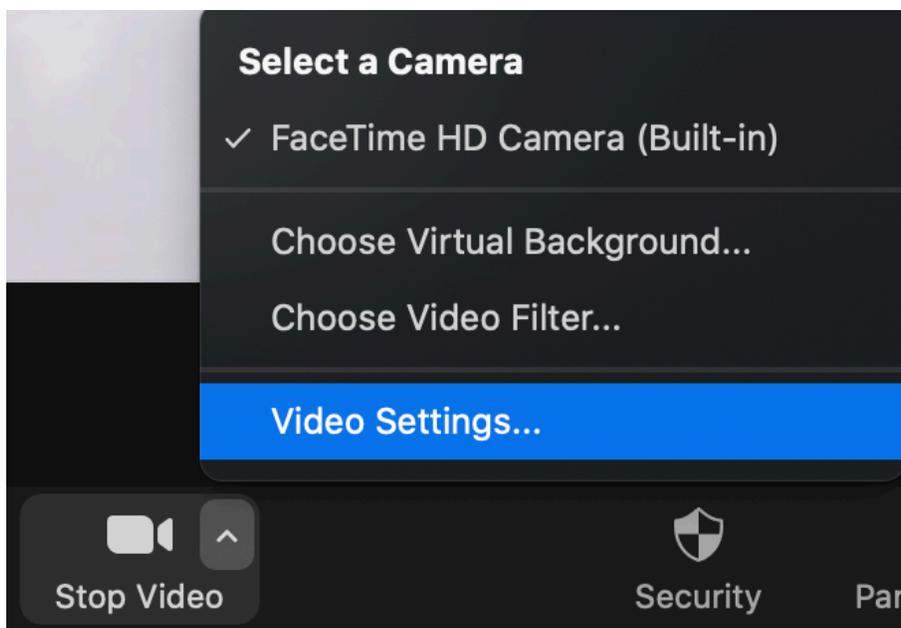
- When recording locally, you will have to change some settings in your Zoom application in case someone wants to share their screen. To see the settings, first click the cogwheel in the top right corner of your Zoom application. The main thing you will want to enable is "record video during screen sharing" and "place video next to the shared screen in the recording". See below:



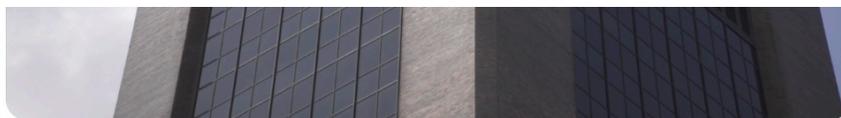
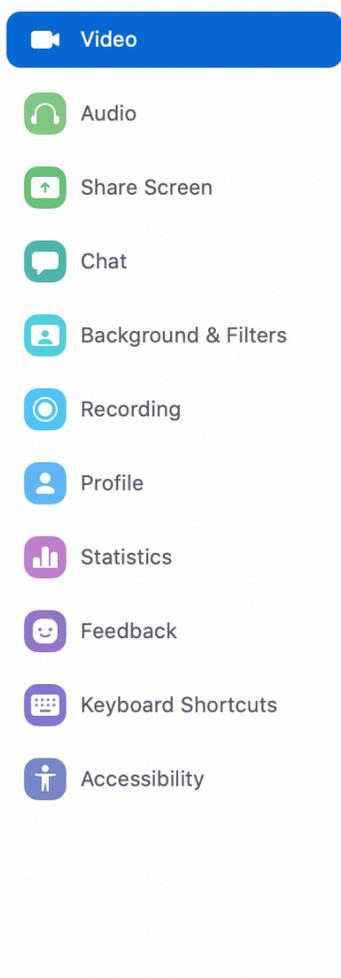
- Make sure both the speaker and the interpreter's videos have been spotlighted. If the speaker is sharing their screen, the person who is recording must use the "Side-by-side: gallery

view” to see both the speaker’s shared screen, as well as the speaker and ASL interpreter’s video on the side.

- To protect the privacy of participants in recordings when the speaker is screen sharing: If the speaker shares a screen that reveals the other participants for the person recording (sometimes this happens to the recorder accidentally when using “Side-by-side: gallery view”), you can ask that the participants turn off their videos, ideally before the screen sharing begins. The person recording can then hide the non-video participants during the meeting: Click on the arrow next to the video icon, then click on Video Settings:



Under the section Video → check the box for “Hide non-video participants”. This will ensure that only the spotlighted videos are recorded, even while using “Side-by-side: gallery mode”:



#### Camera

FaceTime HD Camera (Built-in) ▾

Original ratio  HD  Mirror my video

#### My Video

Touch up my appearance

Adjust for low light

Always display participant name on their videos

Stop my video when joining a meeting

Always show video preview dialog when joining a video meeting

Hide non-video participants

See myself as the active speaker while speaking

Maximum participants displayed per screen in Gallery View:

25 participants  49 participants

[Advanced](#)

Note: You cannot record videos alongside the shared screen if you are sharing your desktop. You can only do this if someone is specifically sharing a PowerPoint, pdf, browser, etc.

Another thing to keep in mind is that it won't create a transcription of the meeting if you record locally onto your computer. If you do in fact need a transcription, you can always upload the recording to your Mediaspace account: <https://mediaspace.carleton.ca/>. This will automatically produce a transcription for the uploaded video.

*Please feel free to reach out and email [capture@cunet.carleton.ca](mailto:capture@cunet.carleton.ca) if you have any questions about using Mediaspace, or browse the MediaSpace support pages on the [Capture Support Site](#).*