

Capturing Interpreters in Zoom Classes/Meetings

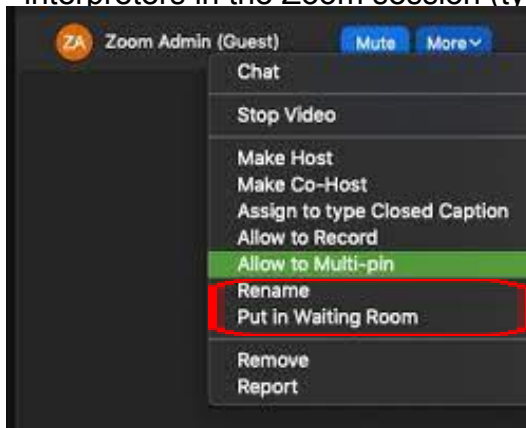
This document is designed to go through all of the necessary steps for faculty/staff & interpreters to make sure ASL/English interpreters are properly captured in recorded Zoom sessions.

For Faculty/Staff:

1. Admit the interpreter(s) to the Zoom session, much like how students are admitted. Interpreters will most often include their names as well as their role in the class.
 - a. Example: *Steven (Interpreter)* or *(ASL/English Interpreter) Steven* or a combination of the two.
2. On the bottom bar of the Zoom session, click on the participants icon.



3. In the participants list, click the “More” button next to the names of the interpreter(s). Once you click it, look for the option to “Allow Record” and click it. Next, click “Allow Multi-pin.” You will need to do this process for all the interpreters in the Zoom session (typically two interpreters are present).



4. Once the ability to record and Multi-pin are shared with the interpreters, they will be responsible for recording the Zoom session to ensure that the meeting records the interpreters on the screen.
 - a. If, however, you wish to record the session as well, make sure that you are saving your recording to your local drive and *not the cloud*.
5. If breakout rooms are being utilized, those who have Multi-pin privileges will need them reinstated. As a workaround, you can also choose to make these

participants (i.e. service providers and Deaf students) co-hosts instead, and you will no longer need to continue giving Multi-pin privileges.

Note that with all of this – just because interpreters can now record does not impede the Zoom host's ability to record or share their screen!

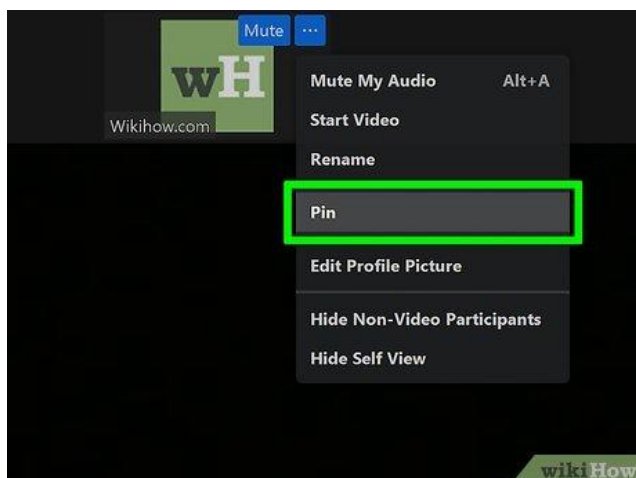
And that's it! With recording and Multi-pin capabilities, the interpreters will be able to Multi-pin the necessary participants and record the lecture in a way that allows the interpreters, faculty/staff, and screen to be seen.

Once the recording has finished being converted to an MP4 file, the interpreter(s) will email or share it via Google Drive directly to Stacey Rainey in DAS & then it will be shared with the Zoom host.

For Interpreters:

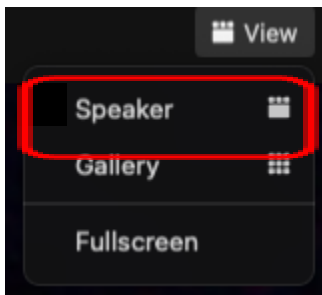
Once the Zoom host has granted both you and your team recording and Multi-pin privileges, please follow these next few steps to guarantee that the video recording is done properly to allow for equitable access for the student(s).

When you receive recording and Multi-pin privileges, go ahead and pin the Zoom host and your team. When you hover over the videos of both the professor and your team, you will click the three dots that appear in the upper righthand corner and then click on the option to "Pin Video."

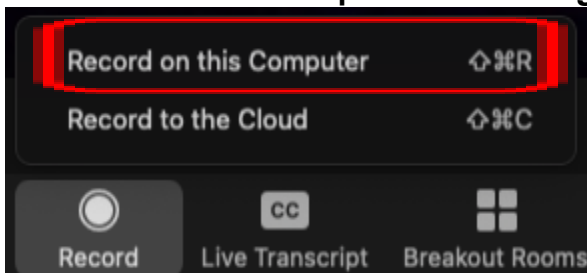


If the professor decides to share the screen, go ahead and make sure you stay in Speaker View. This way, all of your pinned participants will show up next to the shared screen. **Please make sure** to adjust the size of the window using the slider bar so that the interpreter(s) can be seen easily by the student but also so that the shared screen is large enough to see.

- a. A picture of the Speaker view icon that is found in the top right corner of the Zoom session window:

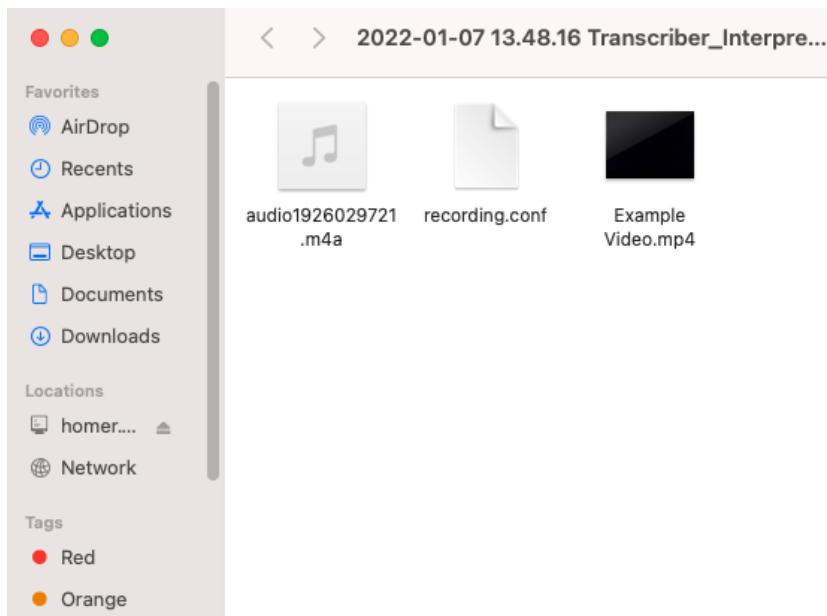


Once you pin everyone, click the record button, making sure to hit “Record on this computer.” Once you do that, the recording will begin. To stop the recording at the end of the meeting, simply click the STOP button (in the shape of a square on the bottom bar of the Zoom window). If the professor sends students to breakout rooms, hit “pause” rather than stop. Zoom will tie all clips into one final video. **Note that it might be easier for the first support interpreter (the interpreter not actively interpreting at the moment) to record the meeting while the active interpreter is working/interpreting.**



*NOTE for interpreters: if the host sends people to breakout rooms, please pause the recording (unless instructed otherwise) and resume recording upon reentering the main room. Also, you will need to request Multi-Pin again upon reentering the room, unless the host chooses to make you a co-host. In either instance, the interpreter will have to repin the participants when joining the main room again.

Once you have stopped the recording and left the Zoom session, you will need to allow a brief time for the recording to convert. After it is done converting, you will see a file open up with three things: The audio of the recording, the video for the recording, and the final combined mp4 video (with audio and video). Save combined file somewhere on the computer and share it via either email or Google Drive to Stacey Rainey at raineys@mail.wou.edu



And that's it! **Please note that if possible, both interpreters should record the Zoom session** to serve as a back-up to each other in case something happens with one of the videos. If you have any questions or concerns, please feel to contact Stacey Rainey at raineys@mail.wou.edu. Thank you for everything!

Reviewed: January 2025

