ANTH 4100: Making Anthropology Public
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Multi-Track Recordings and Transcripts

Enabling Multi-Track Recording (**more info from ZoomSupport**)

When recording locally, the host can record all participants' audio streams as separate audio files, one file for each participant. Especially when editing audio later, this option is ideal since you can edit each person's recording individually. 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 been processed, open the recording folder. (You can change which folder is assigned to store your recordings at the top of the **Recording** tab in **Settings**.)
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. Each file name begins with the participant's name

Using Multi-Track Recording and Auto-Transcripts

To record separate audio streams and also have Zoom automatically generate a transcript of your meeting you will need to record both locally and in the cloud. Follow these instructions to begin both recordings:

1. Start a Zoom meeting and have all members join.
2. The host should click **Record** and select the **Record on this Computer**. Alternatively, use the shortcut keys **ALT+R** on Windows or **Shift+⌘+R** on Mac. This begins a local recording and will save video and individual audio streams directly to your computer.
3. To use Zoom's auto-transcript generation, your recording also has to be saved as a cloud recording. You must **enable cloud recording after** starting a local recording.
4. Enable **Cloud Recording** with the shortcut keys **ALT+C** on Windows or **Shift+⌘+C** on Mac. You must use the shortcut keys to enable a second type of recording.
5. After ending your meeting, navigate to your recording folder on your computer to find the individual audio streams. To find the cloud recording and transcript, visit your zoom profile online (northeastern.zoom.us/profile) and click the **Recordings** tab on the left side of your browser window.

Tip! Make a clap or say a distinctive phrase at the beginning of your cloud recording so you can easily find where to line up the timestamps of your local and cloud recording.

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