

Zoom - How to Get the Gallery View Only

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1] [Go to UFV's Zoom Portal > Settings on the left menu \(link here\).](#)

> "Recording" tab

The screenshot shows the Zoom web portal interface. The left sidebar contains a list of settings categories: Profile, Meetings, Webinars, Webinars Plus, Events, Personal Contacts, Personal Devices, Whiteboards, Notes, Docs, Surveys, Recordings & Transcripts, Summaries, Clips, Scheduler, **Settings** (highlighted with a red box), and Reports. A red arrow points from the 'Settings' box to the 'Recording' tab in the top navigation bar. The 'Recording' tab is also highlighted with a red box. Below the 'Recording' tab, the 'General' sub-tab is selected. The 'General' sub-tab contains the following settings:

- Record to computer**
 - Allow hosts and participants to record: ☐ Off, ☒ On
 - Recording will include: ☐ Screen, ☐ Audio, ☐ Video, ☐ Chat, ☐ Gallery view options, and a ☐ Custom button
- Who can request host**
 - Host can change the recording status: ☐ Off, ☒ On
 - ☒ Internal meeting
 - ☐ Auto approve
 - ☒ External meeting
 - ☐ Auto approve
 - ☐ Meeting participants
 - Participants may request to record: ☐ Off, ☒ On
 - Participants may stop recording: ☐ Off, ☒ On
- Other settings**
 - ☒ Save chat messages
 - ☒ Save closed captions

2] Scroll down to "Cloud recording" and make sure that it is enabled (blue).

> "Zoom Meeting" should be selected.

> Under "Cloud recording setting", "Record gallery view with shared screen" should be selected while the options for "active speaker" should be un-selected. Choose any other options if required.

> "Save" (below). "Save" appears only when you make changes.

The screenshot shows the Zoom Cloud Recording settings interface. On the left is a sidebar with links: General, Share, Access, Notification, and Data retention. The main content area is titled "Cloud recording" and includes a toggle switch to enable recording. Below this, a section titled "Cloud recording setting" contains several checkboxes. A red box highlights the "Record gallery view with shared screen" option, which is checked, while the "Record active speaker with shared screen" option is unchecked. A red arrow points to the "Save" button at the bottom of the page. Other red annotations include a box around the "Zoom Meeting" and "Zoom Webinar" checkboxes, and a box around the "Save" button.

General

Share

Access

Notification

Data retention

Cloud recording

Allow hosts to record the following to the cloud

- ☒ Zoom Meeting
- ☒ Zoom Webinar

Cloud recording setting

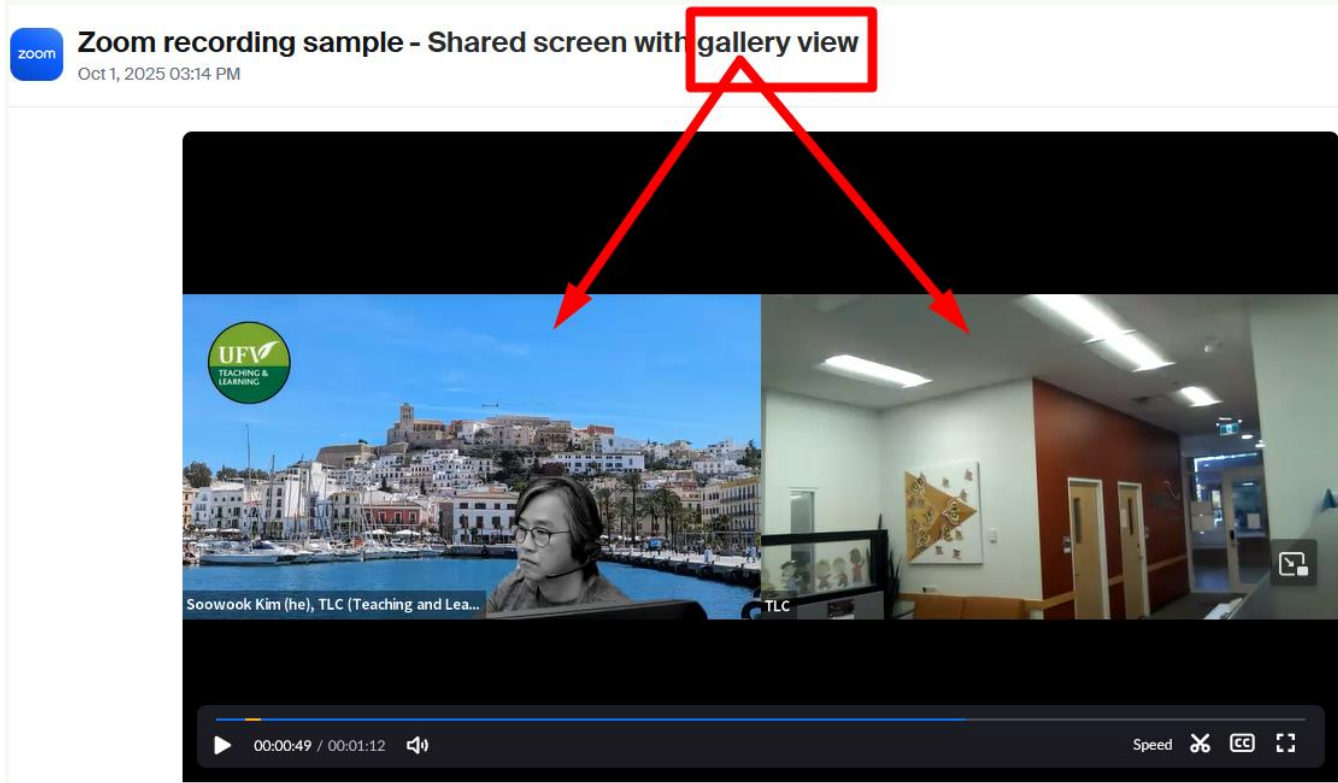
- ☐ Record active speaker with shared screen
- ☒ Record gallery view with shared screen ⓘ
- ☐ Record active speaker, gallery view and shared screen separately
- ☐ Record audio-only files
- ☐ Record the Interpretation
- ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ⓘ
- ☒ Display participants' names in the recording
- ☐ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☒ Create audio transcript ⓘ
- ☐ Save panelist chat to the recording ⓘ
- ☐ Save poll results shared during the meeting/webinar ⓘ
- ☒ Save closed caption as a VTT file ⓘ
- ☒ Participants can request host to start cloud recording
- ☐ Participants can start cloud recording when host is not in the meeting ⓘ

Save Cancel

3] “Gallery View” Sample



Revised by Soowook Kim on 251001.