**Audio Recording and Notetaking Resources for Virtual Instruction**

# AUDIO RECORDING

**Record within Zoom:** If the Zoom host/presenter has made the recording feature available there will be a “Record” button on the Zoom toolbar at the bottom of the window. The [Recording a Meeting video](https://youtu.be/AYzPS28rg7E) will walk you through this process.

* Record with your device’s built-in audio recorder:
  1. [QuickTime Player (Macs)](https://support.apple.com/guide/quicktime-player/record-audio-qtpf25d6f827/mac)
  2. [Record with Voice Recorder (Windows)](https://www.microsoft.com/en-us/p/windows-voice-recorder/9wzdncrfhwkn?activetab=pivot:overviewtab)
* Record with a digital recorder or phone: You can record lecture with a separate device from the computer you are using to listen to lecture. Just place the recording device near the speakers of the computer you are listening to lecture on.

# NOTETAKING SUPPORT

**OneNote 2016** – As a CPP student, you have access to the Office 365 programs for free. Once you have an Office 365 account you can [download the OneNote 2016](https://cpp.service-now.com/ehelp?id=kb_article&sys_id=e21fc54e6fe8e600e020f35d5d3ee4bb) app for free.

OneNote 2016 is a powerful all-in-one notetaking solution which allows you to:

* capture audio that links with your typed notes,
* import slides, pictures, handouts, videos and files,
* organize your notes in different notebooks,
* sync your files to the cloud, and more.

OneNote 2016 is available for Windows, Mac, iPad, iPhone and Android. Review the [OneNote 2016 Essential Training on LinkedIn Learning](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lynda.com%2FOffice-tutorials%2FWelcome%2F378453%2F436012-4.html&data=02%7C01%7Cemmckernan%40Fullerton.edu%7C7fbb308cdb804387b50208d7b3f995f4%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C637175756851397405&sdata=S48rYmaaO0wiYRS62JSO%2FyNs38CuKHEnecyl10TEQSE%3D&reserved=0) for a comprehensive walk-through of how to get the most out of OneNote 2016.

*Should you have any questions or concerns please do not hesitate to contact us at* [*drc@cpp.edu*](mailto:drc@cpp.edu).