

Zoom Cloud Video: Sharing and Editing your Recordings and Transcripts

Enabling Cloud Recording

- Go to <http://suffolk.zoom.us>
- In the menu on the left, click **Settings**.
- Click **Recording**.

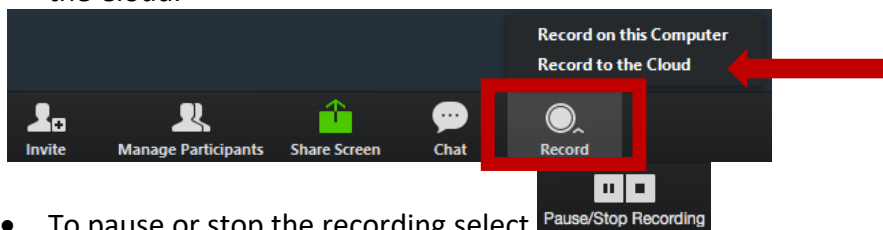
Under **Cloud Recording** Toggle Cloud Recording on (**NOTE:** You can also enable **Local Recording** to record to your computer as well as the cloud, but this is a preference):



- After you have toggled this on, you can change the following settings underneath it:
 - **Record active speaker with shared screen:** This will record screen share and whoever is actively speaking. Turn this on to enable students viewing the recording later to see any slides or notes you share.
 - **Record gallery view with shared screen:** This will record screen share with the gallery view (small video tiles of participants with a yellow box around whoever is speaking).
 - **Record active speaker, gallery view, and shared screen separately:** This produces two recordings, one with each of the selections described above.
 - **Record an audio only file:** In addition to video, Zoom will also record an audio-only file.
 - **Save chat messages from the meeting:** A text file preserving any public messages in the chat will appear with your video(s) in the **Recordings** tab in Zoom both on Blackboard and suffolk.zoom.us.
 - **Audio Transcript:** You must enable this setting for Zoom to automatically transcribe your recordings. The transcript will appear with your video in the **Recordings** tab in Zoom both in Blackboard and suffolk.zoom.us. This transcript can later be used as closed captions.
- **Automatic Recording:** Toggle on (blue) to enable recordings to start automatically when your meeting starts (**NOTE:** Recordings will start whenever the first person enters a meeting. For example, if a student enters a class ten minutes early and leaves one minute later, a one-minute recording will be created. To prevent this, navigate to **Settings** in the menu on the left. Under **Meeting** disable (gray) **Join Before Host**. This will ensure that no one can enter your meeting until you or your alternate host starts it.)

Starting a Cloud Recording in Meeting

- Start your meeting.
- When you are ready to record, select the Record button on the Zoom Toolbar and choose Record to the Cloud.

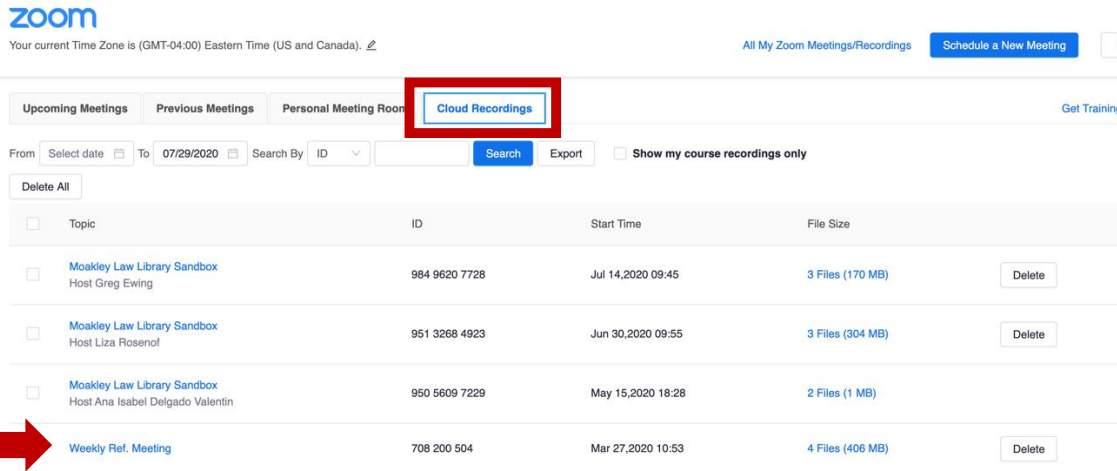


- To pause or stop the recording select
 - **Stop** ends the recording. If you begin again, your recording will be split into two files.

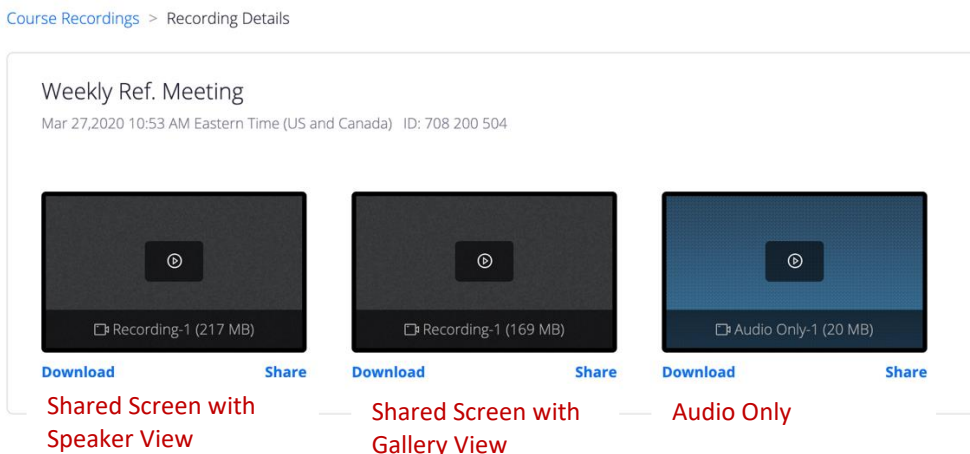
- **Pause** pauses your recording without creating a new video file. **NOTE:** Press pause during breaks or breakout room session so your students will not be confused by multiple recordings when they go to view the class video.

Manage Cloud Recordings on Blackboard

- To manage Cloud Recordings on Blackboard, navigate to your course and select **Online Synchronous Learning**.
- Click the **Cloud Recordings** tab. Click on the title of the recording you wish to edit or share.



- You can search recordings by meeting ID or Topic. You can also limit your search with a date range of as many as 30 days or a period shorter than that.
- In this example, you will see three files: Active Speaker View with Shared Screen, Gallery View with Shared Screen, and Audio Only:

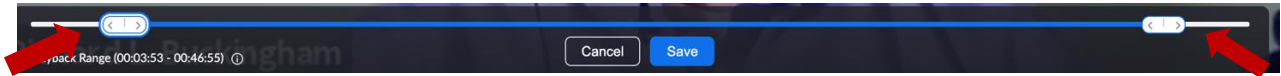


- Students will see these files when they navigate to **Online Synchronous Learning**, select **Course Recordings**, and select the title of the recording they wish to view. You can also click **Share** underneath the file to copy a link. Anyone you send this link to can view the video (note: this is a good option in case Blackboard is down).
- To edit, select the video you wish to edit. A new window will open with the video playback on your screen. At the bottom of the video, you will see this bar:

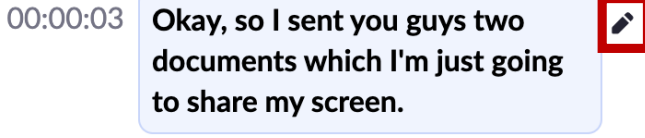


- Select the scissors icon to trim playback on the beginning and/or end of your video.

- The bar will then show the playback length of the video with sliders at the beginning and end.



- Move these bars to trim (cut out) dead air or unwanted chatter from the beginning and end of the video and click **Save** (note: You can continue to move the sliders to get back material you cut after saving **as long as you do not close the video**).
- If you have enabled a transcript, you will see the transcript beside the video. Click the pencil icon to edit (note: Zoom transcription is very good, but it has a hard time with accents and quick speaking).

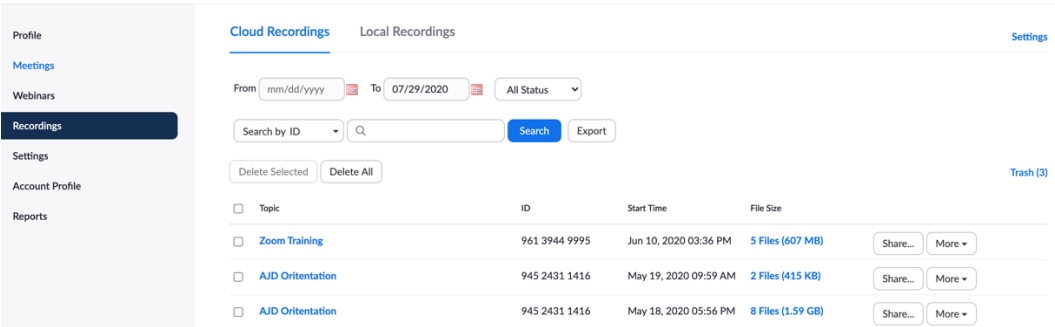


- You can download the file at any time by clicking **Download** at the top right corner of the page.



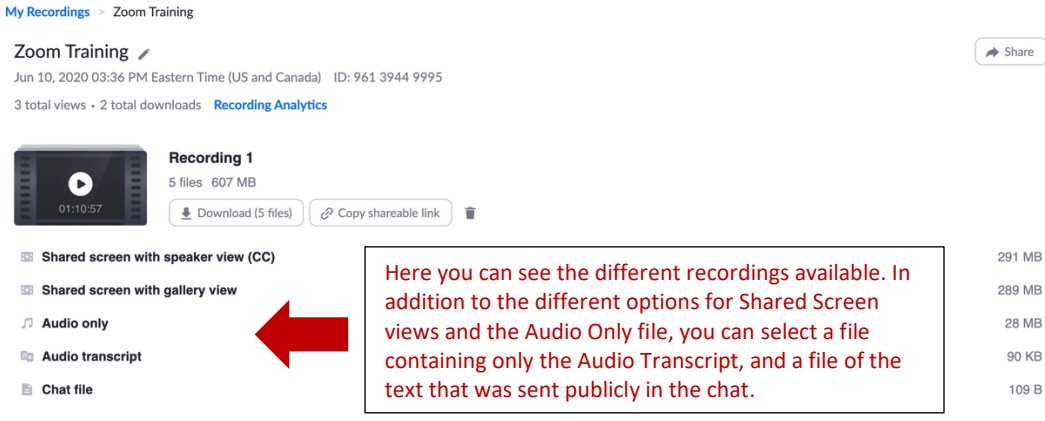
Manage Cloud Recordings on suffolk.zoom.us

- All** of your Zoom recordings, whether the meeting was scheduled on Blackboard or not, will show in the **Recordings** tab on <http://Suffolk.zoom.us>.
- This portal offers more **sharing settings** for your recordings. If you choose these settings for recordings you have made of classes scheduled in Blackboard, **the changes will appear on the files in Blackboard** even though you cannot make the changes there.
- Go to <http://suffolk.zoom.us> and select **Recordings** from the menu on the left.




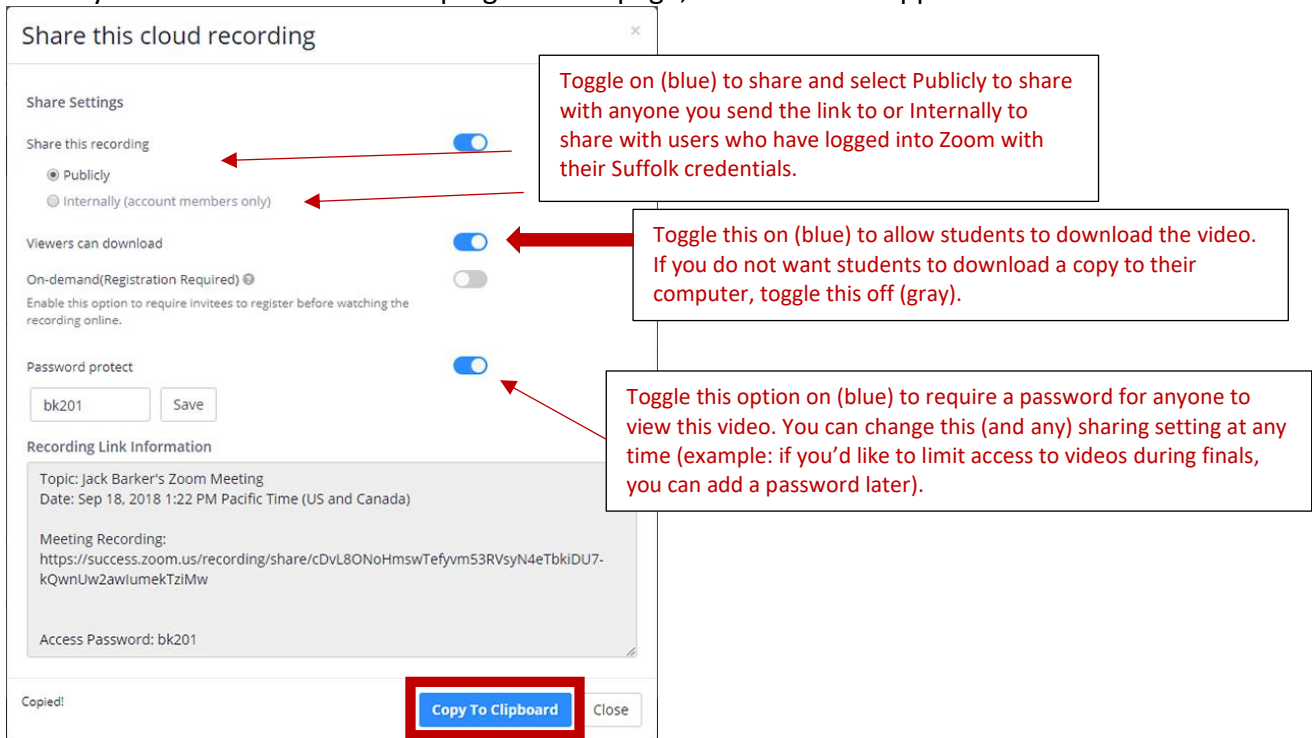
- You can search recordings by meeting ID, Topic, or Keyword (note: Keyword search is not available on Blackboard). You can also limit your search with a date range of as many as 30 days or a period shorter than that.

- When you select the recording you wish to edit or share, this page will open:



Here you can see the different recordings available. In addition to the different options for Shared Screen views and the Audio Only file, you can select a file containing only the Audio Transcript, and a file of the text that was sent publicly in the chat.

- When you click  at the top right of the page, this menu will appear:



Toggle on (blue) to share and select Publicly to share with anyone you send the link to or Internally to share with users who have logged into Zoom with their Suffolk credentials.

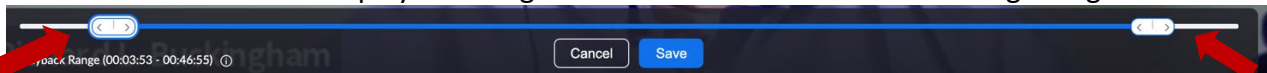
Toggle this on (blue) to allow students to download the video. If you do not want students to download a copy to their computer, toggle this off (gray).

Toggle this option on (blue) to require a password for anyone to view this video. You can change this (and any) sharing setting at any time (example: if you'd like to limit access to videos during finals, you can add a password later).

- Select **Copy to Clipboard** to copy the link you can send via email to share the recording (note: your recording will still appear to students on Blackboard. Sending the link is a good backup option if Blackboard is down).
- To edit, select the video you wish to edit. A new window will open with the video playback on your screen. At the bottom of the video, you will see this bar:

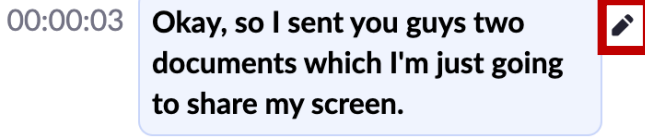


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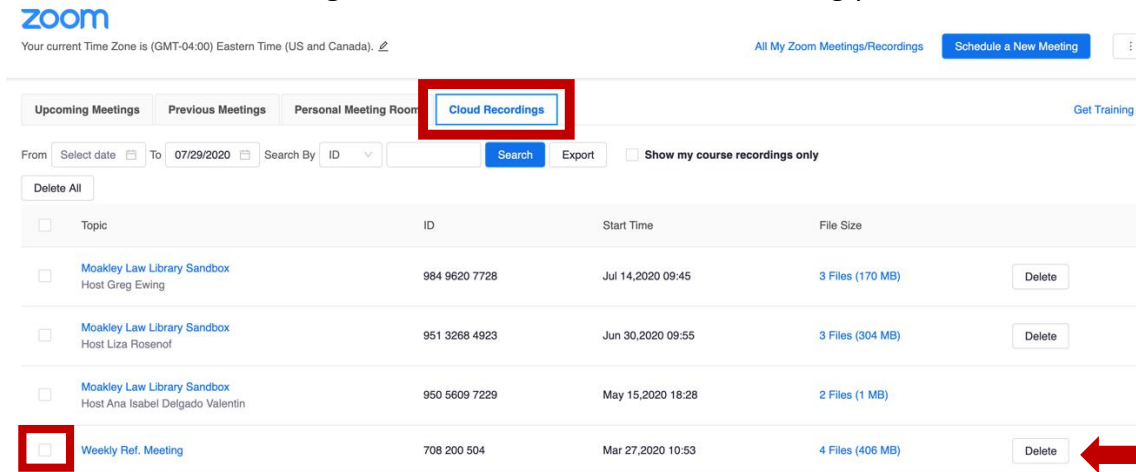


- You can download the file at any time by clicking **Download** at the top right corner of the page.

Download (217 MB)

Deleting and Retrieving Deleted Videos

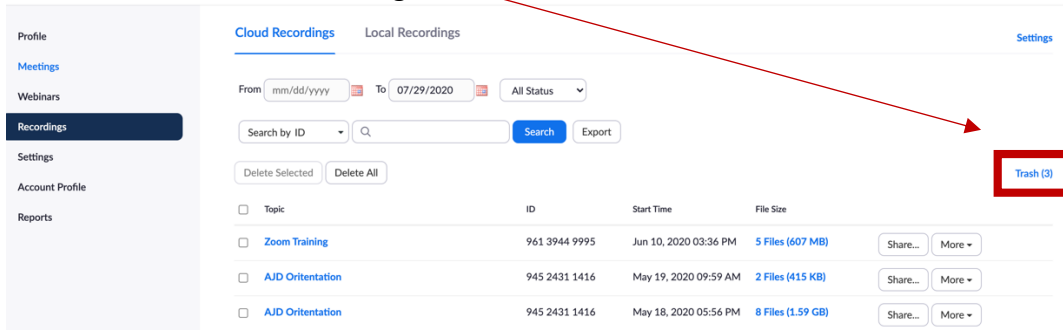
- On Blackboard, navigate to your course and select **Online Synchronous Learning**.
- Click the **Cloud Recordings** tab. Click on the title of the recording you wish to edit or share.



1. Check the box next to the recording(s) you wish to delete.

2. Click **Delete**.

- Zoom retains deleted recordings for **30 days** before deleting them permanently.
- To restore a deleted recording, go to <http://suffolk.zoom.us> and select **Recordings** from the menu on the left. Select **Trash** on the right.



- This menu will appear:

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Search by user email Search by meeting number Search Export

2 items selected **Recover** Delete

<input type="checkbox"/>	Host	Topic	ID	Start Time	File Size	Delete Time	Recover	Delete
<input checked="" type="checkbox"/>	Dec 14, 2017 15:30	1,006 KB (2 Files)	Dec 20, 2017 17:01	Recover	Delete
<input checked="" type="checkbox"/>	Dec 13, 2017 16:12	35 MB (2 Files)	Dec 14, 2017 11:40	Recover	Delete
<input type="checkbox"/>	Nov 19, 2017 20:44	22 KB	Dec 03, 2017 11:40	Recover	Delete

1. Click the box to check multiple recordings to restore.

2. Select recover to restore the recordings you checked below.

Restore or permanently delete a single recording by clicking **Recover** or **Delete** in the row beside that recording.

- Restored recordings for meetings scheduled in Blackboard will appear in that course's recordings in Blackboard.
- Once you permanently delete a cloud recording, it **cannot be recovered**.