How Should I Record My Meetings?

If you'd like to record a meeting session with Zoom at KU, you have two choices:

1. Use the "Local Recording" – this captures the recording directly to the host's computer, which creates a movie file that can then be uploaded to any streaming server. (KU Faculty and Staff can upload to either MediaHub or directly to a Blackboard course.)
2. Use the "Cloud Recording" – this captures the recording directly to Zoom's cloud server. You then have 30 days before that recording expires – 30 days to download the video file and upload to a streaming server.

Most meetings can safely be recorded to a host's computer, and this is often the easiest method. In the case of recoding to a classroom computer, though, we recommend that you utilize Zoom's Cloud Recording, so that the post-meeting conversion process doesn't tie up a classroom workstation.

Below are some short descriptions of recording workflows. To learn more about Zoom recording features, visit this link: https://support.zoom.us/hc/en-us/sections/200208179-Recording

Local Recording with Zoom:

While a meeting is in progress, a host can start Local Recording at any time.

1. Click **Record** in the menu bar and select **Record on this Computer**.
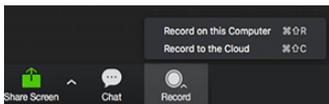
2. All participants will see a recording indicator in the upper-left of their screen

3. Host can stop or pause recording any time by using recording controls

4. When meeting ends, recording will convert to MP4 movie file. Click on the **Meetings** tab in the Zoom application and then click on the **Recorded** tab to see your recording.

5. Click **Open** button corresponding to any recording to view and access the saved file in its local directory.

More info on Zoom's Local Recording here:
https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording

Upload Recording to MediaHub:

KU Faculty and Staff can upload and share their recordings by logging into mediahub.ku.edu.

1. Go to mediahub.ku.edu and sign in with KU Online ID.
2. Top right of screen, click **Add New**, then **Media Upload.**
3. Click **Choose a File to Upload** button and select Zoom MP4 recording.
4. File will begin uploading – you must remain on this page until file is completely uploaded (progress bar will turn green).
5. Edit details (title, description, tags, etc).
6. Leave default access setting as **Unlisted**. This will allow you to share the video with others, but only where/how you want to share it. MediaHub uploads are not indexed in a public directory.
7. Click **Save**.
8. Click **Go to Media**.

Your media will transcode on the server and be ready to share in just a few minutes.

To share your video with others, go to video's page and click on the **Share** button under the video.

You can share the URL with anyone (**Link to Media Page**) or post it to Blackboard as a Web Link. You can also use the HTML Embed Code (**Embed**) to place the video on a website.

Cloud Recording with Zoom:

When you record a meeting and choose *Record to the Cloud*, the video, audio, and chat text are recorded in the Zoom Cloud.

Important: KU's Zoom settings allow for storage of Cloud recordings for only 30 days. KU's use of Zoom's Cloud Recording is not intended for hosted playback, but rather to accommodate the recording and transcoding of content directly to Zoom's server – so that centrally-managed classroom machines will not have to be committed to those tasks. Recordings can be downloaded and shared using either Blackboard, for course content, or MediaHub, for departmental content.

There are three steps to using Zoom's Cloud Recording at KU:

1. Enable Cloud Recording in your Zoom account's meeting settings.

2. Record your session to the Zoom Cloud.

3. Download your recording and share on a streaming server.

---

1 Enable Cloud Recording in your Zoom account's meeting settings.

1. Login to kansas.zoom.us with your KU Online ID

2. Click on **My Meeting Settings**.

3. Click the **Edit** button next to **Recording**.

4. Click the checkbox next to **Cloud Recording.**

5. Select your Cloud Recording preferences.
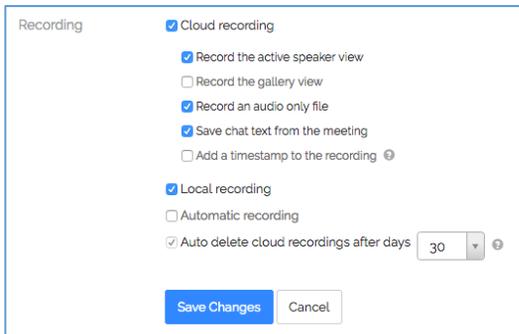
3 Download your recording and share on a streaming server.

You can share your downloaded Zoom Cloud Recordings on KU-supported spaces, like Mediahub or Blackboard, or on different servers, like YouTube.
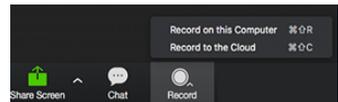
Instructions for sharing with MediaHub are on previous page.

For instructions on adding video files to Blackboard, visit blackboard.ku.edu/add-media

---

2 Record your session to the Zoom Cloud

While a meeting is in progress, a host can start Cloud Recording at any time.

1. Click **Record** in the menu bar and select **Record to the Cloud**.

2. All participants will see a recording indicator in the upper-left of their screen

3. Host can stop or pause recording any time by using recording controls

4. When meeting ends, you will receive an email notfication – with a link to the recording. You can also login to kansas.zoom.us and click on **My Recordings** to access.

5. Click on the **Download** button below your recording to save the movie file to your computer.

Reminder, your recordings will be deleted after 30 days. Download the recordings and add them to a streaming server (step #3) before 30 days pass.