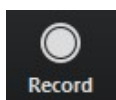



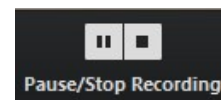
Recording a Session in Zoom

Zoom allows you to record a video and audio session into the cloud that you can share with your students. **Please note that cloud recordings in Zoom are automatically deleted after 90 days.** Make sure you always download copies of your recorded sessions (Instructions below) to your computer. Also, these instructions assume you are familiar with Zoom.

1. Go to Zoom from your Blackboard course section or from the Stockton's web site.
2. If accessing Zoom,
 - From **Blackboard**, click on a meeting room.
 - From the **Stockton's web site**, click on **My Meetings**, then click on a meeting room.
 - Click on **Schedule a New Meeting** if you need to create a new room (A Zoom Meeting room is required for recording).



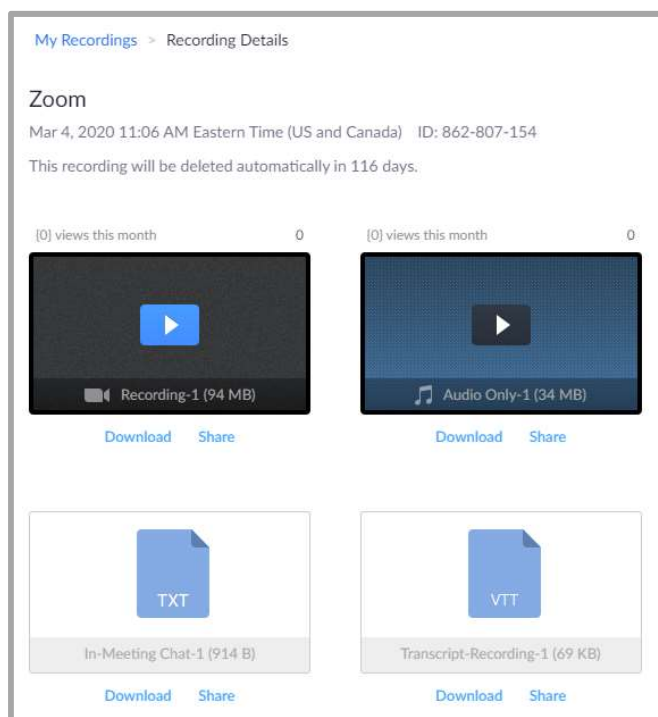
3. In the Zoom Meeting room, click on **Record** to start recording your session (**Make sure your microphone is enabled.**) The button will change to **Pause/Stop Recording**. When done, click on **Stop Recording**  and **Yes** to save the recording to the cloud.



4. Zoom will send you an e-mail to your Stockton Outlook e-mail account when the recording has been processed. This might take a few minutes to hours (I would just give it a day). Exit Zoom and check the next day.
5. To access your recording, follow the steps below:

Accessing Zoom from Blackboard

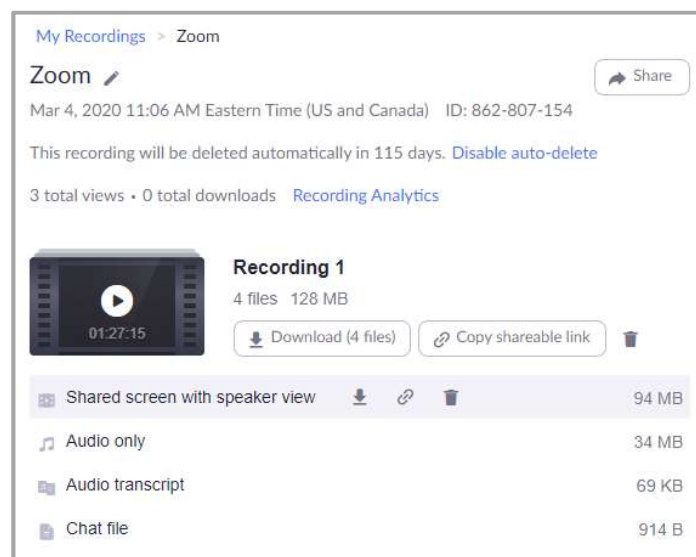
1. Click on Zoom Meeting in your Blackboard course section.
2. In Zoom, click on **Cloud Recording** on the top menu
3. Find the recording on your list and click on it.



The screenshot shows the 'My Recordings > Recording Details' page for a Zoom meeting. The meeting title is 'Zoom' and it took place on 'Mar 4, 2020 11:06 AM Eastern Time (US and Canada)' with ID '862-807-154'. A notice states: 'This recording will be deleted automatically in 116 days.' Below this, there are two video thumbnails: 'Recording-1 (94 MB)' and 'Audio Only-1 (34 MB)'. Each has 'Download' and 'Share' links. At the bottom, there are two transcript files: 'In-Meeting Chat-1 (914 B)' and 'Transcript-Recording-1 (69 KB)', both with 'Download' and 'Share' links.

Accessing Zoom from Stockton's Web Site

1. Go to <https://stockton.zoom.us>.
2. Click **Host Meeting**
3. Log in to Zoom with you Stockton credentials.
4. On the left navigation menu, click on **Recordings**.
5. Find your recorded session from the list and click on it



The screenshot shows the 'My Recordings > Zoom' page. The meeting title is 'Zoom' and it took place on 'Mar 4, 2020 11:06 AM Eastern Time (US and Canada)' with ID '862-807-154'. A notice states: 'This recording will be deleted automatically in 115 days. Disable auto-delete'. Below this, it shows '3 total views • 0 total downloads' and a 'Recording Analytics' link. The main recording is titled 'Recording 1' and contains '4 files 128 MB'. It has a 'Download (4 files)' button and a 'Copy shareable link' button. Below the recording, there is a list of files: 'Shared screen with speaker view' (94 MB), 'Audio only' (34 MB), 'Audio transcript' (69 KB), and 'Chat file' (914 B). Each file has 'Download' and 'Share' links.

- From here, you'll see between 3 to 4 files.
 - ▶ **Recording** will play the full video and audio of your session
 - 🎵 **Audio Only** will only play the audio of your session
 - 📄 **In-Meeting Chat** is a text file of the conversation between the instructor and the students using the Chat tool.
 - 🗨️ **Transcript Recording** is the text version of you recorded session. For accessibility purposes, you can make this file available to students as a PDF. This content will also show as **Close Caption** in your video.
- Click on **Download** to download a file to your computer. I recommend you do that for all files.
- Click on **Share** to share a file. Copy the link to create a **Weblink** in Blackboard.

- From here, you'll see between 3 to 4 files.
 - ▶ **Shared screen with speaker view** will preview the full video and audio of your session
 - 🎵 **Audio Only** will only play the audio of your session
 - 📄 **Chat file** is a text file of the conversation between the instructor and the students using the Chat tool.
 - 🗨️ **Audio Transcript** is the text version of you recorded session. For accessibility purposes, you can make this file available to students as a PDF. This content will also show as **Close Caption** in your video.



- With the mouse, point at each file to access the above options.
 - Click on the **Down Arrow icon** to download a copy to your computer. I recommend you do that for all files.
 - Click on the **Chain Link icon** to share the file. Paste it to an e-mail or use it as a **Weblink** in Blackboard.
 - Click on the **Trash Can icon** to delete the selected file.