

Recording a Zoom meeting

Recording a **Zoom** meeting can be a good way of providing a resource for your learners.

The following steps assume that you have already logged into your **Zoom** account and started a new meeting as the host. It is a good idea to check that your microphone and video settings are correct before beginning the meeting.

[**Note:** Your webcam will not work if you if you log into your Zoom account within the VDI Service; it will only work if you log into your Zoom account from your own browser, preferably Chrome.]

There are two options for recording in Zoom:

Local Recording

- This option is available for people who are using a **Basic** free **Zoom** account. Recordings made using this option are saved into the **Zoom** folder of the local drive of your device. These recordings can be manually uploaded into the Panopto platform and then edited, shared and linked into the **Panopto** block of a **Moodle** course.

Cloud Recording

- This option is available for people using a **Zoom Licensed** account. Recordings made using this option are saved to the **Zoom Cloud** location. These recordings are automatically uploaded into the **Panopto** platform, where they can be edited, shared and linked into the **Panopto** block of a **Moodle** course.

Recording Your Meeting Session

- In your **Zoom** meeting window, click on the **Record** button on the toolbar located at the foot of the **Zoom** meeting window.



A short **Recording** toolbar for recordings being saved on to **Zoom Cloud** will be displayed in the top left-hand corner of the **Zoom** meeting window. [Notice the **red** dot in the cloud symbol.]



A short **Recording** toolbar for recordings being saved in to the **Zoom** folder of the local drive of your device will be displayed in the top left-hand corner of the **Zoom** meeting window.

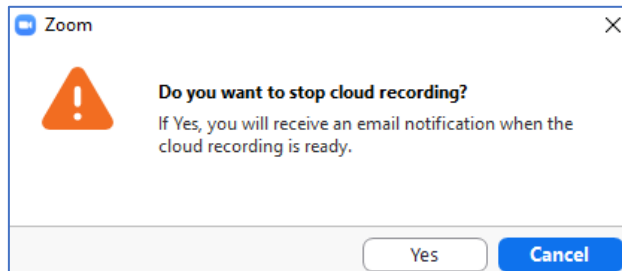


Pause and **Stop** controls are displayed on the main toolbar at the foot of the meeting window.



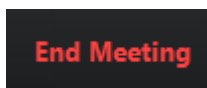
These allow you to **Pause** or **Stop** the recording.

- Once you have stopped the recording using the **Zoom Cloud** a message box will be displayed.



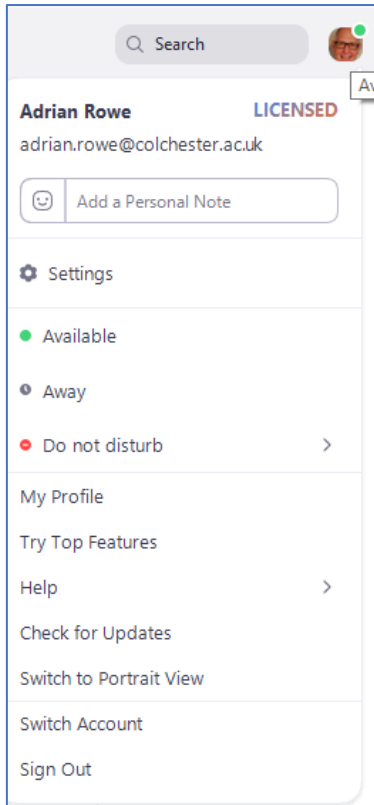
All such recordings are saved to a **Zoom Cloud** location, not on your local drive.

- At this point you can end the meeting by clicking on the **End Meeting** link in the right-hand end of the meeting toolbar.

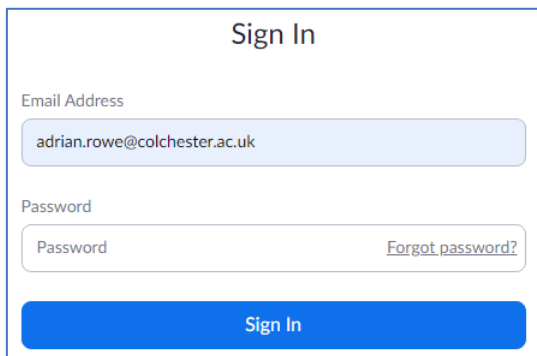


- In the message box that displays next, click on the **End meeting for all** button and the meeting will close.
- Recordings that you make using **Zoom Cloud** will be exported from **Zoom** into **Panopto**, located a folder named **Meeting Recordings**.

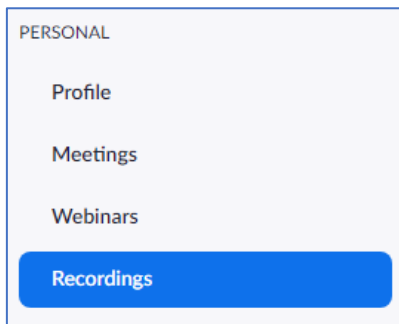
Should you wish to view the recordings you have made in **Zoom**, click on the icon in the top right-hand corner of the **Zoom** window that remains, to the right of the **Search** box, then click on the **My Profile** link in the menu that is displayed.



- You will be prompted to sign into your **Zoom** account.



- Select the **Recordings** link of those listed under **Personal**.



Recordings that you have made will be listed there.

<input type="checkbox"/> Topic	ID	Start Time	File Size	Auto Delete In
<input type="checkbox"/> Adrian Rowe's Zoom Meeting	971-5182-5687	Apr 14, 2020 10:52 AM	1 File (29 KB)	30 days

- **Zoom** has been configured to **automatically** delete **Zoom Cloud** recordings after **10** days. Recordings will **also** automatically delete after they have been exported to **Panopto** successfully.