

Saving or Downloading, Archiving and Sharing Zoom Cloud Recordings

Bucks County Community College Zoom Recording Retention Guidelines: Bucks County Community College Zoom account holders record locally or to the Zoom Cloud. The Zoom Cloud will be regularly maintained. Starting August 25, 2020, recordings 8 months or older will be removed. To retain your Zoom Cloud recordings for future use, please follow these instructions.

Student Privacy Warning: Please make sure there is *no student data included* in any file you download from the Zoom Cloud and upload to OneDrive. For example, if you record a live web conferencing session with students in attendance, the recording will include the video of each student as they were seen in the conference window. If you post the recording anywhere but within Canvas to the course space of the class you recorded, you risk a FERPA violation. Please see the [Canvas Guide on how to use the Rich Content Editor to upload a video](#). [If you are unfamiliar with Canvas' Rich Content Editor, please review these [Canvas Guides](#).]

Overview

This document prepares you to:

- Retrieve Zoom meetings you recorded to the Zoom Cloud
- Upload those recordings to OneDrive to maintain a collection of your recorded content
- Share your recordings in Canvas from OneDrive for use in future courses

Save your Zoom Recording Locally (to your computer)

During your Zoom meeting, click the Record button in your Zoom toolbar. Select the Record on this Computer option. To retrieve your local recording, go to your Documents drive on your computer, click the Zoom folder, click the file folder named for the date/time of the meeting.

Download Zoom Recordings from the Zoom Cloud

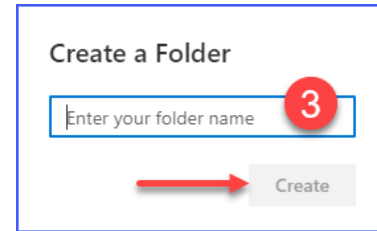
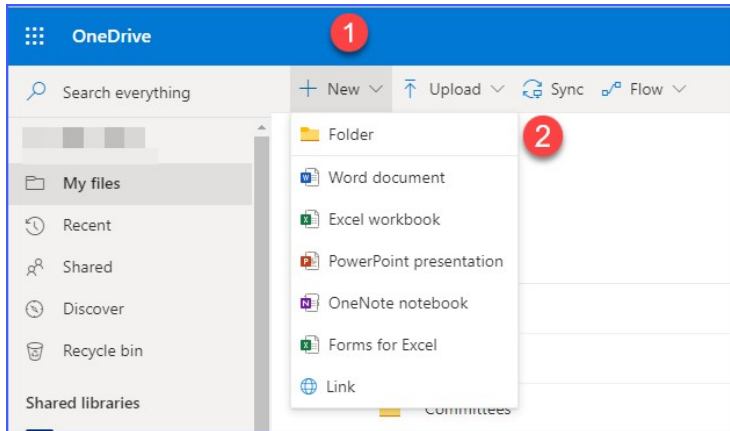
1. Go to <https://zoom.us/> and log-in with your Bucks County Community College email and your Zoom password. If you need your password reset, contact helpdesk@bucks.edu
2. Once you login to Zoom, click the **Recording** menu link.
3. In your recordings list, click the **More** button.
4. Select **Download**.
5. A pop-up will appear in browser. Click **Allow** to download multiple files. Your download includes:
 - M4A audio file
 - MP4 video file
 - VTT transcript file
 - TXT file if any participants contributed to the chat from the meeting

Access OneDrive

1. Go to <https://my.bucks.edu> and log-in.
2. Click **Log into Office 365**.
3. Once you are in Office 365 there is a square of 9 dots which is the *App Launcher*, typically found in the upper left corner of the window.
4. Click the **App Launcher** and choose **OneDrive**.
5. You are taken to your OneDrive cloud storage area.

Create File Folders in OneDrive

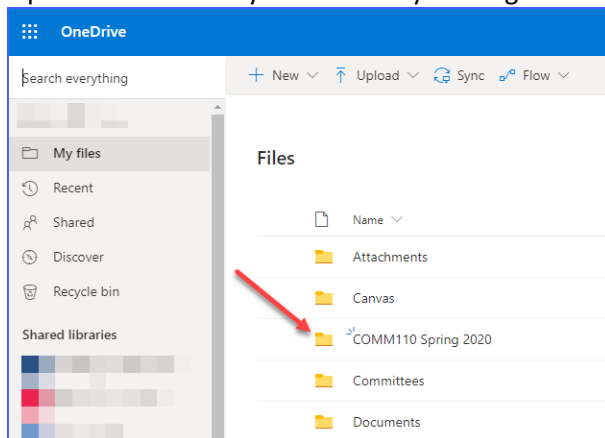
To stay organized, create folders by clicking + **New** (1) at the top of the page and click on **Folder** (2) from the drop-down menu. Enter the name of your folder in the textbox (3), then click **Create**.



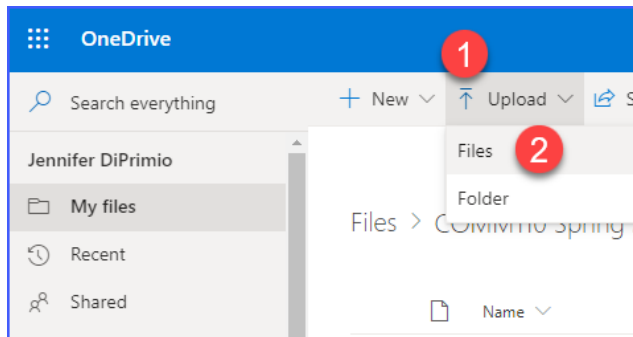
Upload your Media Files to One Drive

Use the *Upload button* to upload your files from your computer directly into OneDrive.

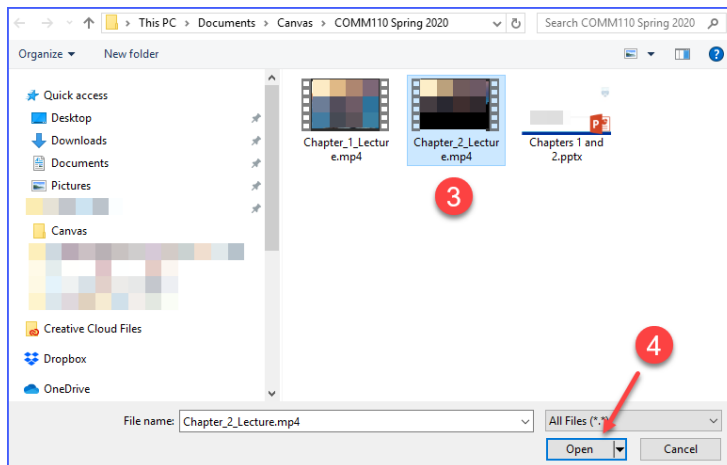
1. Open the file folder you created by clicking on it.



2. Click the **Upload** (1) menu item → Click **Files** (2).

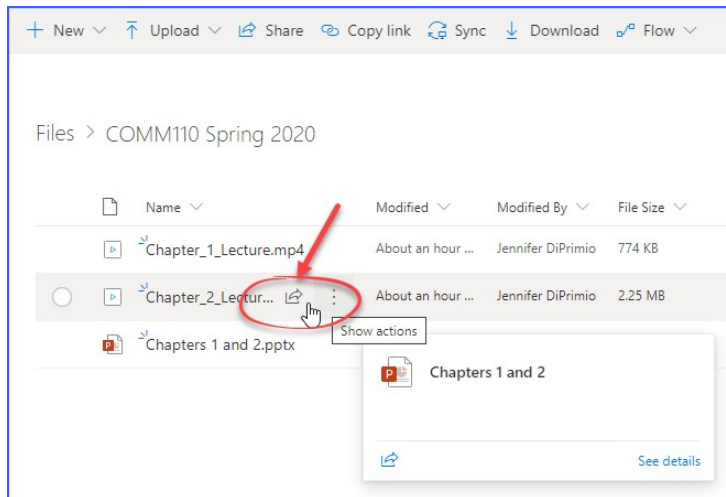


3. Browse to locate the media file you wish to upload → Highlight it (3) → Click **Open** (4). The file is uploaded to your One Drive folder.

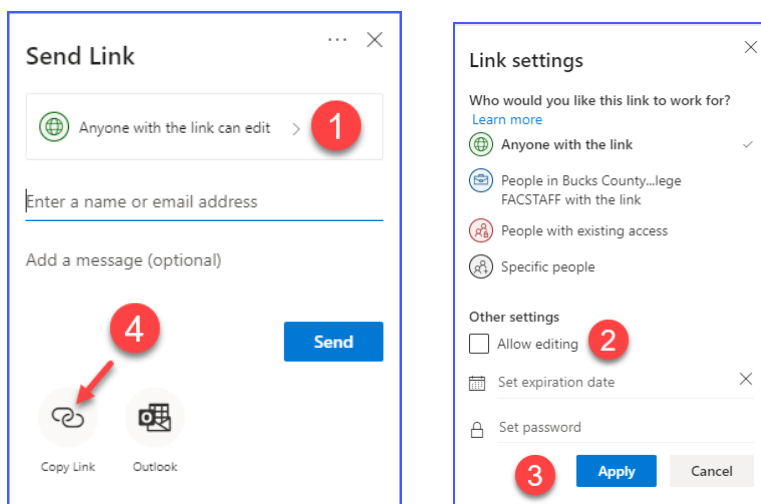


Share your Media Files

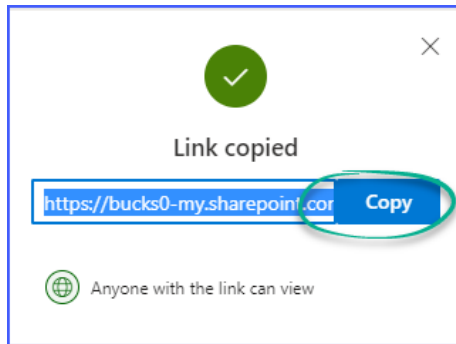
1. Once a video file is uploaded to the folder, hover your mouse over the file name. Click on the small arrow that appears to the right of the file name.



2. The *Send Link* window opens.
 - a. By default, it is set for anyone who has the link to be able to edit it. This should be changed.
 - i. Click the **Anyone with the link can edit** button (1). The *Link Settings* Window opens.
 - ii. Click to deselect **Allow editing** (2).
 - iii. Click **Apply** (3).



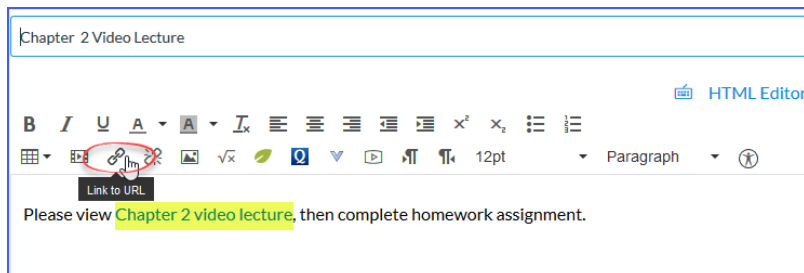
- b. Click **Copy Link** (4) see above. A very long web address appears, i.e. https://bucks0-my.sharepoint.com/:f:/g/personal/bucks_edu/EmGOW0UgCuVAtcK6hJ7pfDIBDTtjfroW2cvVFcFTZ_19tA?e=W1jxne. Click the blue **Copy** button to automatically copy to your computer's Clipboard.



Link the Media File to Canvas

Go to Canvas and paste the file link into an Announcement, Page, Assignment, Discussion, or add it as an External URL in a Module.

TIP: To avoid pasting a very long link, make sure you type a description for the item, highlight the description, and then link the URL by choosing the *Link to URL* icon in the Rich Content Editor.



See below example of a link in a Canvas announcement to a file stored on OneDrive.

