

We will be implementing a new schedule of deletion for items in the Zoom Cloud.

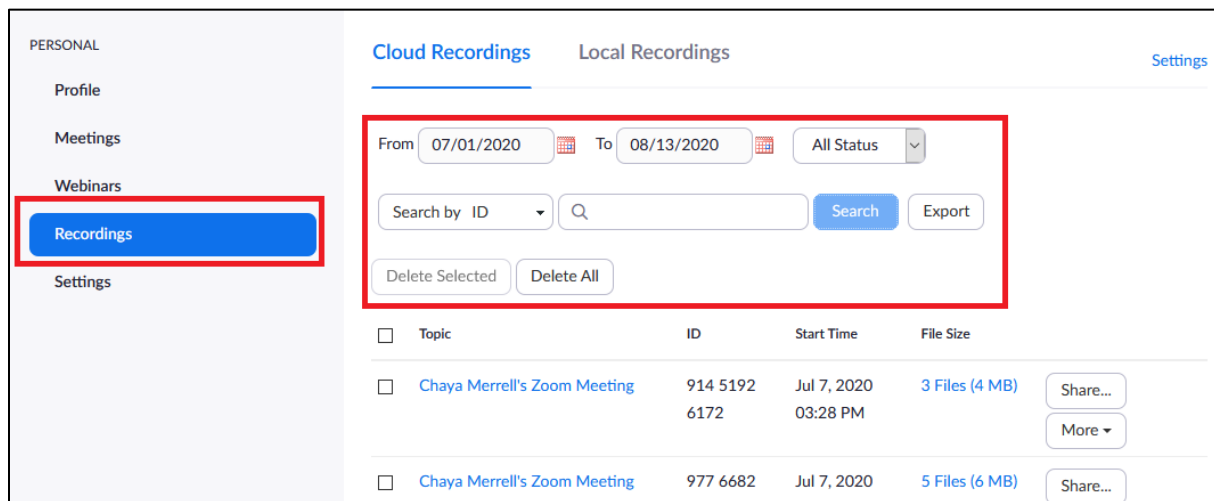
In order to ensure you preserve recordings you need to keep, you will need to download the Cloud recordings and store them elsewhere. **We recommend only downloading and storing the recordings you need.**

To help you with this, we have created a guide for you to follow.

How to Download Zoom Cloud Recordings

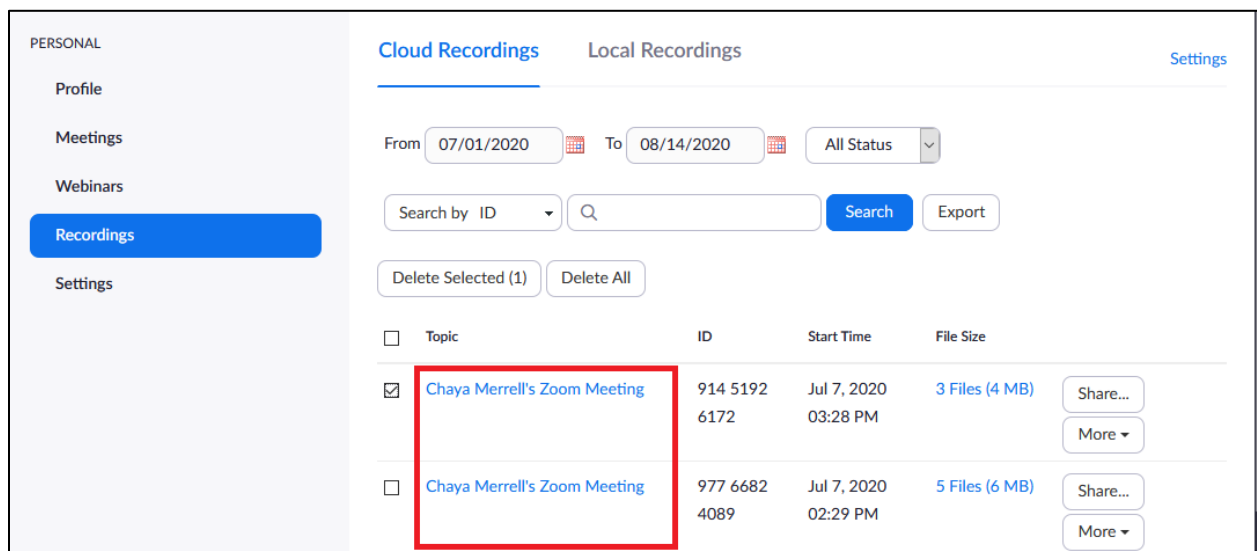
Sign in to <http://bloomu.zoom.us> and in the navigation menu, click Recordings. Here is where you will see any recordings you started.

Use the date and status selectors to search for specific meetings.



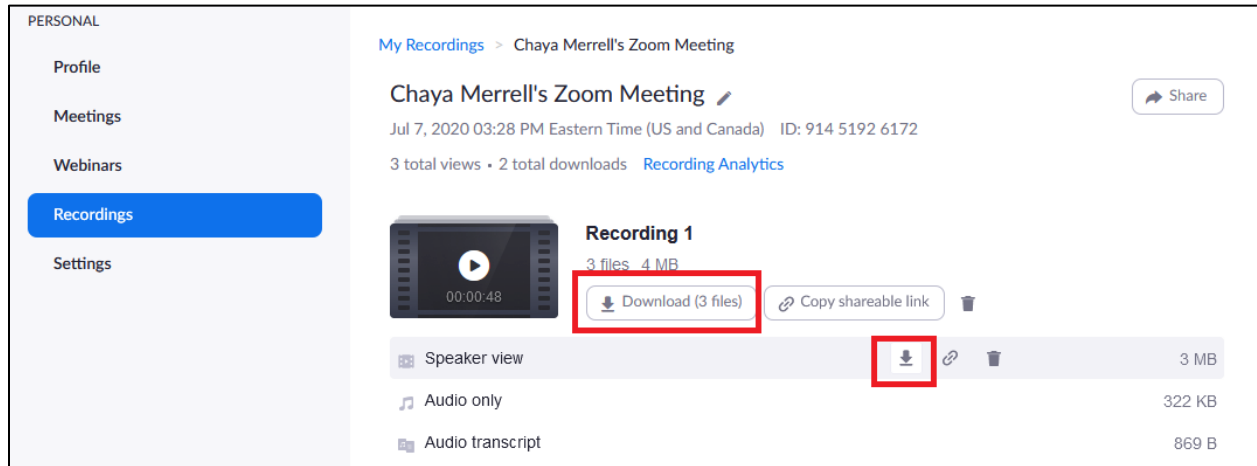
The screenshot shows the Zoom Cloud Recordings interface. On the left is a navigation menu with 'PERSONAL' at the top, followed by 'Profile', 'Meetings', 'Webinars', 'Recordings' (highlighted with a red box), and 'Settings'. The main content area has two tabs: 'Cloud Recordings' (active) and 'Local Recordings'. Below the tabs are search filters: 'From' (07/01/2020), 'To' (08/13/2020), and 'All Status'. There is a search bar with 'Search by ID' and a 'Search' button, and an 'Export' button. Below the filters are 'Delete Selected' and 'Delete All' buttons. A table lists recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. The first row is 'Chaya Merrell's Zoom Meeting' with ID 914 5192 6172, Start Time Jul 7, 2020 03:28 PM, and File Size 3 Files (4 MB). The second row is 'Chaya Merrell's Zoom Meeting' with ID 977 6682, Start Time Jul 7, 2020, and File Size 5 Files (6 MB). Each row has a 'Share...' button and a 'More' dropdown menu.

Click on the name of the meeting you want to download from.



The screenshot shows the Zoom Cloud Recordings interface with the 'Recordings' menu item highlighted. The search filters are updated to 'From' (07/01/2020) and 'To' (08/14/2020). The 'Delete Selected' button now says 'Delete Selected (1)'. The table shows the first recording, 'Chaya Merrell's Zoom Meeting' with ID 914 5192 6172, Start Time Jul 7, 2020 03:28 PM, and File Size 3 Files (4 MB), is selected with a checked checkbox. The second recording, 'Chaya Merrell's Zoom Meeting' with ID 977 6682 4089, Start Time Jul 7, 2020 02:29 PM, and File Size 5 Files (6 MB), is not selected. The 'Chaya Merrell's Zoom Meeting' text in the first row is highlighted with a red box.

Download all files, or else select specific files you want to download by hovering over them and clicking on the Download icon:



An explanation of the types of files available follows below.

How to Select Which Recording You Want

There are multiple views recorded as different file types for each meeting. Here is how you can choose between them which view you keep.

Shared screen with speaker view provides the mp4 file with audio/video showing the active speaker and content, so if you want to have your talking head with your lecture slides/content, this is the file you want to download.

Shared screen with gallery view provides the mp4 file with audio/video showing all the webcam participants and shared content, so if you want to show your class participants with the content, this is the file you want to download.

Active speaker provides the mp4 file with audio/video showing the active speaker only, so if you just want the video of the speaker talking, this is the file you would want to download.

Gallery view provides the mp4 file with audio/video showing the gallery only, so if you just want the video of the participants, this is the file you would want to download.

Shared Screen view provides the mp4 file with audio/video showing the shared screen only, so if you do not want any webcam view, this is the file you would want to download.

Audio only provides an m4a file of the audio from the meeting.

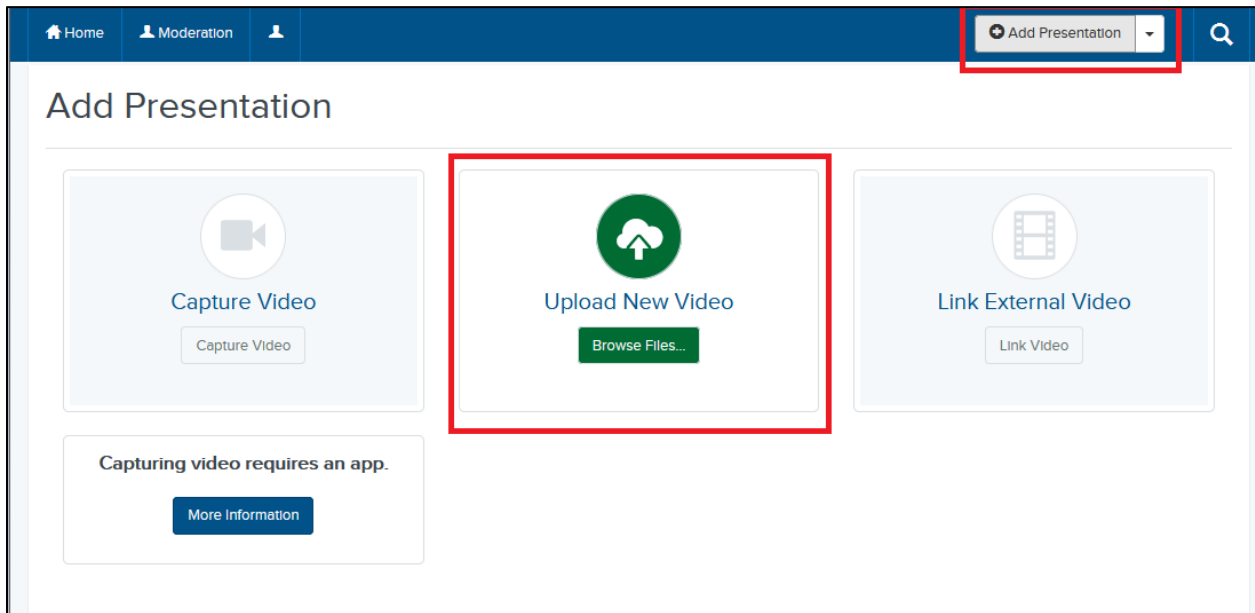
Audio transcript provides a VTT file with a transcript of only the audio.

Chat file provides a text file with the transcript of the in-meeting chat.

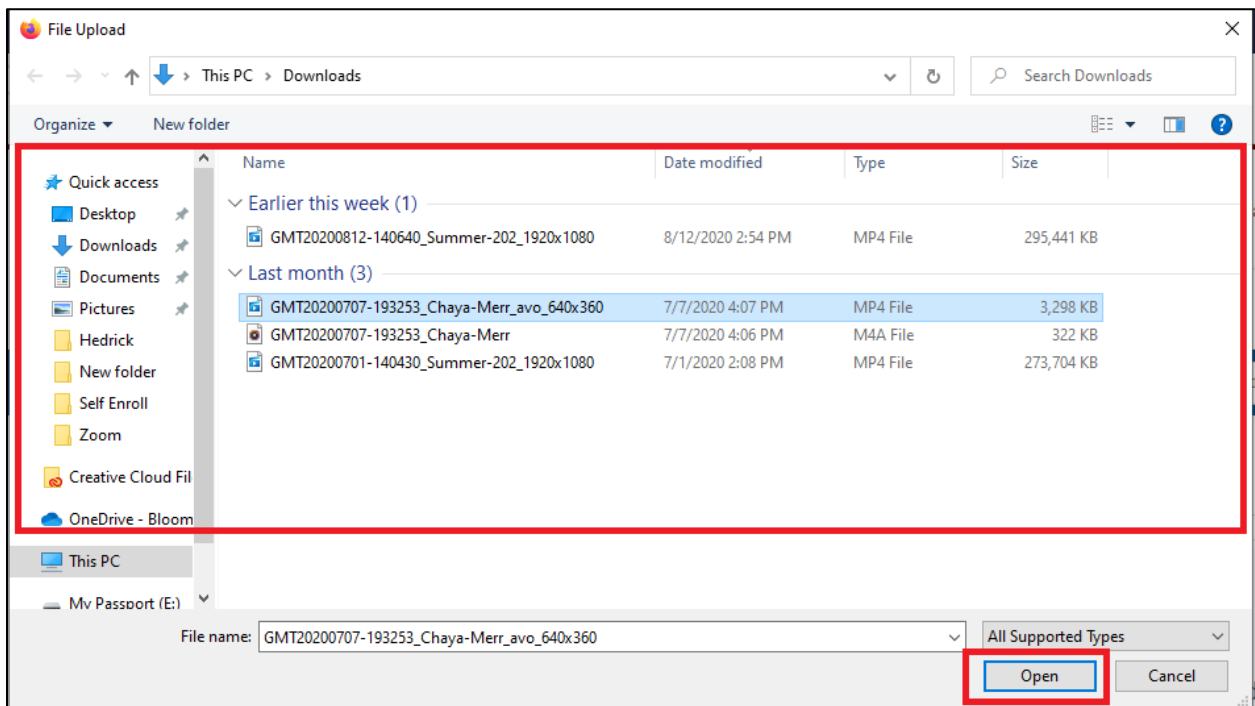
How to Upload to Mediasite

Go to <http://mymediasite.bloomu.edu> to access the portal.

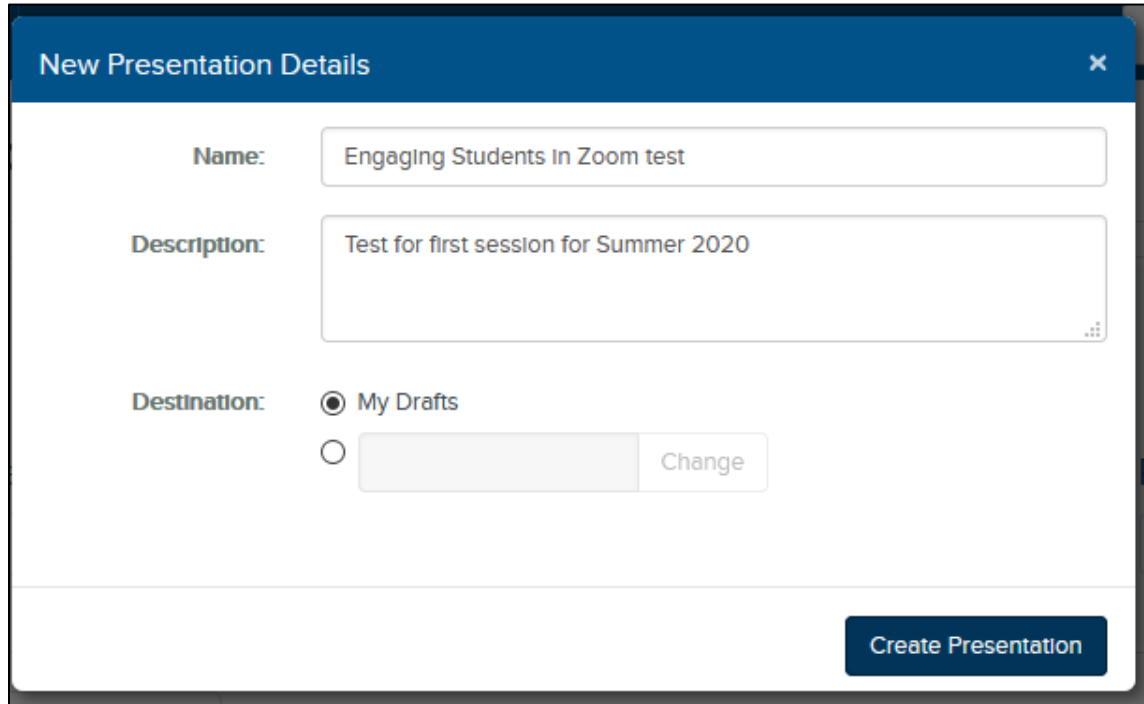
In MyMediasite, click Add Presentation and then Upload New Video:



Select your file from the file picker.

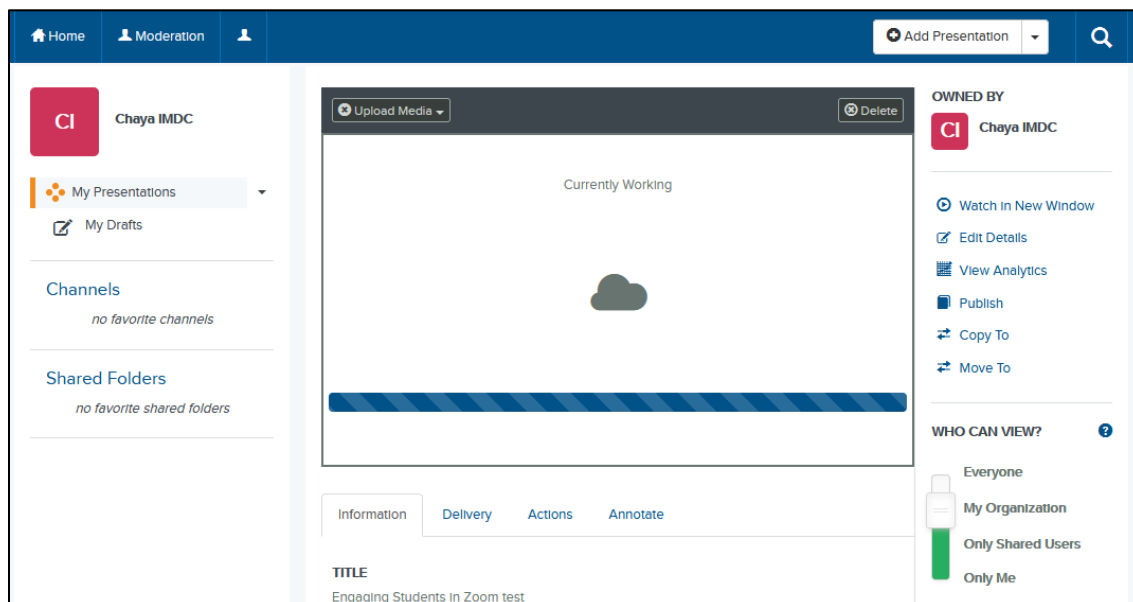


Name your presentation, provide a description, and the desired destination. If you have channels set up in MyMediasite, this is where you can select them. We recommend giving the presentation a name you will associate with where the presentation is relevant. For example, if you recorded a session for your Art History course, name the presentation Art History: Name of topic date to easily locate the presentation for use in BOLT later.



The screenshot shows a 'New Presentation Details' dialog box. It has a blue header with a close button. The form contains three main sections: 'Name' with a text input field containing 'Engaging Students in Zoom test'; 'Description' with a larger text area containing 'Test for first session for Summer 2020'; and 'Destination' with a radio button selected for 'My Drafts' and another radio button next to a greyed-out selection box with a 'Change' button. A 'Create Presentation' button is located at the bottom right.

The presentation will load in MyMediasite. *Depending on the size of the recording file, this process may take some time!*

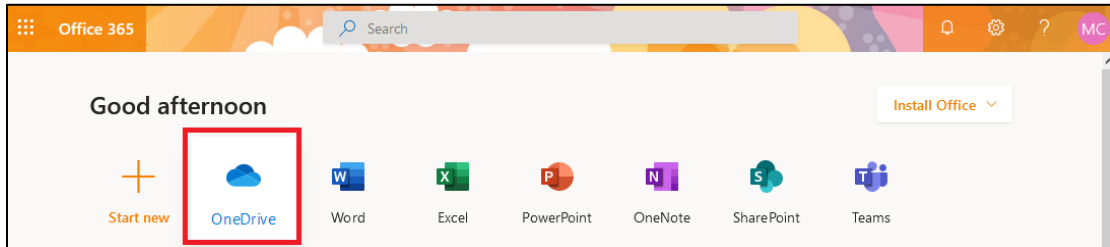


The screenshot shows the MyMediasite interface. The top navigation bar includes 'Home', 'Moderation', and a user profile icon, along with an 'Add Presentation' dropdown and a search icon. The left sidebar shows the user 'Chaya IMDC' and navigation options for 'My Presentations' (with a sub-option for 'My Drafts'), 'Channels' (no favorite channels), and 'Shared Folders' (no favorite shared folders). The main content area shows a presentation titled 'Engaging Students in Zoom test' with a 'Currently Working' status and a cloud icon. Below the main area are tabs for 'Information', 'Delivery', 'Actions', and 'Annotate'. The right sidebar shows the 'OWNED BY' section for 'Chaya IMDC' with options like 'Watch in New Window', 'Edit Details', 'View Analytics', 'Publish', 'Copy To', and 'Move To'. Below that is the 'WHO CAN VIEW?' section with a dropdown menu showing 'Everyone', 'My Organization', 'Only Shared Users', and 'Only Me'.

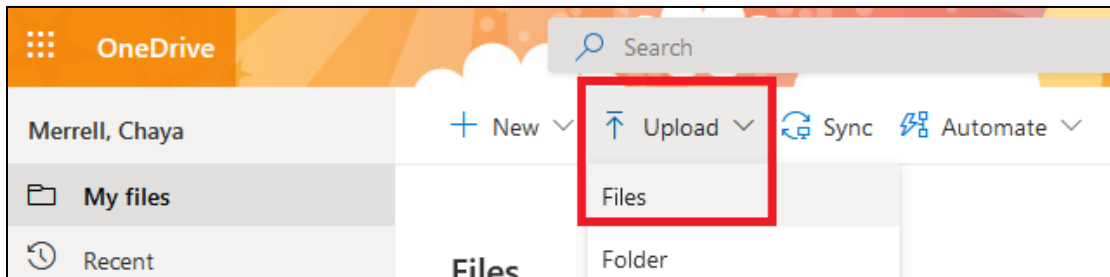
How to Upload to OneDrive

If you aren't sure you need to share the recording to a class, and you just want to preserve the file for now, you can upload it to your OneDrive.

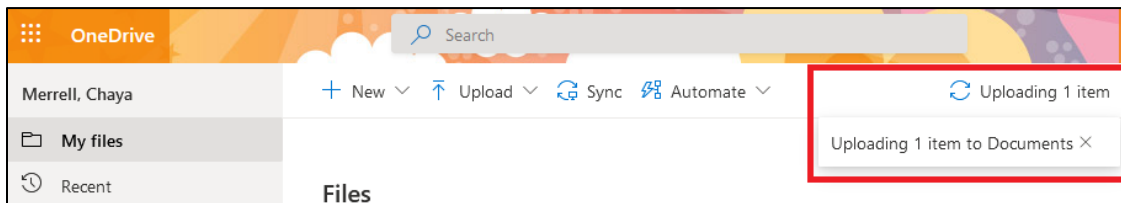
Go to <http://office365.bloomu.edu/>, login with SSO, and access OneDrive.



Click Upload, then Files.

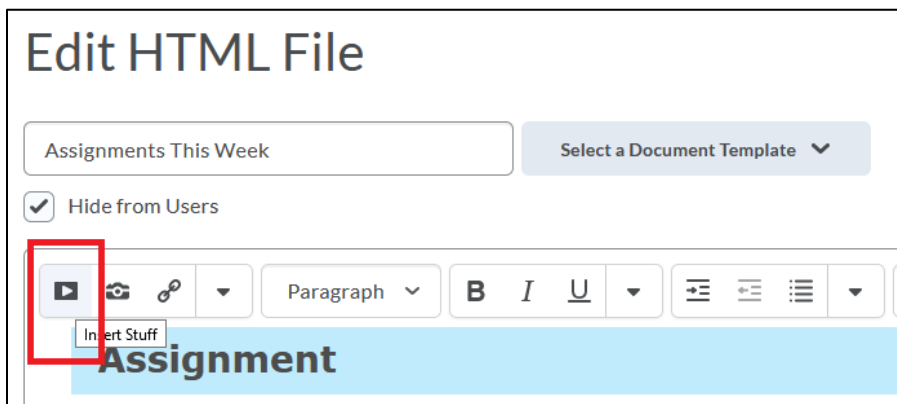


Pick your file, then OneDrive will show that a file is uploading.



How to Add Mediasite Presentations to BOLT

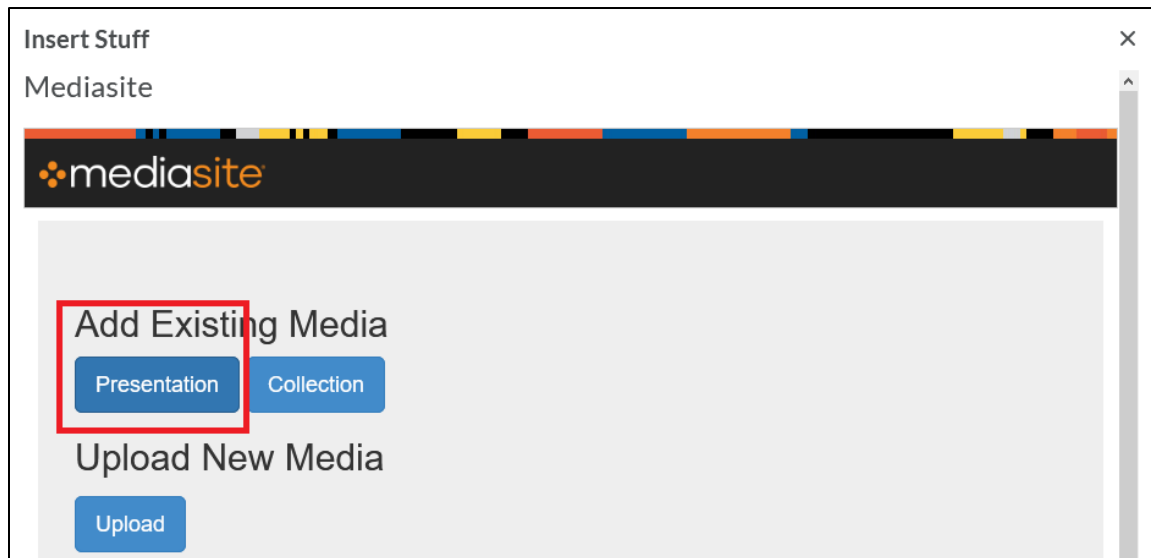
To add the video in BOLT, anywhere there is an HTML Editor (Content Create a File, Announcements, Assignment Evaluation feedback, Discussions, etc.) click the Insert Stuff button.



Click Mediasite.



Click Presentation.



Search for a keyword and then click “Add to [the course]” to add the video.

The screenshot shows the 'Insert Stuff' dialog box with the 'Mediasite' tab selected. A search bar at the top right contains the text 'zoom'. Below the search bar, three video results are listed:

- Engaging Students in Zoom test**
Presenter: Default Presenter
Recorded Date: 8/14/2020
Test for first session for Summer 2020
Action: [Make Viewable](#)
- Experimenting with Zoom**
Presenter: Default Presenter
Recorded Date: 3/19/2020
Action: [Add to Chaya's Sandbox](#)
- How to Deal with Participants in Zoom (1 July 2020, 10 AM)**
Presenter: Default Presenter
Recorded Date: 7/1/2020
Find out what features of Zoom exist to help you manage unruly and disruptive Zoom participants.
Action: [Add to Chaya's Sandbox](#)

A preview appears. Click Insert to insert the video.

The screenshot shows the 'Insert Stuff' dialog box with a video preview. At the top left, there is a 'Refresh Preview' button. The video preview area is highlighted with a red border and contains the following information:

- How to Deal with Participants in Zoom (1 July 2020, 10 AM)**
- Find out what features of Zoom exist to help you manage unruly and disruptive Zoom participants.
- Presenters**
- Default Presenter

Below the preview is a large black video player with a white play button in the center. At the bottom of the dialog box, there are three buttons: 'Insert', 'Back', and 'Cancel'. The 'Insert' button is highlighted with a red border.