

Recording to the Cloud

When you record a meeting and choose **Record to the Cloud**, video, audio, and chat text are recorded in the Zoom cloud. The recordings can be downloaded to a computer or streamed from a browser.

Note: Recordings are only available in the cloud for 120 days. If you need it after that time limit, you can locate it in your Kaltura 'My Media'.

Starting a Cloud Recording

The host must record the meeting or grant the ability to record to a participant.

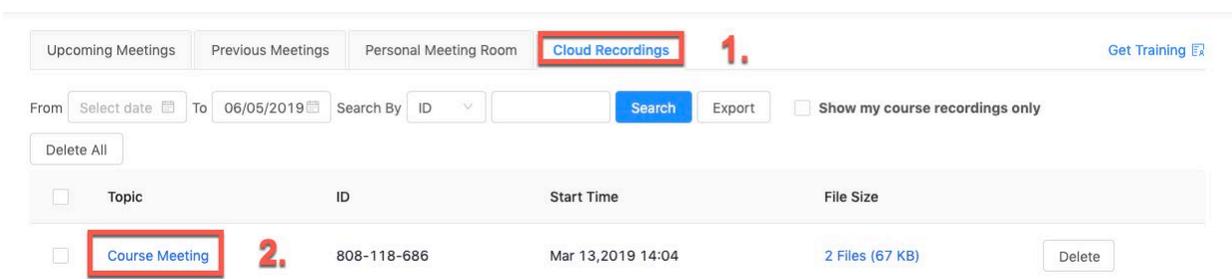
Start a Zoom meeting as the host.

1. Click the option to Record.



Locating a Cloud Recording in Your Course

- To locate the recordings in a course, log into the LMS and go to the course the meeting occurred in. Navigate to Zoom.
- Click on the 'Cloud Recordings'.
- Click on the Recording you wish to 'Download' or 'Share'.

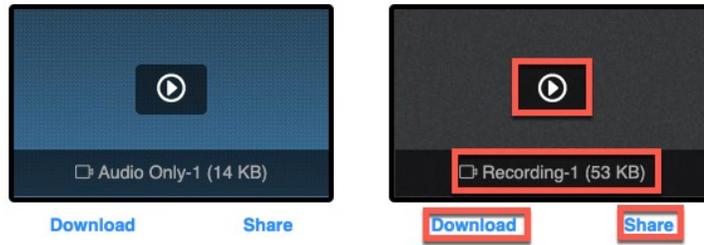


The screenshot shows the Zoom Cloud Recordings interface. At the top, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings" (highlighted with a red box and a red "1."). To the right of the "Cloud Recordings" tab is a "Get Training" link. Below the tabs is a search bar with "From" and "To" date pickers (set to "06/05/2019"), a "Search By" dropdown menu (set to "ID"), a search input field, a "Search" button, and an "Export" button. There is also a checkbox labeled "Show my course recordings only". Below the search bar is a "Delete All" button. The main content area is a table with columns: "Topic", "ID", "Start Time", and "File Size". The first row in the table has a checkbox, the text "Course Meeting" (highlighted with a red box and a red "2."), the ID "808-118-686", the start time "Mar 13, 2019 14:04", and the file size "2 Files (67 KB)". A "Delete" button is located to the right of the first row.

- You will see an 'Audio Only' and 'Recording' (Audio and Video). Choose 'Download' or 'Share' from the Recording. You can also view it from here. Your students can also locate the records this way if they are enrolled in the course.

Course Meeting

Mar 13, 2019 2:04 PM Eastern Time (US and Canada) ID: 808-118-686



Note: When you record to the cloud, your recordings are also located in your Kaltura 'My Media'. You can share, download or add the file to a course from there.