

# How to Record Your Class to Zoom and Add the Recorded Video to Your Blackboard Course

For questions or assistance related to this process, please contact Steve Salina – [ssalina@bentley.edu](mailto:ssalina@bentley.edu).

## Overview

**Extended Classroom:** When you teach in the classroom, you **MUST** record your Zoom session to the cloud, and **NOT** the computer. Anything saved to the computer will be deleted as soon as you log out of the computer after class.

**Teaching Remotely:** When you teach online on your own computer, you have the option of recording to the Computer, as you did in the Spring, or you can now record to the Cloud.

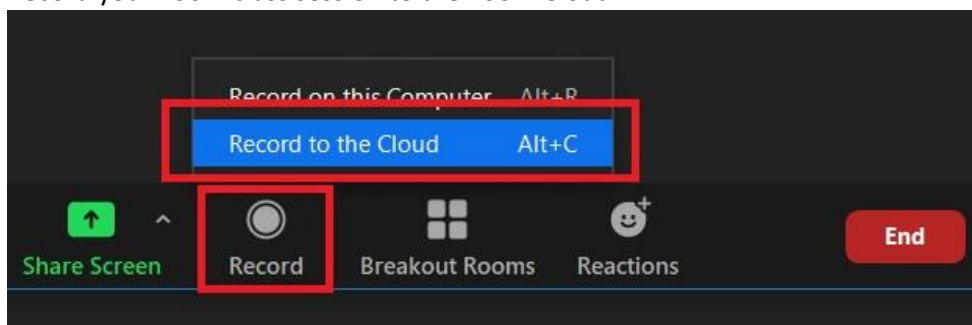
**Cloud Recordings in My Media:** When you record to the Cloud, the recordings will automatically be available in your My Media library in Blackboard, after the recording has processed. You can then add the recordings directly into the course by finding and Embedding the video directly from Kaltura.

**Deleting Recordings After Posting to Blackboard:** Within two days, you must delete your Cloud recordings from Zoom.

1. You should post your video to your Blackboard site ASAP so that student who were unable to attend class can view the video.
2. You **MUST** delete your video off Zoom within 2 days after your class. There is limited storage space on the Zoom server, so this will help free up space for other recordings.

## Recording to the Zoom Cloud

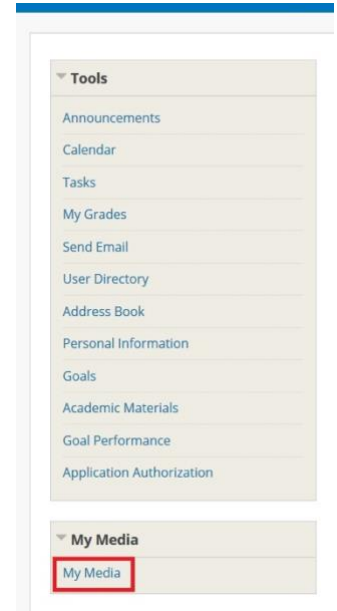
1. Before you start your class, go to <https://bentley.zoom.us> and log in.
2. Start your Zoom class session.
3. Record your Zoom class session to the Zoom Cloud:



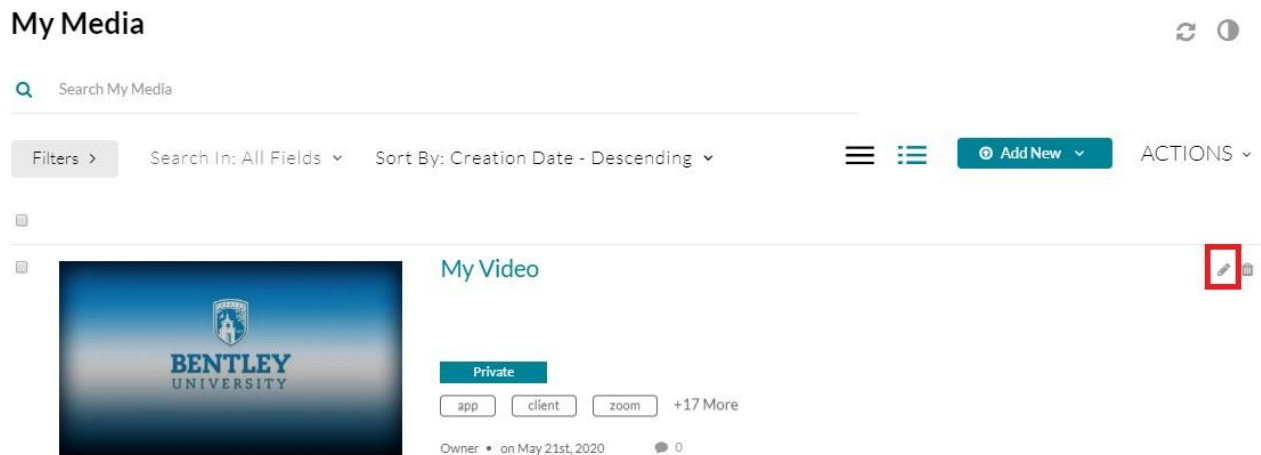
4. When class is over, end your Zoom class session (this will also end the recording)
  - a. Your video will encode to an mp4 file online, and be transferred to Kaltura, where it will be placed in your My Media

## Posting Recording to your Blackboard Course

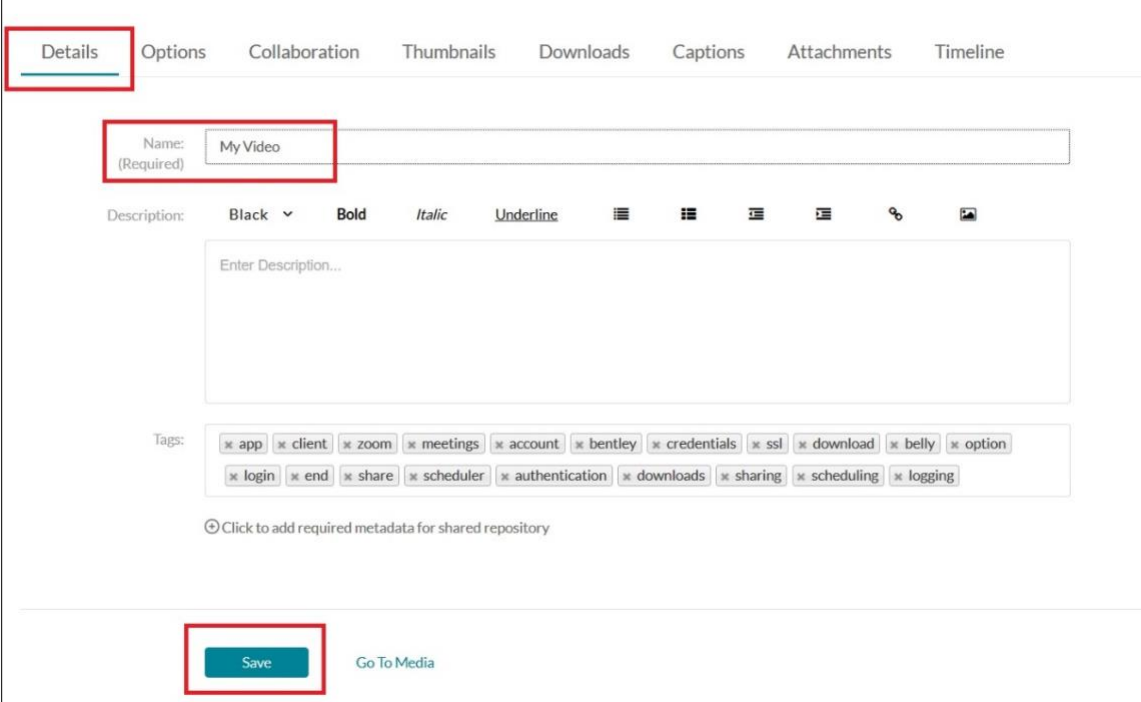
5. Strongly Recommended: Rename/edit your video - Access your **My Media** in Blackboard (<https://blackboard.bentley.edu>) to view the finished video and make any edits. You will find the link to My Media on your Blackboard My Institution page after login.



- a. To make any edits to your video, such as change the title, once in My Media, click the pencil icon to the far right of the video you'd like to edit



- b. To rename the video, click on Details, then click in the box next to Name, type in a name for your video, and then click Save



Details Options Collaboration Thumbnails Downloads Captions Attachments Timeline

Name: (Required) My Video

Description: Black Bold Italic Underline

Enter Description...

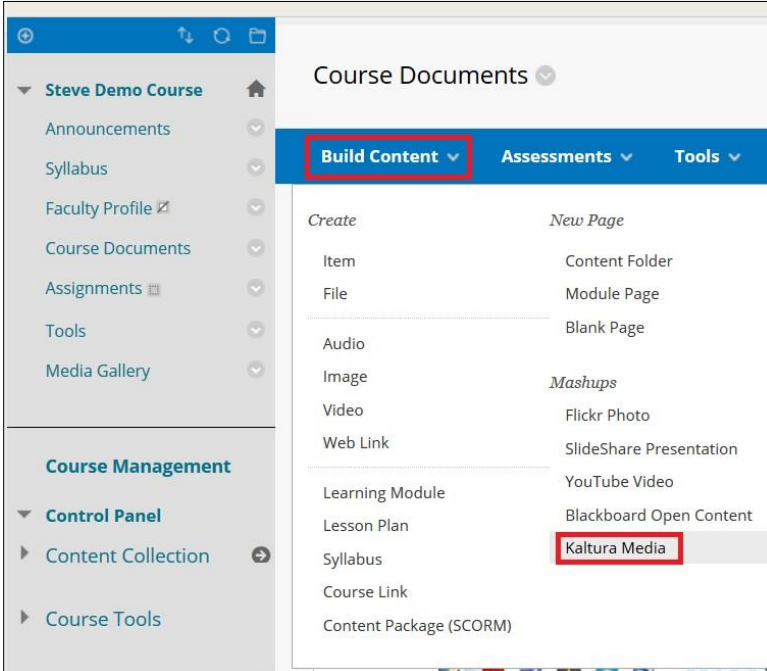
Tags: app client zoom meetings account bentley credentials ssl download belly option login end share scheduler authentication downloads sharing scheduling logging

Click to add required metadata for shared repository

Save Go To Media

6. To place the video in your Blackboard course, navigate to the proper course, and choose which section to place your video in (ie. Course Documents)

7. Click Build Content, and choose Kaltura Media



Course Documents

Build Content Assessments Tools

Create New Page

Item Content Folder

File Module Page

Blank Page

Audio

Image Mashups

Video Flickr Photo

Web Link SlideShare Presentation

YouTube Video

Learning Module Blackboard Open Content

Kaltura Media

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

8. Find the video you'd like to add, and click the Embed button to the far right of the video



a. Give the video a title for Blackboard, and then click Submit

\* Indicates a required field.

**CONTENT INFORMATION**

\* Title

Color of Name  Black

b. You can change where the video is in your folder (ie. Course Documents) by clicking and holding on the yellow bar next to the video, and dragging the video to its new position.

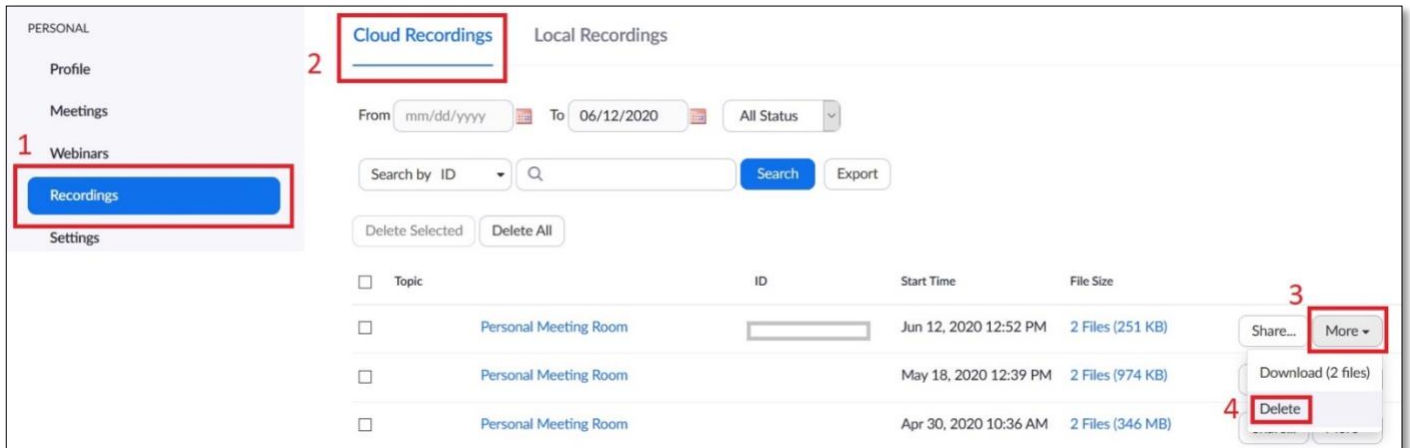


Your video is now ready to be played by your students in your Blackboard site.

## IMPORTANT NOTES:

1. You should post your video to your Blackboard site ASAP so that student who were unable to attend class can view the video.
2. You **MUST** delete your video off Zoom within 2 days after your class. There is limited storage space on the Zoom server, so this will help free up space for other recordings.
  - a. Log in to Bentley.zoom.us

- b. Click 1) Recordings, 2) Cloud Recordings, 3) More, 4) Delete



The screenshot shows the Zoom Cloud Recordings interface. On the left sidebar, the 'Recordings' button is highlighted with a red box and labeled '1'. At the top, the 'Cloud Recordings' tab is selected and highlighted with a red box and labeled '2'. Below the tabs, there are filters for 'From' (mm/dd/yyyy), 'To' (06/12/2020), and 'All Status'. A search bar is present with a 'Search' button and an 'Export' button. Below the search bar are 'Delete Selected' and 'Delete All' buttons. The main content area displays a table of recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. The table contains three rows, all with the topic 'Personal Meeting Room'. The first row has a start time of 'Jun 12, 2020 12:52 PM' and '2 Files (251 KB)'. The second row has a start time of 'May 18, 2020 12:39 PM' and '2 Files (974 KB)'. The third row has a start time of 'Apr 30, 2020 10:36 AM' and '2 Files (346 MB)'. To the right of the table, a 'More' dropdown menu is open, showing options: 'Share...', 'Download (2 files)', and 'Delete'. The 'Delete' option is highlighted with a red box and labeled '4'. The 'More' dropdown is labeled '3'.

Topic	ID	Start Time	File Size
Personal Meeting Room		Jun 12, 2020 12:52 PM	2 Files (251 KB)
Personal Meeting Room		May 18, 2020 12:39 PM	2 Files (974 KB)
Personal Meeting Room		Apr 30, 2020 10:36 AM	2 Files (346 MB)

3. Please VERIFY that your video is in your My Media within 24 hours of your class. If it's not, please contact the ATC immediately so we can check on your video before it's deleted from the Zoom cloud server.