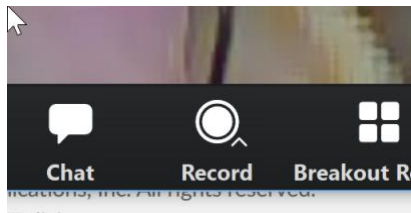


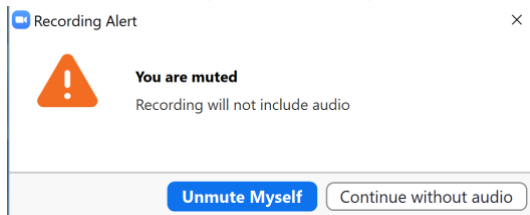
ZOOM STORAGE

Now that you have a Zoom account, let's talk about Zoom storage: We do not have cloud storage for Zoom recordings and the recordings could be deleted from cloud storage without warning. Here's how to save your Zoom recordings to your computer, then to Office 365 OneDrive, and link them to your Canvas class.

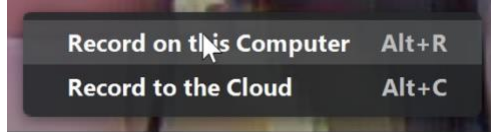
1. Create the Zoom meeting and start it. On the menu bar at the bottom of the meeting, select **Record**.



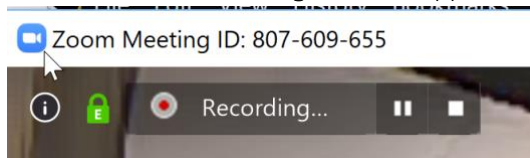
2. Set the Recording audio settings



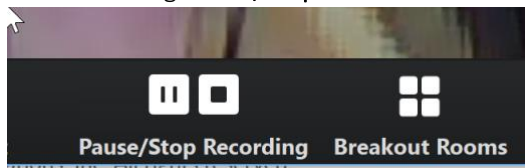
3. Select **Record on this Computer (Alt+R)**



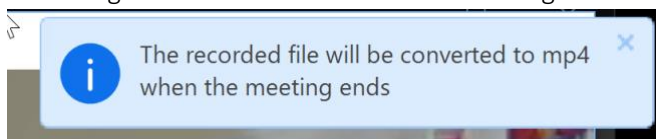
4. Note: the **Zoom Meeting ID** in the upper left corner of the screen includes the **Recording buttons**



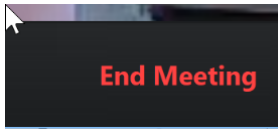
5. The Recording **Pause/Stop** buttons are on the bottom menu bar



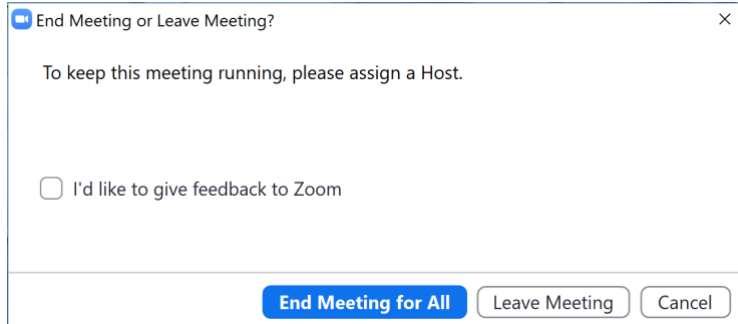
6. When the Zoom meeting is concluded and you end the meeting, a message appears stating that the recording will be converted to MP4 formatting



7. End the meeting



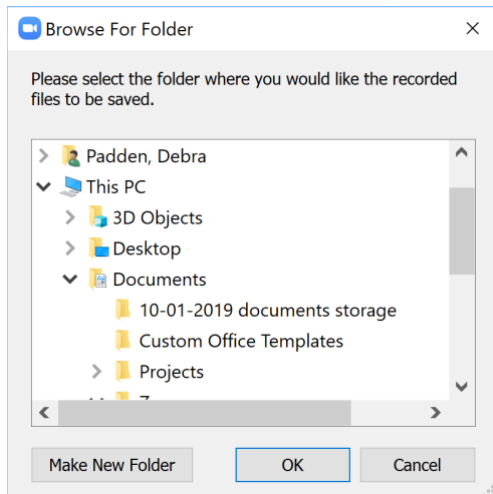
8. As the host, the choices are to **End Meeting for All** or **Leave Meeting**



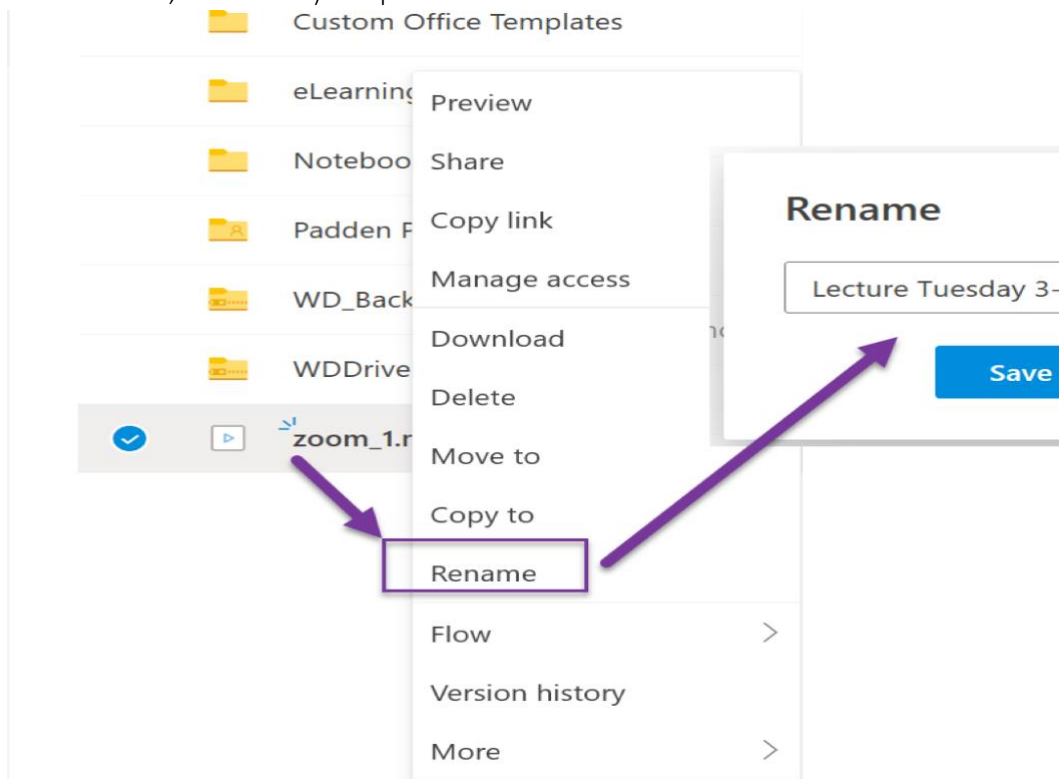
9. When the End Meeting for All is chosen, the meeting recording begins the conversion to MP4



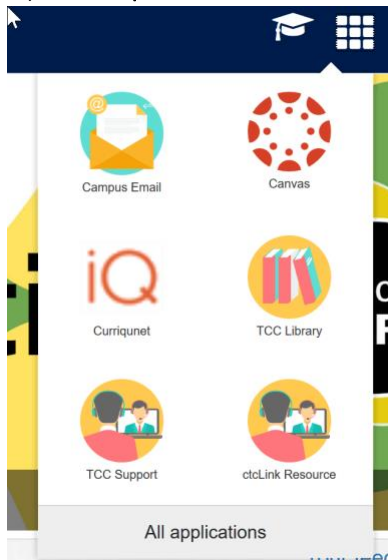
10. After the conversion, the message to select folder for storage of MP4 file



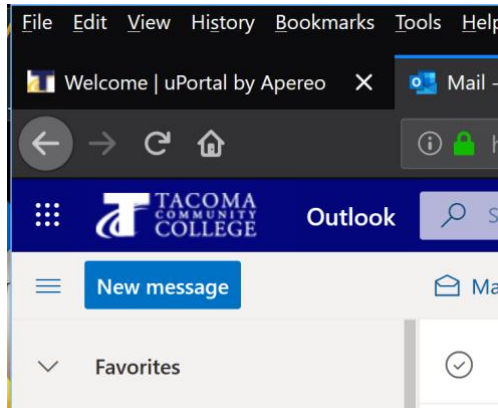
11. Open computer file explorer directory to the folder where MP4 is stored. Right click on the file and select **Rename**, give it a name that is meaningful, such as "Lecture Tuesday 3-17-2020" (remember to use dashes, not slashes) and press Enter.



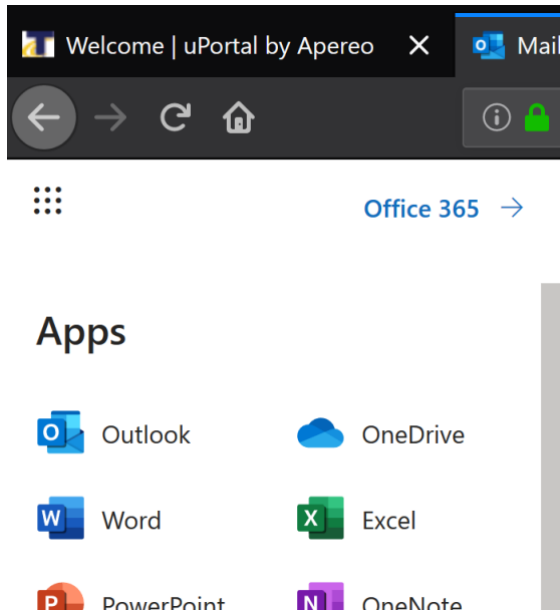
12. Open **Campus Email** from Portal (or direct URL office.outlook365.com)



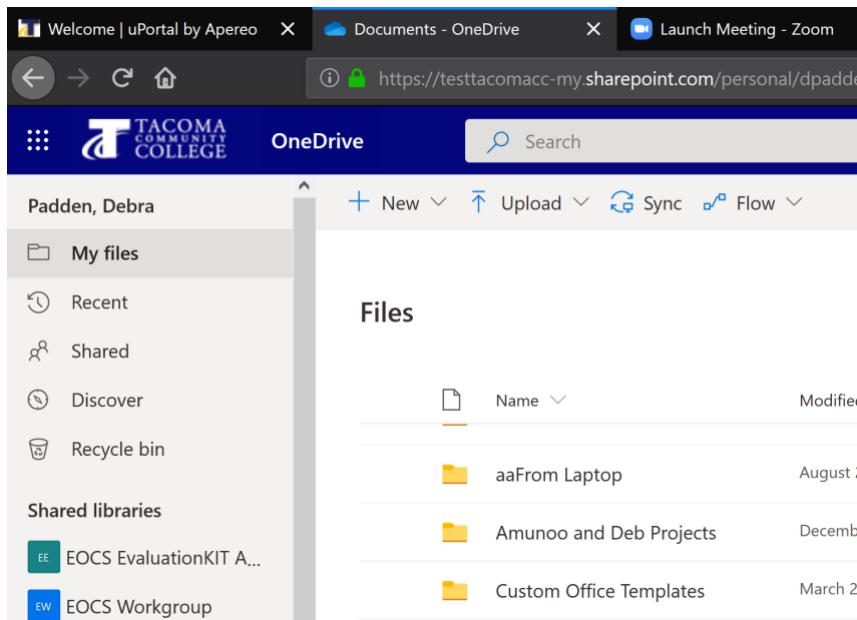
13. Select the 9-pin button in upper left of Outlook screen to open the Office365 menu



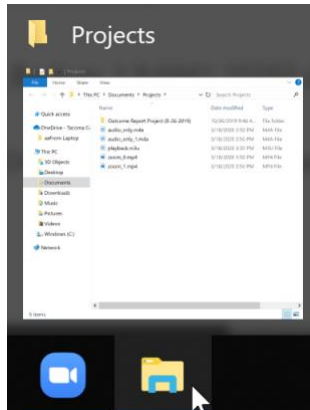
14. At the menu, select OneDrive



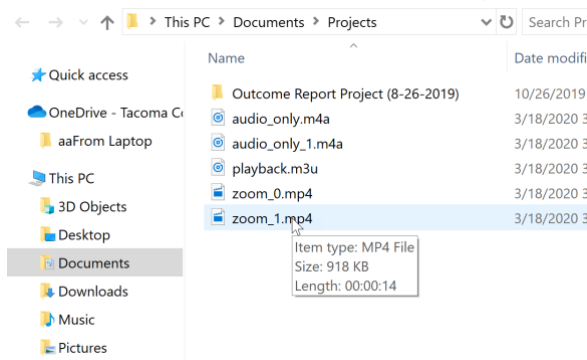
15. Your OneDrive!



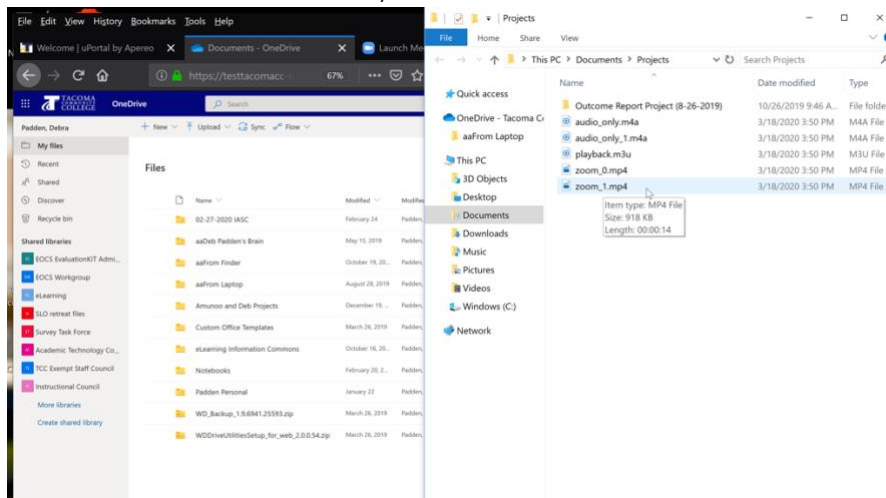
16. Select or create a folder to place the MP4 file(s) in; keep this open on your screen



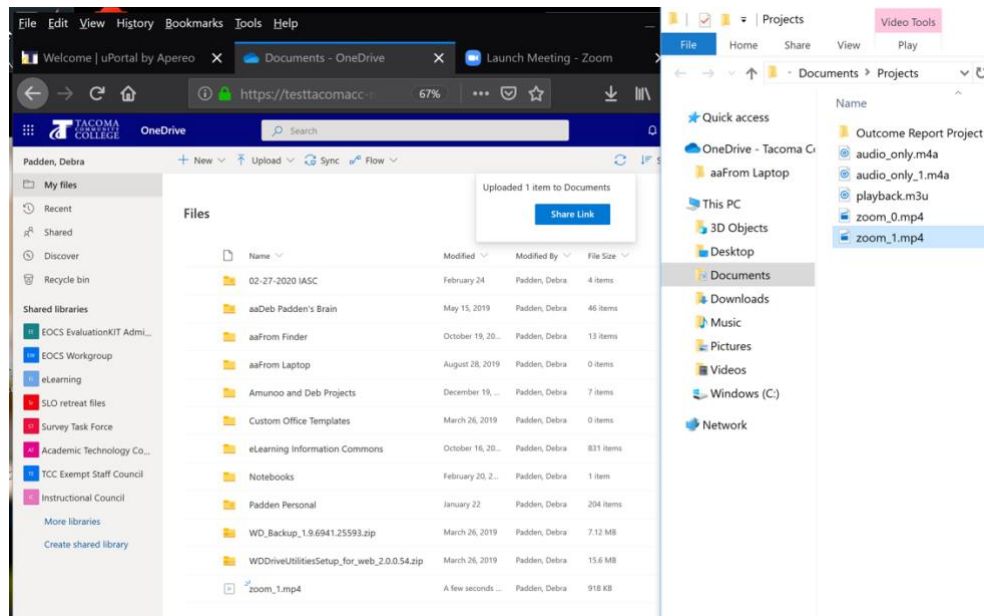
17. Open the computer's File Explorer storage location where you saved the MP4 file(s)



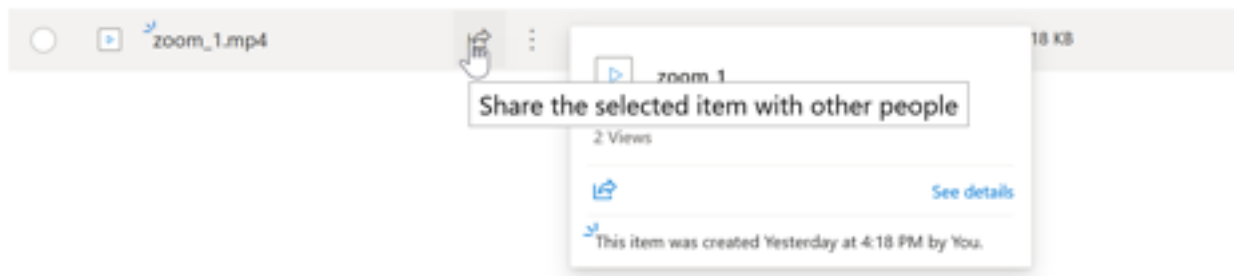
18. Place the two directories side by side



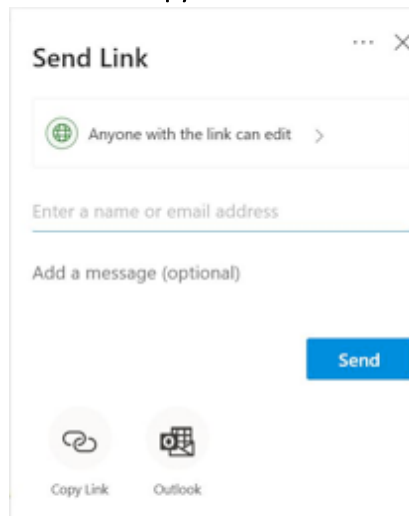
19. Select (left click) the MP4 file from your computer's File Explorer directory, hold and drag to the OneDrive location



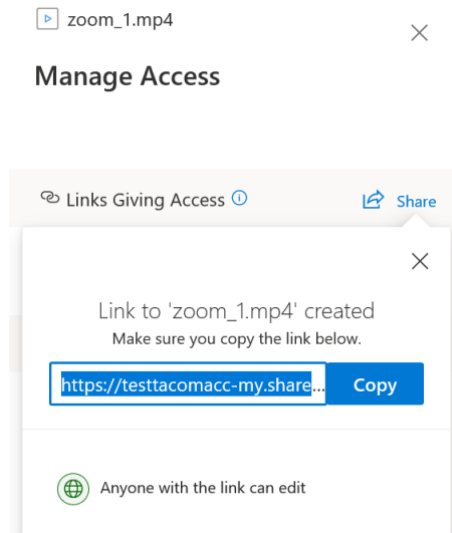
20. On the OneDrive page, select the **Share** icon to the right of the MP4 file name



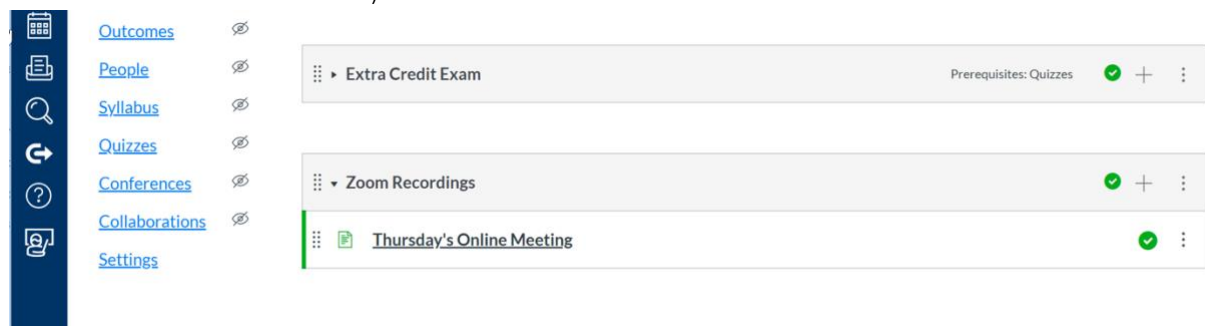
21. Select the **Copy Link** button at the bottom of the message



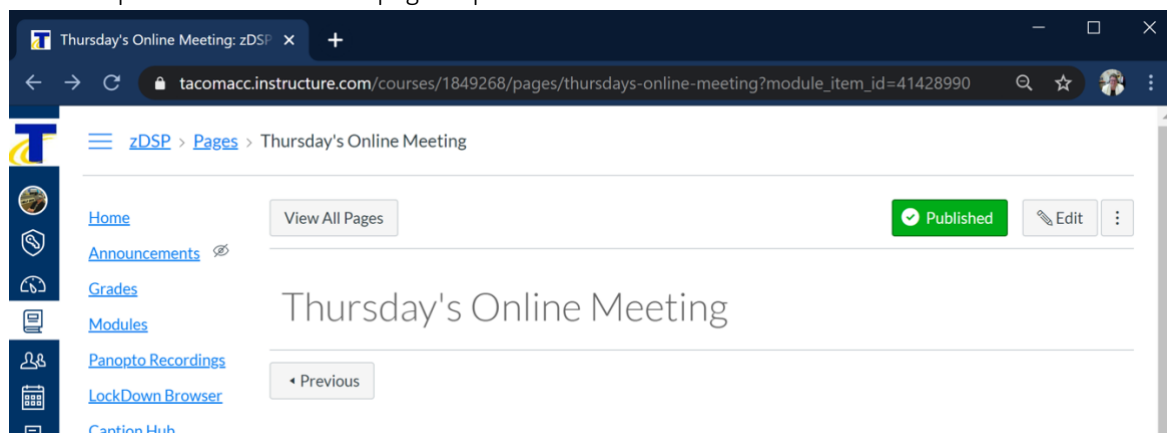
22. Select **Copy** to get the full link



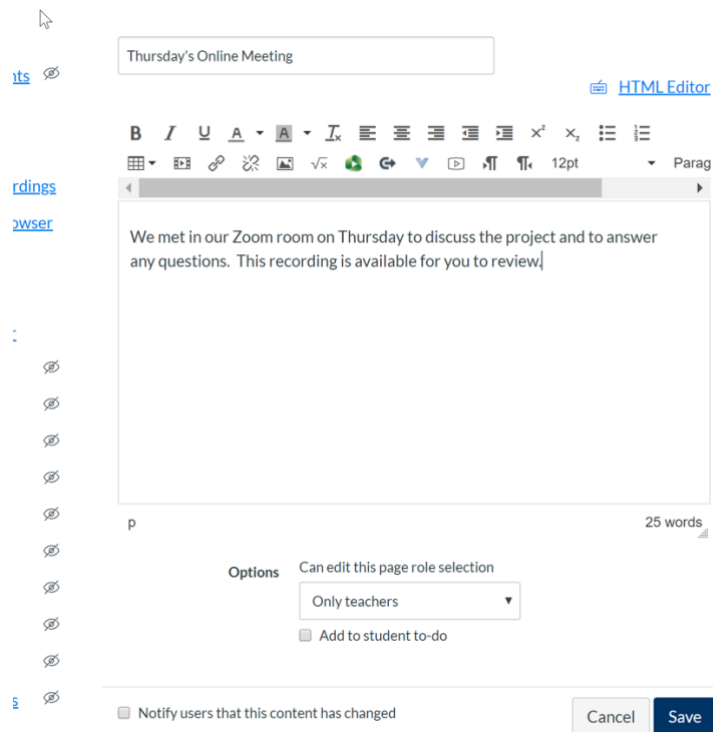
23. Go to Canvas from Portal (or ctclink or direct URL: <https://tacomacc.instructure.com/>) and go into the course and place you will be storing the Zoom Recordings (sample here is a Module for students to access the content)



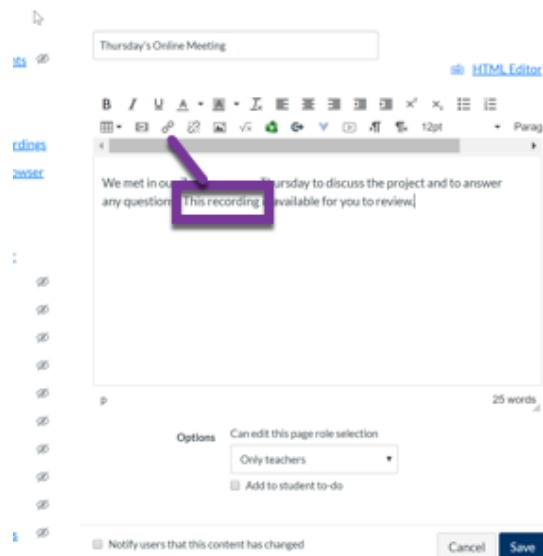
24. The best practice is to create a page to put the MP4 link into



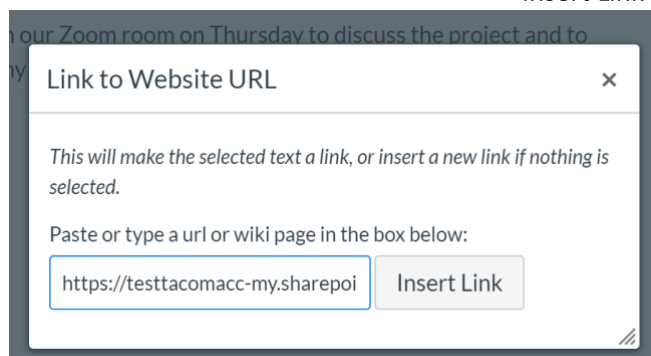
25. Create meaningful text for students



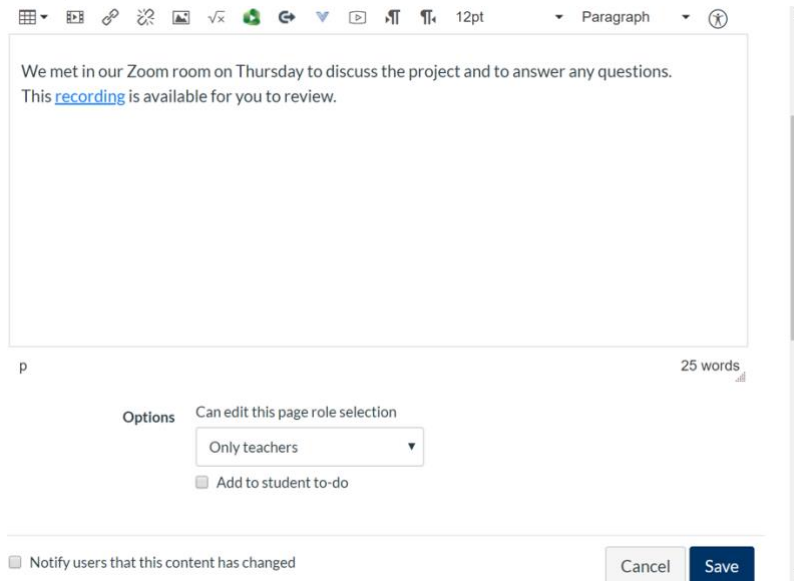
26. Highlight the text, for example **“This recording”** and click on the chain link icon in the menu bar



27. Paste the link from item 22 above and click **Insert Link**

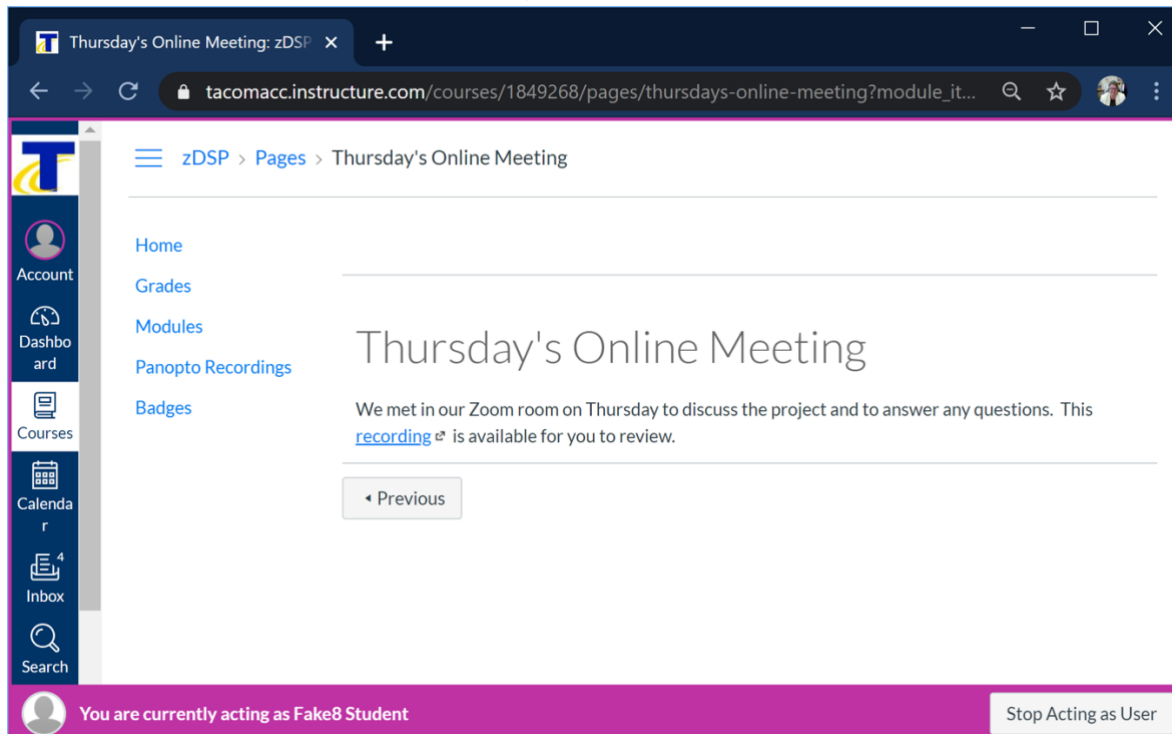


28. Completed link embedded, now **Save**



The screenshot shows a content editor interface. At the top is a toolbar with various icons for text formatting and media insertion. Below the toolbar is a text area containing the following text: "We met in our Zoom room on Thursday to discuss the project and to answer any questions. This [recording](#) is available for you to review." Below the text area, there are options for editing the page role selection, including a dropdown menu set to "Only teachers" and a checkbox for "Add to student to-do". At the bottom right, there are "Cancel" and "Save" buttons. A status bar at the bottom indicates "25 words".

29. The student sees the page and the recording link for them to select!



The screenshot shows a student's view of the "Thursday's Online Meeting" page in a learning management system. The browser address bar shows the URL: tacomacc.instructure.com/courses/1849268/pages/thursdays-online-meeting?module_it.... The page title is "Thursday's Online Meeting". The main content area displays the text: "We met in our Zoom room on Thursday to discuss the project and to answer any questions. This [recording](#) is available for you to review." Below the text is a "Previous" button. The left sidebar contains navigation links for Home, Grades, Modules, Panopto Recordings, and Badges. The bottom status bar indicates "You are currently acting as Fake8 Student" and includes a "Stop Acting as User" button.