# Recording your Zoom Meetings

Record Zoom meeting to your local computer

Note: You must join the meeting audio either through telephone or computer audio in order to record the meeting's audio.

By default, only the host can record meetings though recording rights can be assigned to participants. While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.
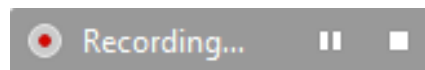
1. Select "**Record"**
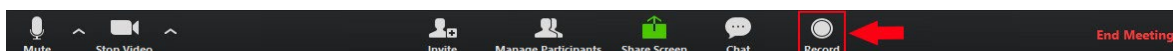
2. All participants in meeting will see a recording indicator in the upper-left corner of their screen

Or, If you're the host, you will see this button appear in the upper left corner:

3. When your session is over, click the stop recording button. Completed recordings can be found in the Documents folder of your computer under Zoom. Each recording will include 4 files. The .MP4 file contains the complete audio/video capture that you should upload to Mediasite as outlined in the next step. **Note:** Chat is **not** included as part of the Zoom video recording. A separate text file containing a meeting chat transcript can be found in the Zoom recordings folder.

For a tutorial on the recording process and how to locate your Zoom recordings, please watch this video:

Please contact UNIT - Instructional Technologies if you have any questions (support@villanova.edu or 519-7777)
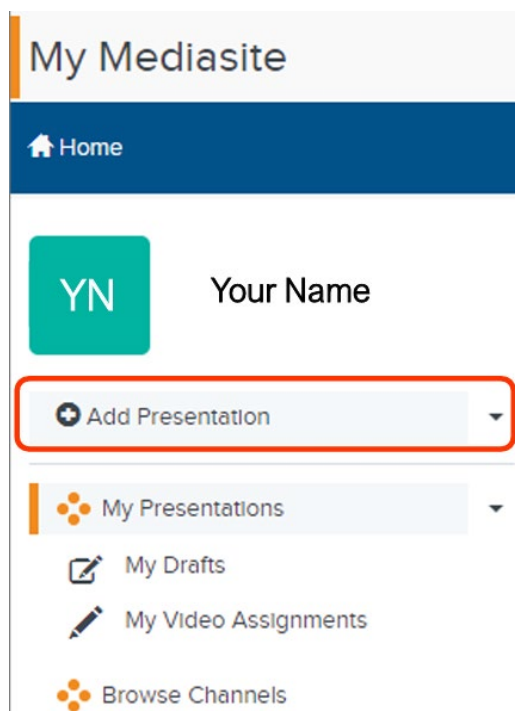
<u>Archiving your Zoom Recording</u>

If you need to simply keep the Zoom recording for your own archive, we encourage you to upload to a cloud storage service, like your Villanova Microsoft OneDrive account, available via Office 365 (https://office.villanova.edu)
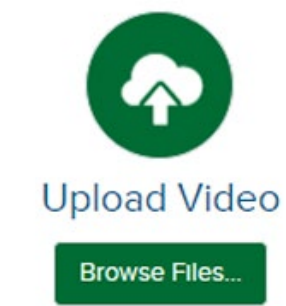
<u>Sharing your Zoom Recording</u>

If you need to share your Zoom recording, you can upload that Zoom recording to Villanova's MyMediasite system. In short, after uploading your Zoom recording to Villanova's MyMediasite system, you will be provided a weblink that you can distribute for others to watch the recording.
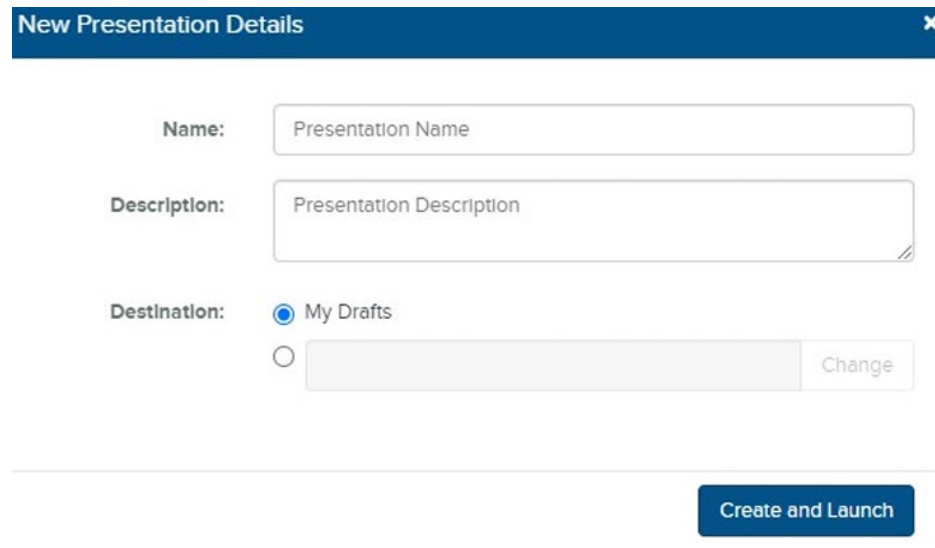
1. Log in to Villanova University's MyMediasite here: https://vums-web.villanova.edu/Mediasite/mymediasite

2. Click on "Add Presentation".

3. Click on "Upload Video".

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4. After you select the video file to upload, the "New Presentation Details" pop-up window will appear. Enter a Name for your presentation and (if applicable) its Description. This information can be updated later at any time. Leave the destination as "My Drafts". When you're finished, click the Create and Launch button.

5. Your video will begin uploading and a progress bar will let you know when it is complete. Once the video upload has completed, reload or refresh your internet browser window.

Note: Large files may take some time to upload. You may use other browser tabs or windows while this is running, but do not close this window while the upload is in progress
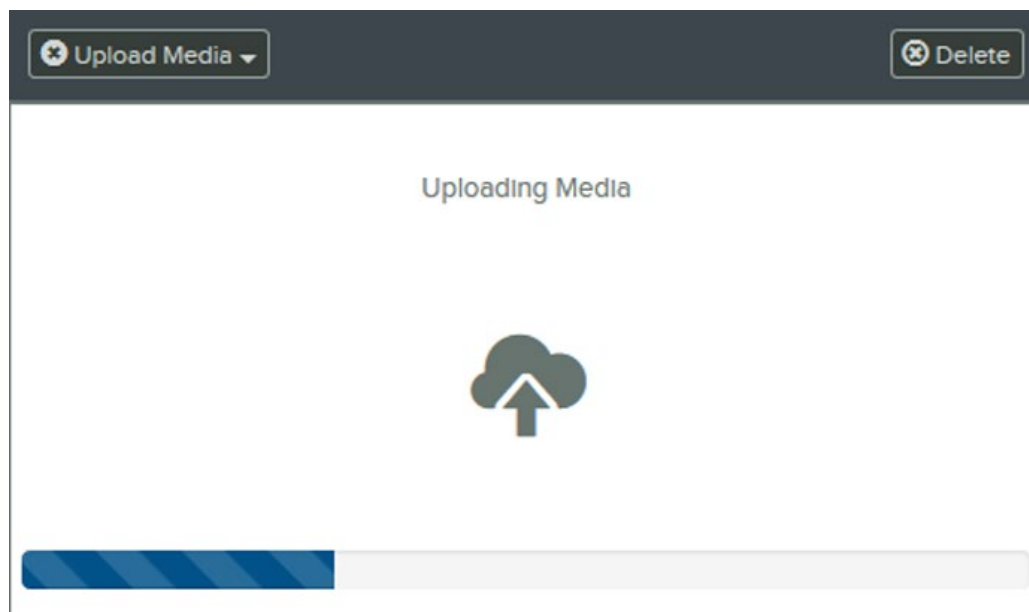

6. Once the upload is complete, the server will process the video and convert it into a Mediasite presentation. (You do not need to keep the browser window open for this process.) Once the video has processed, reload or refresh the page in your browser.

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7. New uploads are set to Private by default. Before sharing the video, its Visibility must be made Viewable.

The easiest way to do this, is find your video on the page. Click on the lock icon in the lower right-hand corner of the thumbnail.

A closed lock icon means the presentation is set to Private and can only be viewed by you.
An open lock icon means the presentation is set to Visible and can be viewed by any credentialed
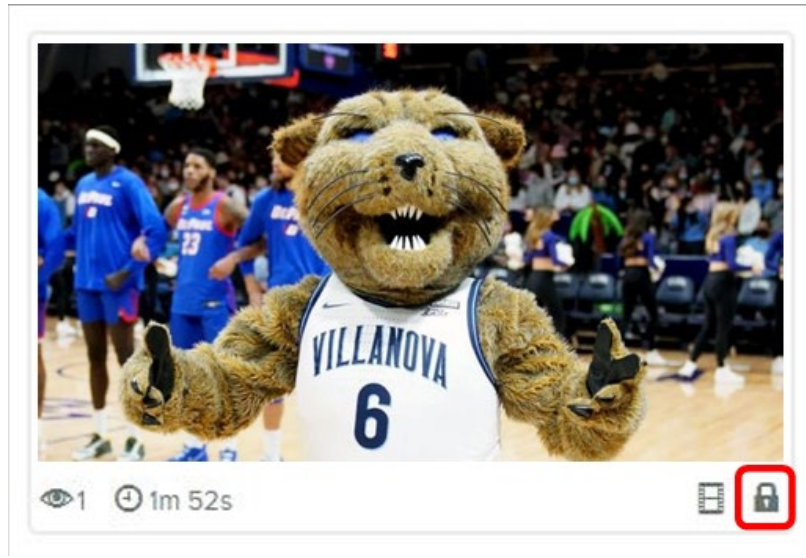
8. To get the link to your video, click on the video title. Then, click on the blue "Share Presentation" on the right-hand side of the screen.

9. Once the "Share Presentation" window appears, copy the "Quick Link" either by clicking on the "Copy" button or by manually selecting/copying the full text of the link. This link can then be emailed to your audience or posted in Blackboard.

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