

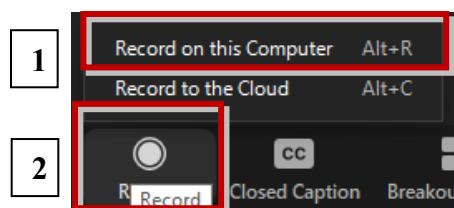
Record Zoom, save to OneDrive, & link to Blackboard

This series of tutorials will show you how to:

- Record a Zoom session
- Save the recording to OneDrive
- Share the session link
- Post the shared link of the recording to Blackboard

Record and retrieve a Zoom recording

Follow these instructions to record and retrieve a Zoom recording.

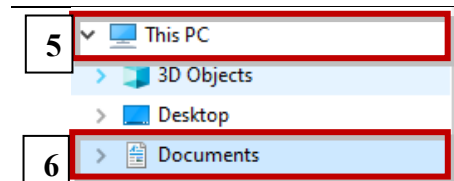


1

2

1. Open your Zoom meeting.
2. When ready, click **Record**.
3. Choose **Record to this Computer**.

* **Note that this is the preferred recording option.** The recording is easier to access and download.



5

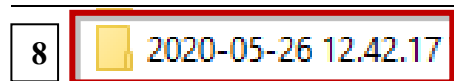
6

4. Open the **File Explorer** (My Computer).
5. Locate **This PC**.
6. Click **Documents**.



7

7. In *Documents*, locate and click the **Zoom Folder**.



8

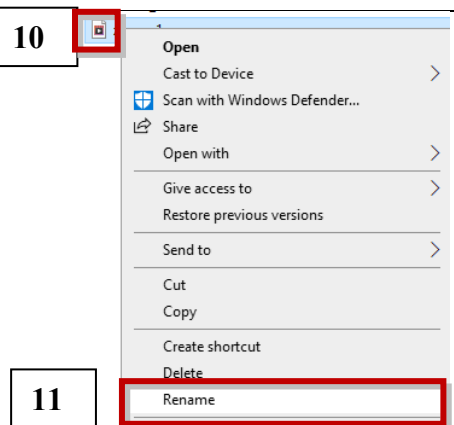
8. The folder with your recording will be *time-coded*, **choose** the folder with the *time code for the date and time* the session was recorded.



9

9. Click the **Zoom_0** icon.

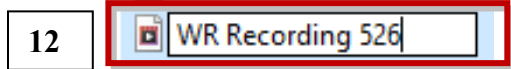
* **Note:** If during the Zoom meeting, you stopped and re-started the recording, there will be multiple Zoom_ icons; *Zoom_0, Zoom_1, Zoom_2*.



10

11

10. *Right-click* the name.
11. Click **Rename**.



12. Rename the recording so that you can easily identify it.
13. If you have multiple recordings in the same meeting, *rename all of them*.
14. The video is now ready to upload to the OneDrive.

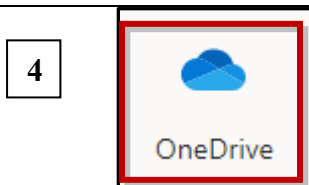
Save the Zoom recording to OneDrive



1. Go to <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**.

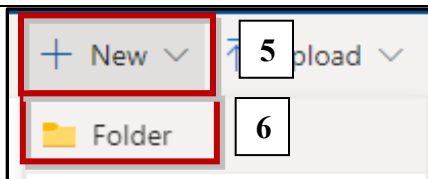


3. Click **Office 365**.

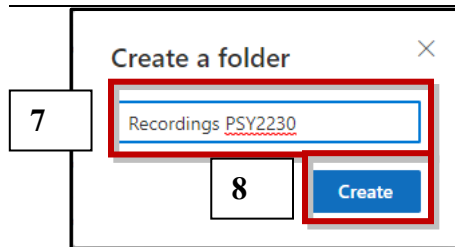


4. Locate and click **OneDrive**.

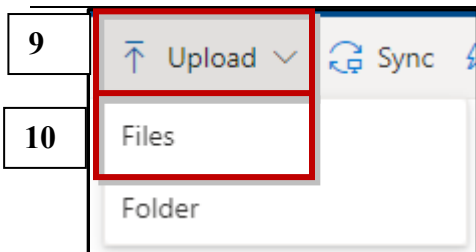
***Note:** If you have not created a folder to store your file, Continue to *step 5*. Otherwise, proceed to *step 9*.



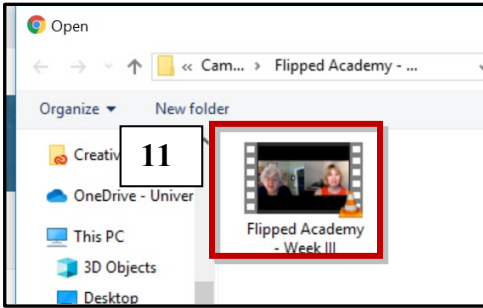
5. Locate and click **+ New** at the top of the screen.
6. Choose **Folder**.



7. **Name** the folder.
8. Click **Create**.

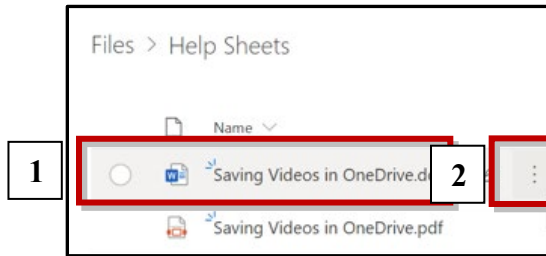


9. Locate and click **Upload**.
10. Click **Files**.



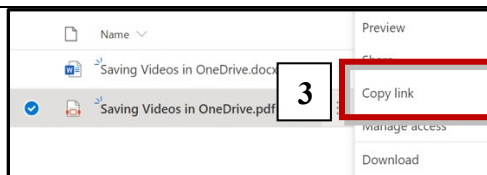
11. Navigate to the Zoom video that you want to save in **OneDrive**.
12. Select the video and click **Open**.
13. The video will *upload to OneDrive*.

Share the OneDrive link

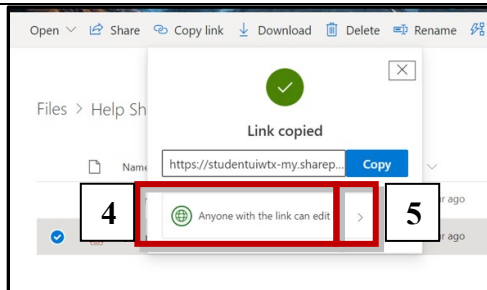


1. Return to the *OneDrive* and locate the **file that you want to share**.

2. Click the **ellipsis**.

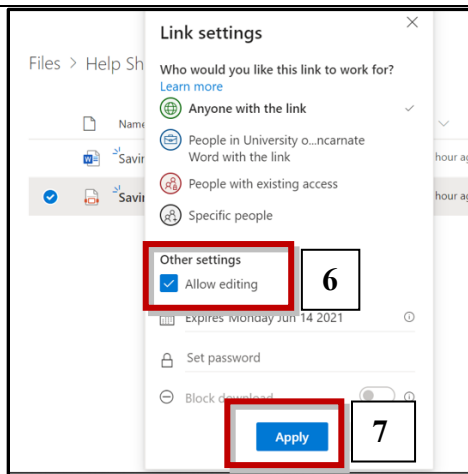


3. Click **Copy Link**.



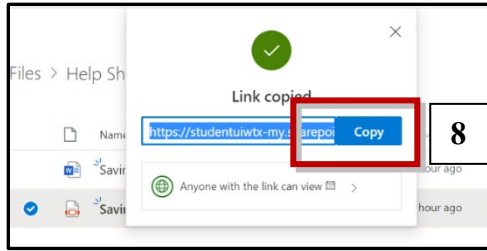
4. You should *restrict the editing of the file*.

5. Click on the **chevron**.



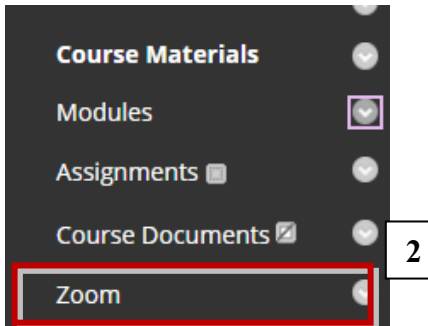
6. Uncheck **Allow editing**.

7. Click **Apply**.

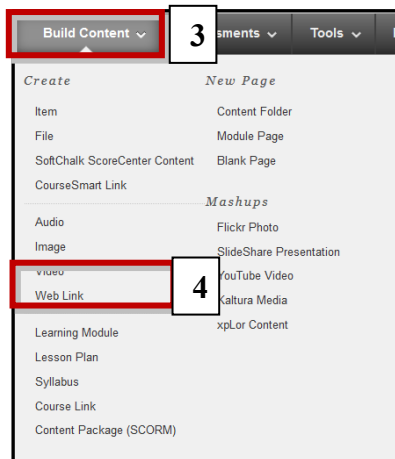


8. Click on **Copy**. The link is ready to be shared.

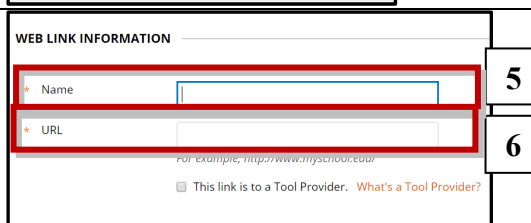
Post the shared link to Blackboard



1. Open your Blackboard course.
2. Locate *and* choose a **Content Area** If you have a **Zoom** link on your course menu, that would be a good place to save the recording.



3. Click **Build Content**.
4. Choose **Web Link**.



5. The **Web Link Information** page opens. Type the **Name** of the link.
6. Paste the **Zoom URL** that you copied previously (be sure that *http://* is in the address).

DESCRIPTION

Paragraph Arial 1 (12pt)

Path: 0 Words: 0

7

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Browse My Computer Browse Course Browse Cloud Storage

8

WEB LINK OPTIONS

Open in New Window

Yes No

9

PERMISSIONS

Permit Users to View this Content

Yes No

Track Number of Views

Yes No

Select Date and Time Restrictions

Display After

10

11

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

12

Click **Submit** to proceed.

13

Submit

7. Add a **description** (i.e. *Class recording and the date*).
8. Add an **attached document** (optional).

(Note that you do not have to change any of the settings in steps 9-13 – the default settings are suitable).

9. *Open in new Window* Choose **Yes** to show the content item in a new window.
10. *Permit users to View* Choose **Yes** to show the content item. Choose **No** to make it unavailable.
11. Click **Yes** under *Track Number of views*.
12. Select **Date** and **Time restrictions** to set when the Content will be *available and unavailable* to Students
13. Click **Submit** to add the link.