Record Zoom, save to Microsoft Stream, & link to Blackboard

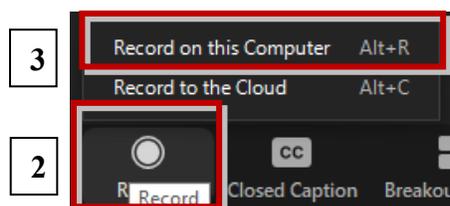This series of tutorials will show you how to:
- Record a Zoom session
- Save the recording to Microsoft Stream
- Share the session link
- Post the shared link of the recording to Blackboard

Record and retrieve a Zoom recording
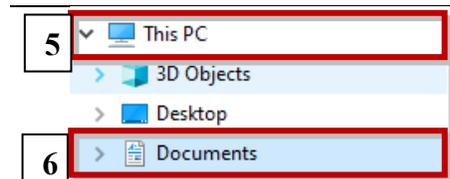Follow these instructions to record and retrieve a Zoom recording.

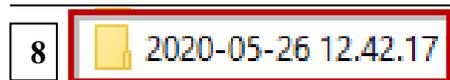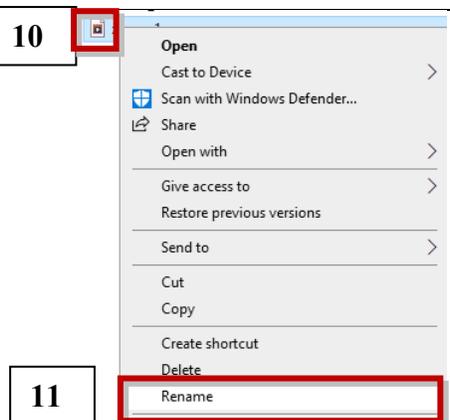|	
3 Record on this Computer Alt+R Record to the Cloud Alt+C **2** ○ CC R **Record** Closed Caption Breakou	1. Open your Zoom meeting. 2. When ready, click **Record.** 3. Choose **Record to this Computer.** * *Note that this is the preferred recording option.* The recording is easier to access and download.

5 ⌄ 💻 This PC
   › 🗔 3D Objects
   › 🖥 Desktop
6 › 🖹 Documents
	4. Open the **File Explorer** (My Computer).
	5. Locate **This PC.**
	6. Click **Documents.**

7 📁 **Zoom**	7. In *Documents*, locate and click the **Zoom Folder.**
8 📁 2020-05-26 12.42.17	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 🎞 **zoom_0**	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.*
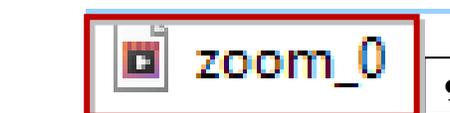
10 🗔
   Open
   Cast to Device   ›
⊞ Scan with Windows Defender...
↗ Share
   Open with   ›
   Give access to   ›
   Restore previous versions
   Send to   ›
   Cut
   Copy
   Create shortcut
   Delete
11 Rename
	10. *Right-click* the name.
	11. Click **Rename.**

12 | WR Recording 526

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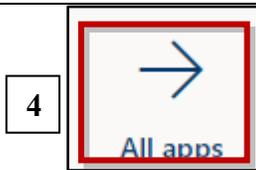13. The video is now ready to upload to Microsoft Stream.

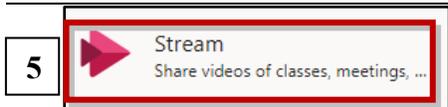## *Save the Zoom recording to Microsoft Stream*

2 | Cardinal Apps

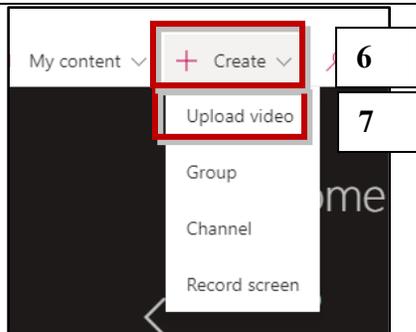1. Open https://my.uiw.edu/faculty/index.html.
2. Log in and click **Cardinal Apps.**

3 | Office 365

3. Click **Office 365.**

4 | → All apps

4. Locate and click **All Apps.**

5 | Stream — Share videos of classes, meetings, ...

5. Locate and click **Stream.**

My content ∨ | **+ Create** ∨ | **6**
Upload video | **7**
Group
Channel
Record screen

6. Click **+Create.**
7. Click **Upload Video.**

8 | ↑
9 | here or browse upload
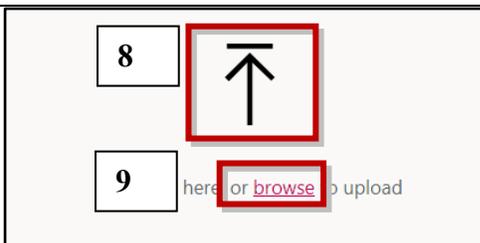
8. You can **drag** the video file to the *center of the page* or
9. Locate and select the **MP4 file** (*either in Documents or on the Desktop).*

*Note that you do not need to upload a transcript file. Microsoft Stream will create a transcript after upload.
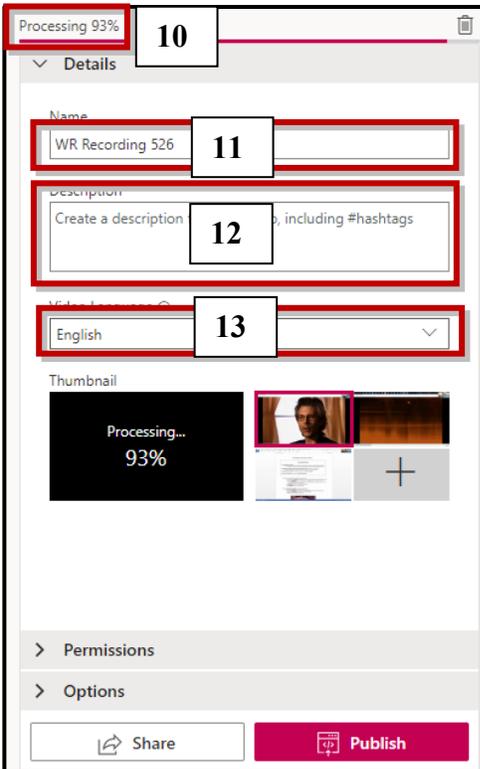
10. The video will *upload*, then it will *process*. These two operations will take several minutes, depending on the length of the video.
11. The video will retain the name you gave it when you saved it to your computer. To *change* the name, type a name in the **name window.**
12. Add a **description** of the *MP4 file*.
13. Select a **Video (transcription) Language**, if different from English.
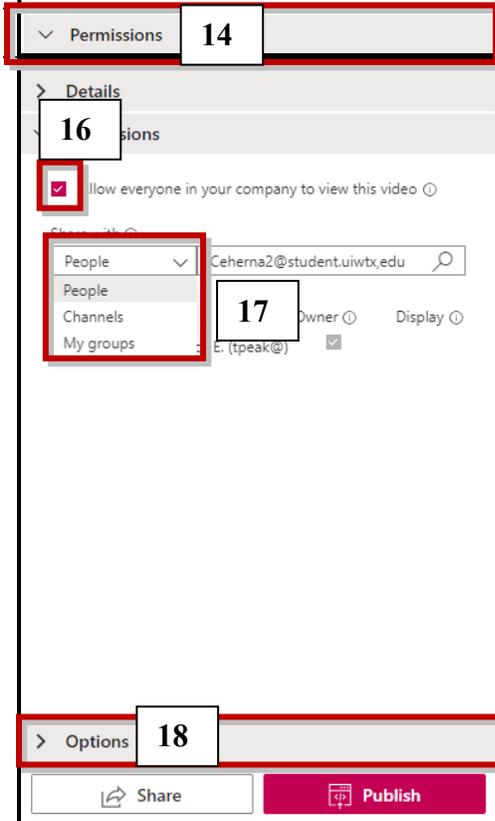
14. Click **Permissions.**

15. If you DO NOT want to restrict who sees the video, *uncheck* the **Allow everyone in your company to view this video box** and *continue to the final step and publish.*
16. If you want to restrict who sees the video, **leave the box checked.**
17. Click the **dropdown** next to people and choose
    • **People** - Add or search for the email of the user in the space provided.
    • **Channels** - Add or search for the name of the channel. You can also create a *new channel.*
    • **Groups** - Add or search for the name of the group You can also create a *new group.*
18. Click **Options.**
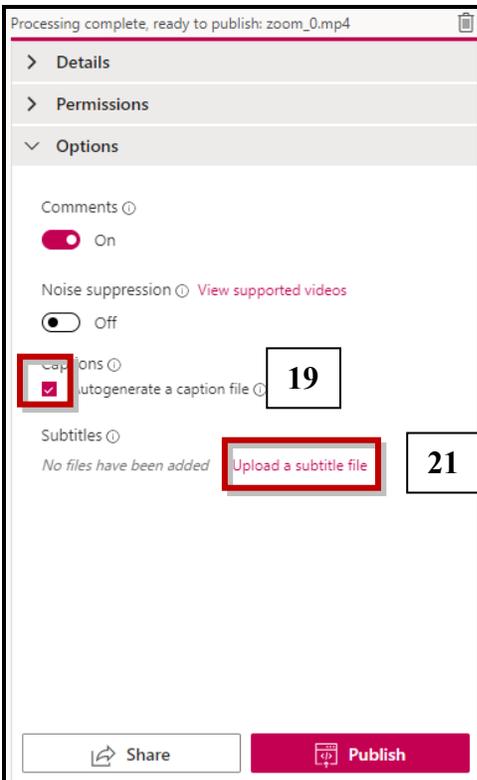
19. Be sure that the **Autogenerate a caption file checkbox** is *checked*.
20. Set up subtitles if needed. *Subtitles show a translation of what is spoken in the video. You may upload one subtitle file per language.*
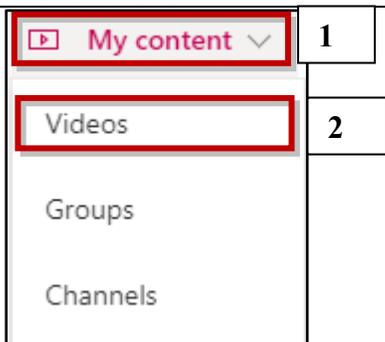21. Click **Upload a subtitle file.**
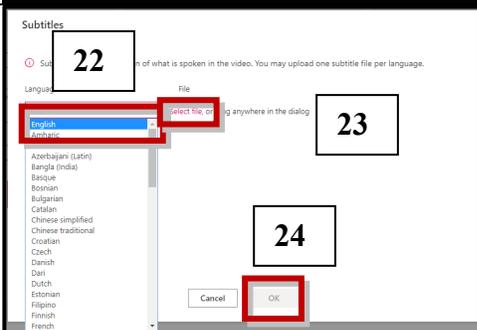
22. Select a **language.**
23. Click **Select file.**
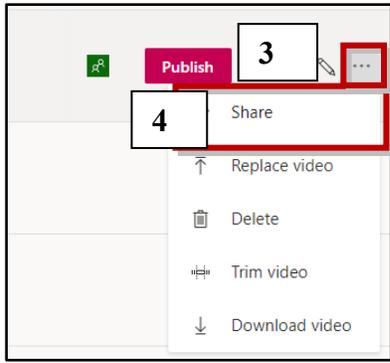24. Locate and upload the file. Once uploaded, click **OK.**

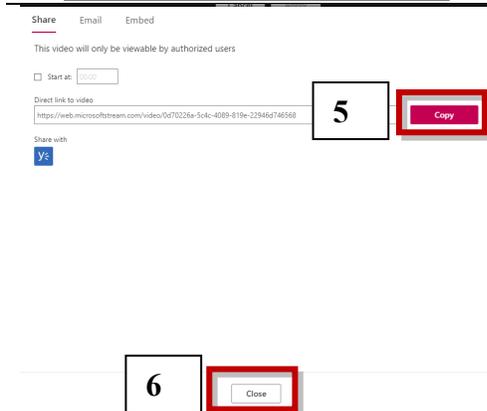25. Once *Permissions* and *Options* are edited, click **Publish.**

Share the video

1. Locate and click **My content.**
2. Choose **Videos** from the list.

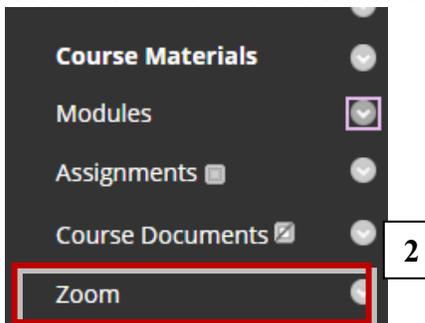3. Locate the video you want to share and click the **Elipsis.**
4. Click **Share** from the list.

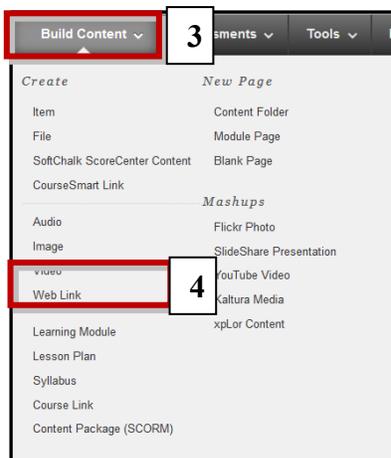5. Click **Copy.**
6. Click **Close.**

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.**

WEB LINK INFORMATION

* Name	
* URL	

For example, http://www.myschool.edu/

☐ This link is to a Tool Provider.   What's a Tool Provider?

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

DESCRIPTION

T T T T Paragraph ▾ Arial ▾ 3 (12pt) ▾ ⋮☰ ▾ ☰ ▾ T ▾ ✎ ▾ ⬚ *i* ⤢ ⌃
✂ ▯ ▯ ⟲ ⟳ ☰ ☰ ☰ ☰ ☰ ☰ T² T₂ ⫿ ⫿ ¶ ¶← — — ⌐ ✓▾
◯ ⊘ ☒ ⊞ ƒₓ ◈ Mashups ▾ ¶ 66 ☺ ☺ ⬇ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞ ⊞   HTML CSS

Path: p   Words:0

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

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

WEB LINK OPTIONS

Open in New Window
◉ Yes ☐ No

STANDARD OPTIONS

Permit Users to View
this Content
◉ Yes ☐ No

Track Number of Views
◉ Yes ☐ No

Select Date and Time
Restrictions
☐ Display After   🕐

☐ Display Until   📅   🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed.*   Cancel   Submit

*(**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.