

## New improvements to Zoom class recordings at Cornell

Cornell Information Technologies (CIT) has implemented several changes that will improve the workflow in how faculty manage their synchronous class recordings using Zoom and will allow these recordings to be stored in a protected directory for a longer period of time. These changes are already in place.

### **Change Details:**

- The Course Meetings can now be recorded and saved in Zoom. Instructors will no longer need to save the recording to a computer and then upload the media file separately.
- Course Meetings will automatically be set to “in the cloud” when recording the meeting is selected.
- The recordings will be saved for up to 120 days through the end of the term.
- Access to these recordings will be restricted to Cornell community and would require a NetID login to access.
- Instructors can publish and unpublish their recordings to make them available to students. They can also delete recordings if necessary.
- Students can view instructor-published recordings through their Canvas course.
- Students cannot share recordings.

### **Faculty who DO NOT use Canvas:**

Course Meetings that are scheduled directly on the Zoom website will have the same options to save recordings to cloud. They will stay on the system for 120 days. Students can access these recordings via links that faculty can provide them (Cornell restricted). These recordings will also automatically be closed captioned.

You can schedule Zoom meeting by logging in with your Cornell NetID at <https://cornell.zoom.us/>

### **Faculty who DO use Canvas:**

**How should I record and save my Zoom class sessions?**

1. Within your course, click the Zoom link in the Course Navigation menu on the left.
2. Click the Schedule a New Meeting button on the top right.
3. Enter a clear, descriptive Topic for the meeting, add a description, schedule the meeting time and length.
4. Choose settings for the meeting recording and select Save to Cloud option
5. Click Save

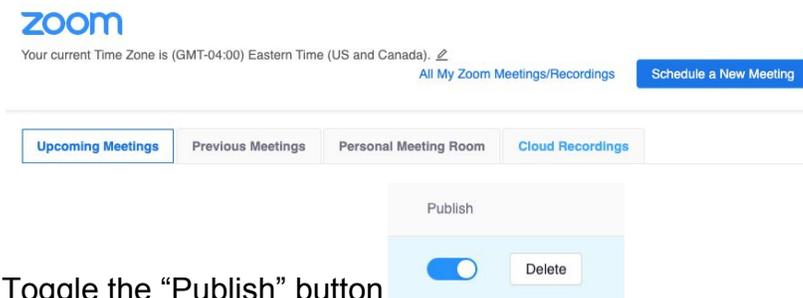
### I already scheduled my Zoom meetings, can I modify the recording option?

If you already scheduled your class meeting in Canvas and you selected the option to save your recording to local computer, you can modify the meeting and change the option to record automatically in the cloud.



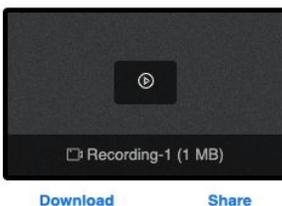
### How instructors control what recordings are available to students:

1. Click on the Zoom link in your course navigation menu.
2. Select Cloud recordings link at the top the page



3. Toggle the "Publish" button

When instructors click on the recording they can play the recording. They will also see two options - Download and Share.



*The download option is disabled.* Clicking on the Share link will open a window with a link to the recording. Faculty can copy the link and share it if appropriate, with a Cornell user.

## How do students access recordings?

Students would access the recordings by clicking on the Zoom link in the Canvas course navigation. Students will see a link to Cloud Recordings. Any recording that the instructor publishes will be available to students.



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [↗](#)

Topic	ID	Start Time
<a href="#">Sample Lecture</a>	459-624-451	Mar 20,2020 13:21



From 2020-03-20 13:21:15  
To 2020-03-20 13:21:40