Zoom Class Recordings at Cornell

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

Faculty who DO NOT use Canvas:

Course Meetings that are scheduled directly on the Zoom website (cornell.zoom.us) will have the options to save recordings to cloud. These recordings will stay on the Cornell's video on demand 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 meetings by logging in with your Cornell NetID at
https://cornell.zoom.us/signin/

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
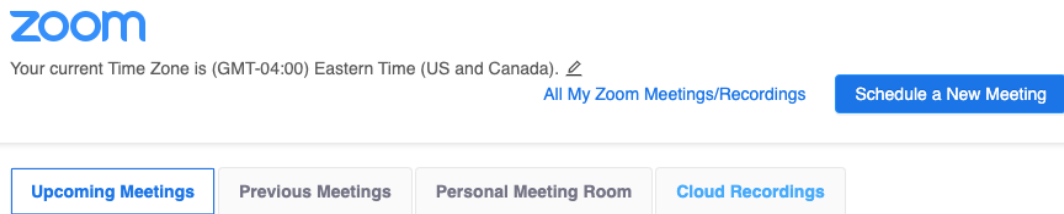5. Click Save

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

If you have already scheduled your class meeting in Canvas and you had selected the option to save your recording to local computer, you can use the Edit this Meeting button and then change the option to record automatically in the cloud.
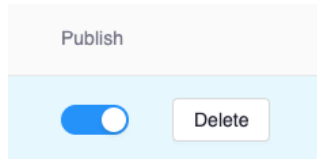
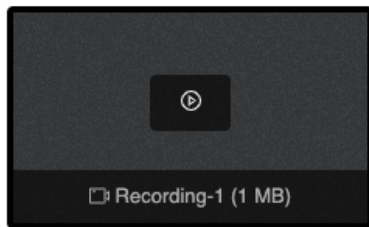## How can I control what recordings are available to students?

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

3. Toggle the "Publish" button

You can play the recording by clicking on it. You will also see two options below the video playback window - Download and Share.
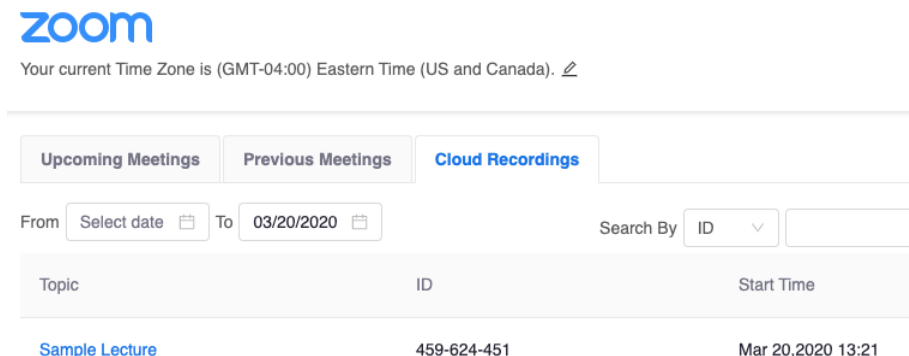

- Click the Download link to save your recording as an mp4 file to your computer.
- Clicking the Share link will open a window with a link to the recording. You can copy the link and share it if appropriate, with a Cornell user.

NOTE: Canvas users should disregard the automated email they will receive letting them know that their recording is available at vod.video.cornell.edu.

How do students access recordings?

To access recordings, students can click the Zoom link in the Canvas course navigation bar. Students will see the Cloud Recordings tab. Any recording that you publish will be available to students on this tab.

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

Breakout Room Recordings:

If the meeting host enables the "Allow Record" breakout room permission, users in a breakout room can create a recording of the session. This recording will have to be saved locally, which means that a user who initiated the recording will be able to save the mp4 type file to their computer.

Details on Recent Changes:

- Course Meetings can now be recorded and saved in Zoom. As the instructor, you no longer need to save the recording to a local computer and then upload the media file separately

- When recording the meeting is selected, the default setting is now automatically "in the cloud"

- 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 requires logging in with a NetID

- As the instructor, you can publish and unpublish your recordings to make them available to students. You can also delete recordings if necessary

- Students can view instructor-published recordings through their Canvas course

- Students cannot share recordings