Sharing Recordings for Synchronous Zoom Class Sessions

While the option to record a Zoom meeting to the cloud is very convenient – both in the ease of sharing the recording’s link and allowing for the automated transcription and downloadable chat – this is, unfortunately, not available for everyone. It also isn’t always the best option.

This document is the proposed plan of action for sharing Zoom recordings for synchronous class sessions.

1. Are you able to record from Zoom to the cloud?

Yes! I can record to the cloud.
Log into your Zoom account through your web browser and browse to your Recording Settings. Make sure the option for Cloud Recording is set to “On”. Continue to Question 2.

Maybe? I’m not sure if I can record to the cloud.
Do you know if you have a restricted account (e.g. HIPAA restrictions or JHU Bluejays Student Zoom account)?

Yes, my account is restricted.
You cannot record to the cloud. Continue to Question 3.

No, I don’t know if my account is restricted.
Log into your Zoom account through your web browser. (See the Faculty and Staff Zoom Support page or the JHU Students Zoom page, as appropriate.)

Click on “Settings” in left-side navigation menu.
Click on “Recording” and search for the “Cloud recording” setting.

Can you turn ON cloud recording? If you cannot, the switch will be faded and you will see a message that it is “Locked by admin”

Yes! I can turn on cloud recording.
Make sure the option for Cloud Recording is set to “On”. Continue to Question 2.

No. I cannot turn on cloud recording.
You will need to record to the local computer. Your account is restricted and you cannot record to the cloud. Continue to Question 3.

No. I cannot record to the cloud.
You will need to record to the local computer. Continue to Question 3.
2. Will you need your Zoom cloud recording available for more than 180 days (the JH default time range before the recording is automatically deleted)?

Yes! I know I will need my cloud recording for more than 180 days from the date of my recording.

While you can record to the cloud now, you will have to remember to take the time to download your recording at a later date. Not having the time or resources to download the recording later, or simply missing the opportunity, can be very upsetting. Instead, opt to record locally (to your computer) so you don’t have to take that extra step.

Local recording is the recommended option. Continue to Question 3.

Maybe? I’m not sure if I will need my cloud recording for more than 180 days from the date of my recording.

While you can record to the cloud now, if you decide at a later date that you will need the recording beyond 180 days, you will have to remember to take the time to download your recording at a later date. An email reminder from Zoom will be sent one week before any recording is set to be automatically deleted; this will remind you that your time is limited if you still want to download the recording.

Cloud recording is the recommended option. You are all set! When you host your live, synchronous session you should record to the cloud! The cloud recording is still very convenient. You will share the link to the cloud recording and its downloadable files, including the automatically generated transcript, to your class through a CoursePlus Activity Page, Online Library, and/or Class Email.

You may want to turn on “Automatic recording” (in the Recordings settings of your Zoom account) to record your meetings automatically as they start. Otherwise, you will have to remember to start your recordings – selecting “Record to the Cloud”.

No. I will not need my cloud recording for more than 180 days from the date of my recording.

You are all set! When you host your live, synchronous session you should record to the cloud! You will share the link to the cloud recording and its downloadable files, including the automatically generated transcript, to your class through a CoursePlus Activity Page, Online Library, and/or Class Email.

You may want to turn on “Automatic recording” (in the Recordings settings of your Zoom account) to record your meetings automatically as they start. Otherwise, you will have to remember to start your recordings – selecting “Record to the Cloud”.

For more information, see the CTL Teaching Toolkit’s website: http://ctl.jhsph.edu/toolkit
3. Do you want to share your Zoom recording with only the students who are enrolled in a single offering of a course (i.e. only those students in the current or upcoming term)?

Yes! I only want to share my recording with students enrolled in a single course offering.

Did you set up Panopto from your CoursePlus site?

Yes! I have a Panopto folder, set up from Faculty Tools, that is linked to the course site.

You’re ready to proceed. Continue to Question 4.

No. I have not set up my Panopto folder from CoursePlus.

Set up Panopto for your class from your CoursePlus Faculty Tools page. After you have set up Panopto for your class, continue to Question 4.

No. I want to share my recording beyond students in a single course offering.

Have you set up a Panopto folder on your own, separate from the course site?

Yes! I have created a Panopto folder to share videos beyond a certain date and beyond a specific group of students.

Make certain your Panopto folder permissions are set appropriately. Sharing to “Anyone with the link” or “Anyone in your organization with the link” is recommended for ease of access. Continue to Question 4.

No. I have not created a Panopto folder separate from the course site.

You have the option to create a Panopto folder with recommended sharing permissions (“Anyone with link” or “Anyone in your organization with the link”) or to use a folder in Microsoft’s OneDrive.

If you prefer Panopto (which will allow for automatically generated captions), create a Panopto folder and then continue to Question 4.

If you prefer Microsoft’s OneDrive over Panopto, continue to Question 5.

4. Are you ready to record your Zoom session locally and then share it with your students through the Panopto folder?

You will record to your local computer.

You will next want to upload the recording to the appropriate Panopto folder: either the course offering’s Panopto folder set up from CoursePlus or the Panopto folder you’ve set up on your own. Make certain the appropriate sharing permissions are set for the uploaded video.

After Panopto is done processing the uploaded video, turn on ASR (automatic speech recognition) captions from the editing view.

Rev. 8/18/20 For more information, see the CTL Teaching Toolkit’s website: http://ctl.jhsph.edu/toolkit
You’re all set! The video, with captions, is shared with your students through the Panopto folder.

5. Have you found a service or method to transcribe your Zoom recordings?
   
   Yes! I know how I will get a transcript for my Zoom recordings.
   You are ready to proceed. **Continue to Question 6.**

   No. I do not know how I will get a transcript for my Zoom recordings.
   
   You are responsible for selecting a method to get your recordings transcribed and sharing the transcript with your students. There are several transcription services available, including **Otter.ai which allows a limited number of free transcriptions** each month. Note that the quality and cost of transcription services varies greatly. Otter.ai is highly recommended.

   Just because you may not want to share the recording in Panopto, you can still opt to use Panopto to get automated text from a video’s captions that can serve as a transcript. Any recording uploaded to a Panopto folder can also have **ASR generated captions that can be downloaded** after the video is processed and **ASR is enabled**. Those downloaded captions will serve as your transcript.

   Decide how you will get a transcript for your recordings, and then **continue to Question 6.**

6. Are you ready to record your Zoom session locally and then share it with your students through a OneDrive folder?

   📈 You will record to your local computer.

   📦 You will next want to upload the recording to the appropriate OneDrive folder. After the video is uploaded, make certain the appropriate sharing permissions are set for the uploaded video.

   📝 Next you must get a transcript for the video and upload the transcript to the same OneDrive folder. Make certain the appropriate sharing permissions are set for the transcript file.

   You’re all set! **You will share the link to the OneDrive folder or individual video and transcript files to your class through a CoursePlus Activity Page, Online Library, and/or Class Email.**