**Recording your Zoom Meetings**

Recording and sharing your Zoom meetings is a three step process as outlined below:

1. Record Zoom meeting to your local computer
2. Upload Zoom recording to MyMediasite
3. Share MyMediasite link in Blackboard

**How do I start Local Recording?**

**Note:** You must join the meeting audio either through telephone or computer audio in order to record the meeting’s audio.

By default, only the host can record meetings though recording rights can be assigned to participants. While you are in a Zoom meeting, move your mouse around the screen to toggle the menu bar.

1. Select "Record"

2. All participants in meeting will see a recording indicator in the upper-left corner of their screen

Or, If you're the host, you will see this button appear in the upper left corner:

3. When your session is over, click the stop recording button. Completed recordings can be found in the Documents folder of your computer under Zoom. Each recording will include 4 files. The .MP4 file contains the complete audio/video capture that you should upload to Mediasite as outlined in the next step. **Note:** Chat is not included as part of the Zoom video recording. A separate text file containing a meeting chat transcript can be found in the Zoom recordings folder.

For a tutorial on the recording process and how to locate your Zoom recordings, please watch this video: [https://www.youtube.com/watch?v=D617OXKhSYw](https://www.youtube.com/watch?v=D617OXKhSYw)

Please contact UNIT - Instructional Technologies if you have any questions (support@villanova.edu or 519-7777)
Uploading Videos to MyMediasite & Sharing it with your Students

2. Enter your Villanova userid & password (e.g. Your username would be: jdoe01)
3. When prompted, enter your First and Last Name & your email address.

You will receive a confirmation email from cit@villanova.edu, asking you to activate your profile. Please click on the link to activate your profile. If you do not activate your profile, your recordings will not upload.

4. Click on the “Create Presentation” button in the upper-left hand corner of your screen.

5. Click on “Upload Media”.

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6. Enter the name of your video.
7. Then, click on “Select Video” button and find the video on your computer and click open. The video will then start to upload.

8. Once it has finished uploading, refresh the page by pressing “F5”.

After your video has uploaded, your will video will need to process.

You will see one of the 2 following messages. You will need to wait until these messages disappear and you see a thumbnail of your video. Check the status of your video by refreshing your browser page (e.g. press “F5”)

This desktop recording has been queued for processing: This means your presentation is in line to be processed by the server. You need to wait until you see the “Viewable” message.

This desktop recording is being processed: The server is processing your presentation. You need to wait until you see the “Viewable” message.
Once the video has finished processing, your video look something like this:

**Wildlife.wmv**


10. Copy the weblink to the video by clicking on “Share”. Copy the URL from the “Link” box.

11. To post in Blackboard:

   Within your Blackboard course, click Build Content and click Web Link.

   Enter what you want to name weblink in the Name field

   Paste the URL in the URL field.

   Please make sure to check off the box titled “This link is to a Tool Provider.” This will check the users’ Villanova userid/password. If someone tries to play the recording outside of the blackboard they will be prompted to enter their Villanova userid/password.

   Please leave the text description field blank. Otherwise the video will not play.

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