

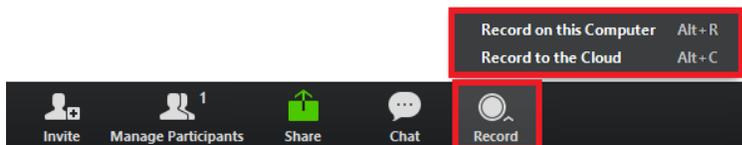


## How can I record my Zoom meeting?

Zoom meetings can be recorded. Those recordings can then be downloaded and uploaded to Brightspace for students to reference. In this guide, we'll review the process of recording your Zoom meeting, downloading the video, and uploading the video to Brightspace.

### Recording your Meeting

1.) Begin your Zoom meeting and click the **Record** button in the toolbar. Select **Record on this computer** or **Record to the cloud**. If you choose to "record to the cloud" you will be able to access the recording from multiple devices, and will have the option to download it to your computer.

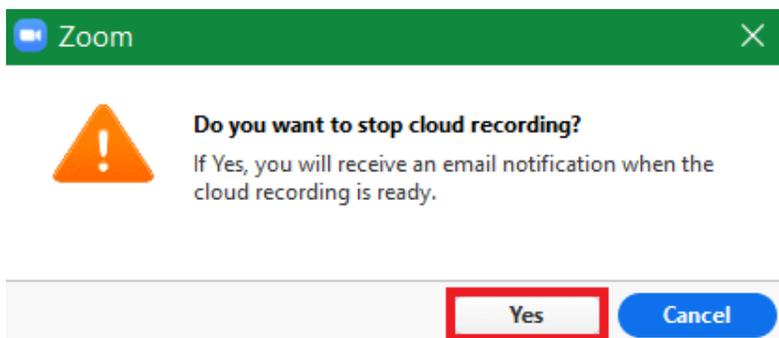


2.) A **Recording** icon will show up in the top left corner of the meeting screen. This recording can be paused or stopped using the buttons next to the Recording icon.



3.) Press the **Stop** button when you are finished recording.

If you have recorded to the cloud, you'll see the notification below. Press **Yes** to continue.



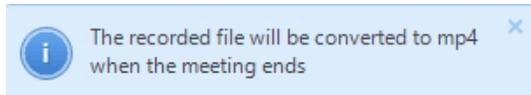


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If you have recorded to your computer, you'll see the notification below.



## Accessing your Recorded Meeting

If you've recorded to your computer:

- When you end your meeting, a window will appear with several files. Zoom provides you with the audio file (audio-only) and a video file including audio (zoom\_[file number])
- These files can be accessed later by navigating to Documents → Zoom on your computer

If you've recorded to the cloud:

- You will receive an email once your cloud recording is processed with a link to the recordings. From this page you will be able to download your video

## Uploading your Recorded Meeting to Brightspace

Please refer to our guide on uploading videos to Kaltura to upload your recorded meetings to Brightspace.