

When hosting a Zoom meeting, you have the option to “record on this computer” or “record to the cloud.” Recording to the cloud is more reliable and offers additional functionality, like pausing the recording and automatic transcripts. However, recordings on the cloud will be automatically deleted after **120 days**.

Note: This guide is not meant to be comprehensive but provide best practices for most users.

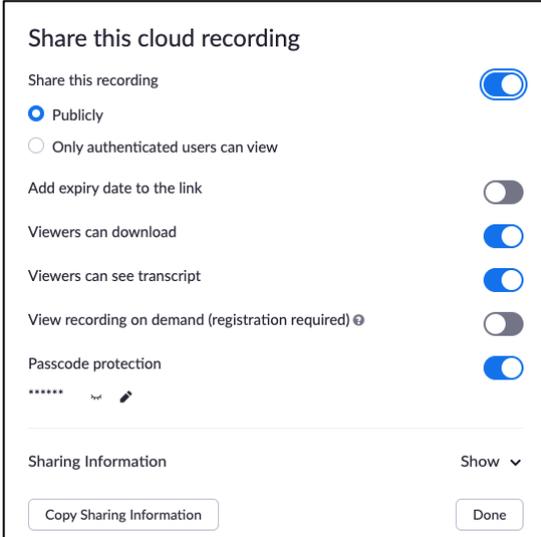
Recording in Zoom

1. Start a Zoom meeting as the host.
2. Click the option to record and choose “record to the cloud” or “record to this computer.”
3. You and the participants will see a red recording indicator in the top left corner while recording is active.

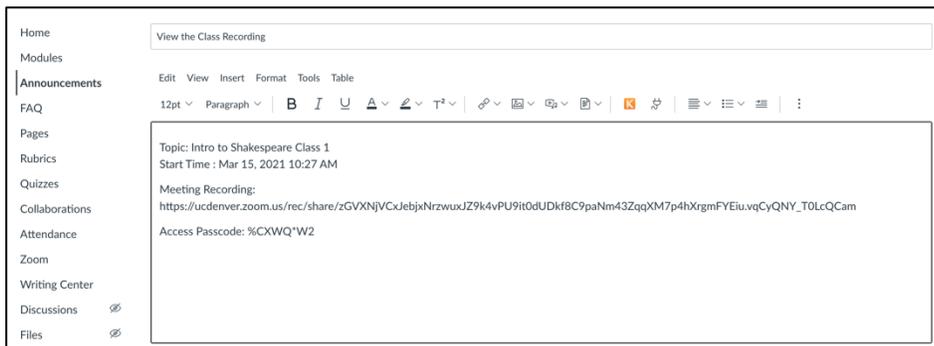
	<p>Recording Best Practice</p> <p>For most users, “record to the cloud” is the best practice due to the increased functionality of cloud recording.</p> <ul style="list-style-type: none">• Automatically records video, audio and chat• Recording a specific meeting layout• More reliable processing / Ability to pause single recording• Ability to start cloud recordings from iOS or Android devices• Automatic transcription (accessibility feature)*
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Accessing and Sharing your Cloud Recordings

1. From a web browser, go to ucdenver.zoom.us, choose “sign in”, then log in with your university credentials.
2. Choose “Recordings” from the left-hand menu.
3. From the list of recordings, select “share” next to the recording you wish to share. Remember, cloud recordings are only available for 120 days. If you need to keep a recording longer, see the section on downloading your recording.
4. For most people, the default sharing settings are fine (see image). However, you may want to require users to login before they can view your video. If that is the case, select “Only authenticated users can view.” This means that people outside of the university domain will not be able to access your videos.
5. Select “Copy Sharing Information” at the bottom of the sharing window to copy the information to your computer clipboard.



6. Canvas users can paste this information into an announcement, page or other area within Canvas for students to access. You can also email the sharing information (see image).



Downloading your Recording

If you need to keep your Zoom recording for longer than 120 days, follow the directions below.

1. From a web browser, go to ucdenver.zoom.us, choose “sign in,” then log in with your university credentials.
2. Choose “Recordings” from the left-hand menu.
3. From the list of recordings, select “more” next to the recording you wish to download and choose “download.”
4. Your computer will download two (or three, if you have automatic audio transcripts turned on) files.



Audio Transcript



Video File



Chat Transcript

5. You may upload these files anywhere to share. However, we recommend either Techsmith Knowmia (ucdenver.techsmithrelay.com) or OneDrive due to their large storage capacity and streaming capabilities. Uploading videos directly to Canvas is not recommended due to storage limits and lack of streaming capabilities.



O365 Best Practice

1. Download the OneDrive app on your computer.
2. After you download your Zoom recordings, move them to your OneDrive folder on your computer to sync them to a folder in your OneDrive cloud storage.
3. Link the URL for your O365 folder in your Canvas course so students have easy access to all recordings in one click.

Getting Help

If you would like a walkthrough of the steps described above or have specific needs not addressed here, please schedule an [appointment](#) with the Academic Technology Application and Design Team or call the OIT service desk at 303-724-4357.

*[Automatic Transcription](#) must be enabled in your user account.

