INSTRUCTIONAL **TECHNOLOGIES**
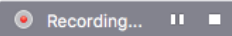
Resource Library

CREATE AND SHARE ZOOM RECORDINGS

The following are best practices for recording Zoom lectures and sharing them to your students. ***Cloud recordings expire after 180 days. *** For further assistance, please create a **Helpdesk Ticket** or visit our **Zoom info page**.

START A MEETING

1. Open the Zoom application on your computer. If you do not have it installed, **follow the instructions in this guide to get started**.
2. Click the **New Meeting** button .
3. Configure your audio and video settings as if you were meeting with your students online.
4. If you want anyone to join your session:
    a. Click on the green **Meeting Information** button at the top-left of the Zoom meeting window.
    b. Click the **Copy Link** button under the **Invite Link.**
    c. Paste the link into a message to your attendee(s).

CREATE A CLOUD RECORDING

Once your session has started, you need to start a cloud recording. Only hosts and co-hosts can start a cloud recording.

1. Click the **Record** button .
2. Select **Record to the Cloud** to begin recording. Participants are notified through an audio message that a recording has started.
    a. Note: If you are muted, a **Recording Alert** pop-up window will appear indicating **You are muted**.
    b. The host and participants will see a recording indicator at the top left corner.
3. To stop recording, click **Stop Recording** or **End Meeting.**
    a. If you need to pause the recording, click the **Pause** button . To resume, click the **Resume Recording** button.
    b. Pausing and resuming does not create separate recording. To create a separate recording, press the **Stop Recording** button and return to step 1.

SHARE YOUR CLOUD RECORDING

Once you end the meeting, an email with a link to the recording will be sent to you. Share this link by copying and pasting it in a message to your students (e.g., email, Canvas announcement or inbox, etc.).

Past recordings will appear in the host's Zoom Web Portal. To share past recordings:

1. Sign in to **https://fau-edu.zoom.us**
2. Find and click **Recordings** in the navigation menu. You will see a list of cloud recordings that you started and have finished processing.
3. Find the cloud recording you want to share with your students.
4. Click **Share.**
5. In the **Share this cloud recording** pop-up window, adjust your **sharing settings as desired** (e.g., password protection and security options). Anyone with the link can access the recording unless you specify a passcode.
6. Click **Copy Sharing Information**, then navigate to your email, or where you need to share the cloud recording, to paste the sharing information.