

Record, Retrieve, and Upload Zoom Recordings into Blackboard

Below are step-by-step instructions for recording in Zoom and later uploading the recording to your Blackboard course.

Classroom recordings - Log into your Zoom account and record to the Cloud

1. Record a Zoom meeting

- Open Zoom.
- **Log in** to your Zoom account.
- **Start** the meeting.
 - Click the “**Record**” button and select either **Record to the Cloud** or **Record on this Computer**.
NOTE: Do not record to the local computer in a classroom. All files stored locally will be **erased** at midnight each day.
 - **Stop the recording** .
- **End** the meeting

2. Retrieve the Recording

- Open the **Desktop Client** and log in, if prompted.
- Select **Meetings**.
- Select **Recorded**.
- **Locate** the recording.
- Click **Open**.
 - If the recording was saved to the **cloud**, the recording will open in the Zoom web portal (web browser window). You may play the recording and/or download it to your computer.
 - If the recording was saved to your **local computer**, clicking Open will open the file folder containing the recording. By default, all **Zoom** recordings will be placed in a Zoom folder found in the following file path on these devices:
PC: C:\Users\User Name\Documents\Zoom
Mac: /Users/User Name/Documents/Zoom

3. Upload the recording to Blackboard

Once the file has DOWNLOADED to your computer, it can be UPLOADED to Panopto via Blackboard.

- Open your Blackboard course
- Go to the **Course Videos** in your Blackboard Course Menu
- Click on **Create**
- Select **Upload Media**
- **Drag** files to box and they will begin uploading.