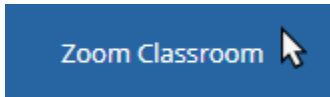


ZOOM: PUBLISH CLOUD RECORDING

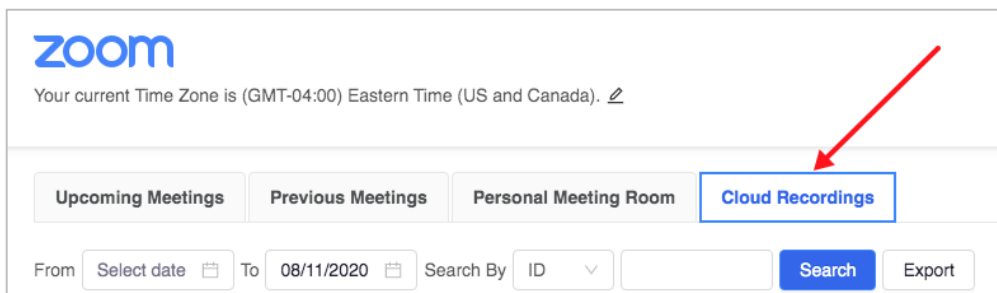
Instructors must post their Zoom session recordings to ulearn for students to view. You will get an email when your recording is done. Be patient and give it time to render/process and become available. You will receive an email with the audio transcript and the entire video recording.

Instructions

1. In the course left menu, click, the link for your Zoom Classroom.



2. Click the **Cloud Recordings** tab.



3. Click **Publish**, then click the **link for the file**.

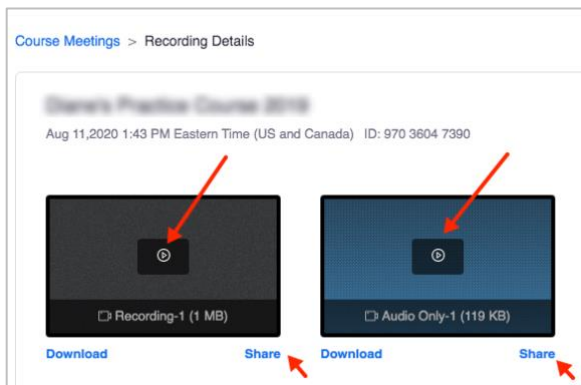
Topic	ID	Start Time	File Size	Publish
[REDACTED]	838	Aug 12, 2020 10:13	2 Files (367 KB)	<input checked="" type="checkbox"/>

4. Remind students to come here to view the recording. You can share this [user guide with your students](#).

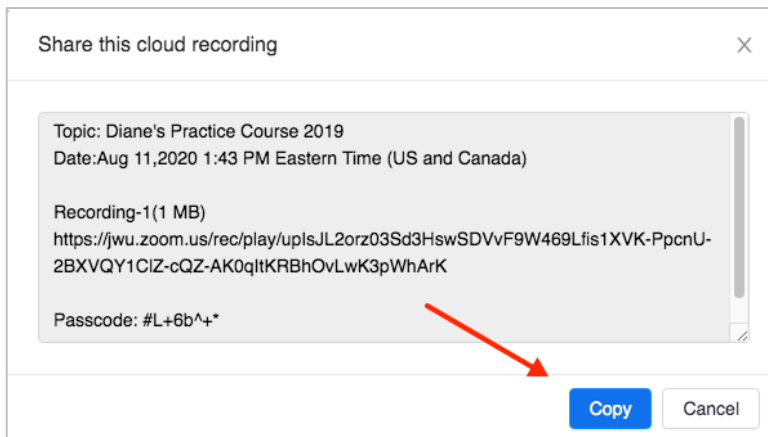
Share Direct Cloud Recording Link with Students in a Content Area

1. You can also share the specific recording link with students if preferred. Follow all the steps above and then click **Share** under the recording icon.

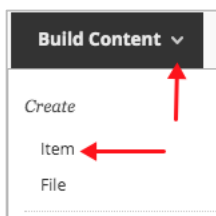
ZOOM: PUBLISH CLOUD RECORDING



2. Click **Copy**. The information will be saved to your computer's clipboard.

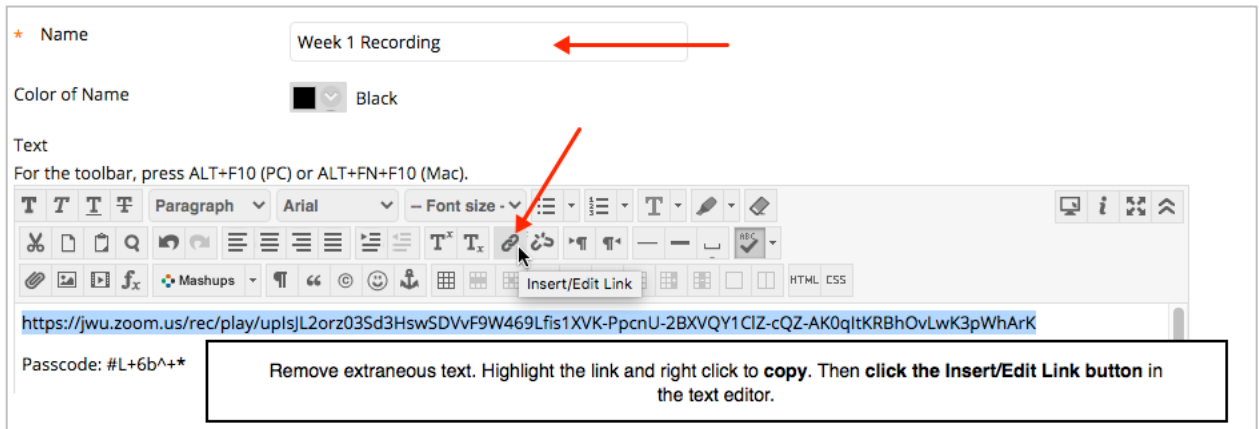


3. To share the information with students, go to a Content area of the left menu (i.e., Week 1) and from the **Build Content** menu select **Item**.



4. Provide a Name (i.e., Week 1 Recording) and paste the information you just copied into the text box. Remove extraneous text so only the **link** is included with the **passcode**.

ZOOM: PUBLISH CLOUD RECORDING



Name: Week 1 Recording

Color of Name: Black

Text: For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

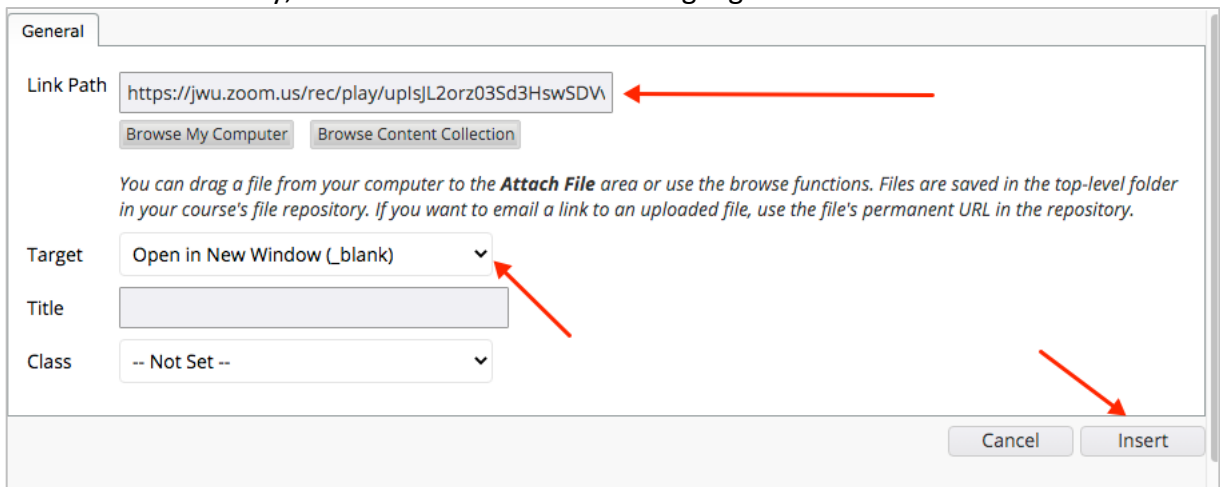
Toolbar: Paragraph, Arial, Font size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source, Preview, Full screen, Help, Close.

Link Path: <https://jwu.zoom.us/rec/play/uplsjL2orz03Sd3HswSDVvF9W469Lfis1XVK-PpcnU-2BXVQY1CIZ-cQZ-AK0qItKRBhOvLwK3pWhArK>

Passcode: #L+6b^+*

Remove extraneous text. Highlight the link and right click to copy. Then click the Insert/Edit Link button in the text editor.

5. In the Link Path box, paste the link copied in step 6 above. Next, in Target, click **Open in New Window**. Finally, click **Insert**. The link will be highlighted. Click **Submit**.



General

Link Path: <https://jwu.zoom.us/rec/play/uplsjL2orz03Sd3HswSDVvF9W469Lfis1XVK-PpcnU-2BXVQY1CIZ-cQZ-AK0qItKRBhOvLwK3pWhArK>

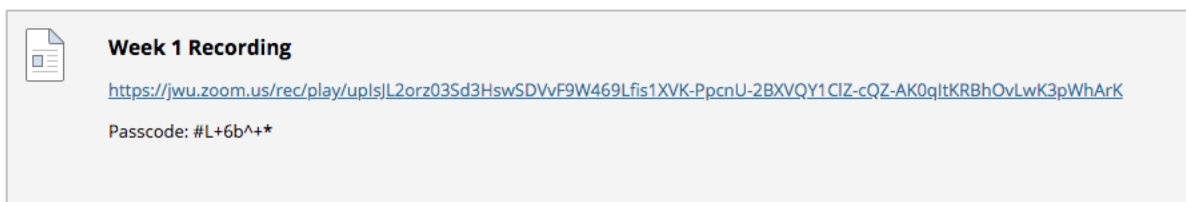
Target: Open in New Window (_blank)

Title:

Class: -- Not Set --

Buttons: Cancel, Insert

The recording is available to students with a clickable link and passcode. Post an announcement to students to let them know the recording is available.



Week 1 Recording

<https://jwu.zoom.us/rec/play/uplsjL2orz03Sd3HswSDVvF9W469Lfis1XVK-PpcnU-2BXVQY1CIZ-cQZ-AK0qItKRBhOvLwK3pWhArK>

Passcode: #L+6b^+*