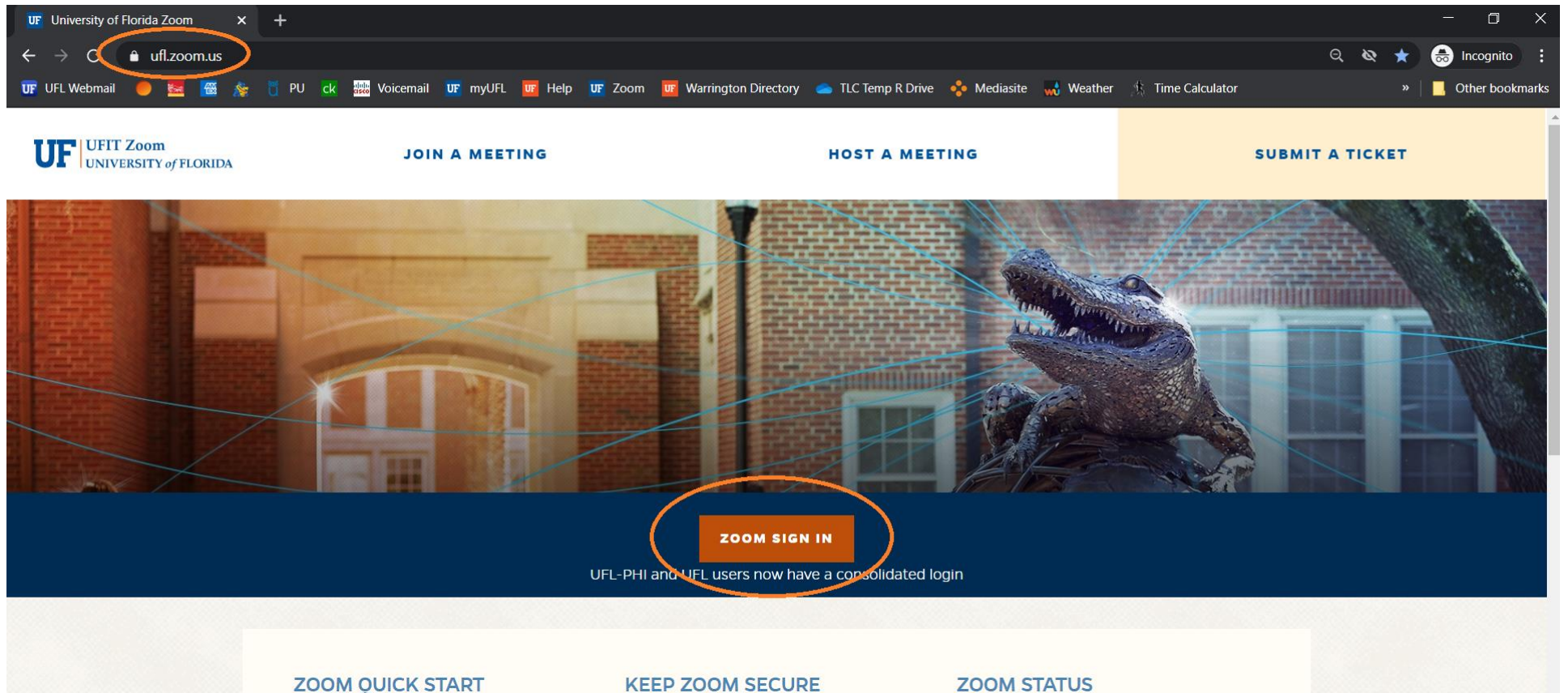


Accessing and Sharing Zoom Recording + Audio Transcript

1. Go to ufl.zoom.us on Chrome, Safari, or Firefox. Click **'ZOOM SIGN IN'** and login, if prompted.



2. Click on 'Recordings' on the lefthand side. When your recordings appear on the page, locate the recording you want to share.

My Recordings - Zoom

ufl.zoom.us/recording

UFL Webmail PU ck Voicemail myUFL Help Zoom Warrington Directory TLC Temp R Drive Mediasite Weather Time Calculator

REQUEST A DEMO 1.888.799.8854 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile Meetings Webinars **Recordings** Settings Account Profile Reports

Attend Live Training Video Tutorials

Cloud Recordings Local Recordings Settings

From mm/dd/yyyy To 10/28/2020 All Status

Search by ID Search Export Delete Selected (1) Delete All Trash (24)

<input type="checkbox"/>	Topic	ID	Start Time	File Size		
<input checked="" type="checkbox"/>	Raquel Rojas' Zoom Meeting	976 4968 3982	Oct 26, 2020 02:40 PM	2 Files (174 KB)	Share...	More
<input type="checkbox"/>	TLC Canvas Hour - Adding Accommodations and Extensions to Assignments and Quizzes	923 8987 2846	Oct 14, 2020 01:55 PM	3 Files (179 MB)	Share...	More
<input type="checkbox"/>	TLC Canvas Hour - Building Exams to Increase Academic Integrity	931 5036 7423	Sep 30, 2020 01:56 PM	3 Files (192 MB)	Share...	More
<input type="checkbox"/>	TLC Canvas Hour - Providing Effective Feedback in SpeedGrader	968 0954 6400	Sep 29, 2020 02:45 PM	2 Files (26 KB)	Share...	More

3. TO DOWNLOAD – Click the ‘More’ button next to the recording. Click ‘Download’ to automatically download the video and audio transcript files. Once downloaded, you will need to locate the file on your computer using the Finder (on Mac) or Explorer (on PC).

Cloud Recordings Local Recordings Settings

From To

Trash (24)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input checked="" type="checkbox"/>	Raquel Rojas' Zoom Meeting	976 4968 3982	Oct 26, 2020 02:40 PM	2 Files (174 KB)	<input type="button" value="Share..."/> <input type="button" value="More"/>
<input type="checkbox"/>	TLC Canvas Hour - Adding Accommodations and Extensions to Assignments and Quizzes	923 8987 2846	Oct 14, 2020 01:55 PM	3 Files (179 MB)	<input type="button" value="Share..."/> <input type="button" value="More"/>
<input type="checkbox"/>	TLC Canvas Hour - Building Exams to Increase Academic	931 5036 7423	Sep 30, 2020 01:56 PM	3 Files (192 MB)	<input type="button" value="Share..."/> <input type="button" value="More"/>

Note: In the image, the 'More' button for the first recording is circled in orange, and a red line points to the 'Download (2 files)' option in its dropdown menu.

4. TO SHARE (1/2) – Click the ‘Share’ button next to the recording. A box titled ‘Share this cloud recording’ will pop up. Make sure that ‘Viewers can Download’ is toggled ON (blue means ‘ON’) and then click ‘Copy Sharing Information’ in the lower left.

The image shows a 'Share this cloud recording' dialog box overlaid on a 'Cloud Recordings' interface. The dialog box contains the following settings:

- Share this recording: (toggled ON)
- Publicly: (selected)
- Only authenticated users can view: (not selected)
- Add expiry date to the link: (toggled OFF)
- Viewers can download: (toggled ON, highlighted with an orange line)
- On-demand(Registration Required) ⓘ: (toggled OFF)
- Passcode protection: (toggled OFF)


At the bottom of the dialog box, there is a 'Sharing Information' section with a 'Show' dropdown menu. The 'Copy Sharing Information' button is circled in orange. A 'Done' button is also present at the bottom right of the dialog box.

In the background, the 'Cloud Recordings' interface is visible, showing a list of recordings. The 'Share...' button for the first recording (2 Files (174 KB)) is circled in orange.

5. **TO SHARE (2/2)** – Once the information is copied, go to your Canvas Course site. Create a new Announcement. In the body of the announcement, type a message to students. To paste the recording information, hold down the **Command** key (lower left key on your keyboard) and the **'V'** key at the same time. Make sure to click **'Save'** when you are finished.

Ongoing Term

Home

Announcements 

Assignments

Zoom Conferences

Modules

Quizzes

Honorlock

LockDown Browser

Discussions

Grades


People

Manage Users

Files



















Pages

Rubrics

Syllabus 

Announcement Title

HTML Editor

B *I* U A **A** *I*                  12pt Paragraph 

Announcement Body


Hi, Class,

Please find the recording for today's lecture below:

Information copied from Zoom
(Paste with Command + V)

Topic: Raquel Rojas' Zoom Meeting
Start Time : Oct 26, 2020 02:40 PM

Meeting Recording:
https://ufl.zoom.us/rec/share/yiwrOhKkzKav08yY07co-hLoUPxaCnpVcyt2sJLeTpaGxDMOaWlbprje_2XLu34.VLvJgb19TK-DKPyn

p 28 words 

6. To access cloud recordings for meetings scheduled *within* the Canvas site (through Zoom Conferences), students and you can go to 'Zoom Conferences' in the Canvas course site and then click the 'Cloud Recordings' tab.

The screenshot shows the Canvas LMS interface for a course titled "BUL5832: Commercial Law for Accountants (Mod 2)". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and History. The "Zoom Conferences" option is highlighted with an orange circle. The main content area displays the Zoom interface, including the Zoom logo, time zone information (GMT-04:00 Eastern Time), and tabs for "Upcoming Meetings", "Previous Meetings", and "Cloud Recordings". The "Cloud Recordings" tab is also highlighted with an orange circle. Below the tabs, there are search filters for "From" and "To" dates, a "Search By" dropdown set to "ID", and a "Search" button. A table lists the recordings, with the first entry "BUL5832: Commercial Law for Accountants (Mod 2)" highlighted in blue. The table has columns for "Topic", "ID", and "Start Time".

UF UNIVERSITY OF FLORIDA

BUL5832 > BUL5832: Commercial Law for Accountants (Mod 2)

Fall 2020

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). ↗

Get Training ⓘ

Upcoming Meetings Previous Meetings **Cloud Recordings**

From To Search By

Topic	ID	Start Time
BUL5832: Commercial Law for Accountants (Mod 2)	970 6440 2867	Oct 27, 2020 09:34

< 1 >