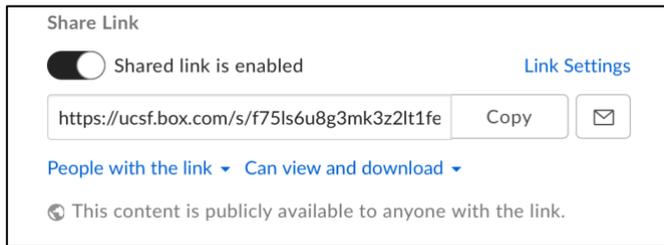


Managing and Sharing Zoom Recordings for the Bridges Curriculum

1. All Zoom recordings are currently uploaded, shared and managed from Box.
2. There is a **main folder that should only be shared with individuals managing recordings (i.e., course coordinators, faculty directors, or MedEd Staff)**:
 - <https://ucsf.box.com/s/129c08t59gxjy83nm6zvm49r53zvns3>
3. After clicking on the Box link, there is a **Join Folder** in the top right. This will give you editing privileges in the folder.
4. Go to your course/element folder. If there isn't an appropriate folder, make a new folder (you have editing privileges). Within your course/element folder, you can also make subfolders.
5. In the folder, you can upload a recording or manage recordings there.
6. Once a recording is uploaded, change the name to something appropriate - include enough detail so that you could look at it in 20 years and know what it is.
 - It's recommended to include the date of the recording (e.g., 03.23.20)
7. Select the file that you want to share with students (no need to open it, just highlight it).
8. Click on **Share**, then **Enable shared link**, select **People with the link**, then **Can view and download**



9. Copy this link and include it in the ilios session or in communication with students. They should be able to click on the link, watch it in a browser or download it to their computer.
 - Note: It's recommended to download recordings to a computer because the streaming feature may have problems with buffering or resolution due to internet connectivity.

Notifications

If you want to be notified of changes to your folder (other people are uploading files, and you don't want to have to check the folder)

1. Go to the folder level above the folder that you are monitoring.
2. Select the folder that you want to monitor
3. Click on the three dots for more options and go to **Settings**.
4. Scroll to the bottom and see an area for email notifications.
5. Adjust the settings as in the image and click on **Save Changes** in the upper right when done:

