Zoom Guide for Managing Recordings for the Bridges Curriculum

Use this guide to help you make recordings to your computer's local drive for the Bridges Curriculum.

For more information about cloud recording in Zoom at UCSF, please see review IT's guide. Cloud recording is currently turned off for lectures in the Bridges Curriculum.

For how to handle backup planning in your Bridges course, please review #3 in ACE-TEE Large_Small Group Zoom Support Workflows.

Getting started

1. To record a lecture locally to your computer, initiate the recording by clicking on **Record** button on your Zoom toolbar. You must be host or cohost to be able to record, or you can ask the host to give you permission.
   - For lectures in the Bridges Curriculum, cloud recording is currently turned off.
     i. If you are recording from a Zoom account that has cloud recording enabled, you must have the cohost role and initiate the local recording *before* cloud recording begins.
     ii. If the host has already started a cloud recording already, alert the host and then as co-host, you can stop the recording entirely, begin recording locally, and then ask the host to begin Cloud Recording again.
2. Once the meeting has ended and the Zoom window has closed, a **Converting Meeting Recording** notice will appear showing it's being saved to your computer:
   - Click **Save** when done
3. Find your recording file
   - Search for your **Zoom** folder on your computer (Macs: Use Finder, PCs: Use Search tool)
   - File name will read: "date + time + Title of Zoom Meeting + 9-digit Zoom mtg ID" (e.g., "2021-03-12 UCSF SOM Town Hall 537712634")
   - Open the folder and identify the **.mp4** file
   - Move this .mp4 file to a folder/place of your choice
     i. If you work with a Bridges course that has determined it will store backup video files in UCSF's Box, go to: https://ucsf.box.com/s/129c08t59gxjy83nm6zvnm49r53zvns3.
     ii. The main top-level folder *should only be shared with individuals managing recordings* (i.e., course coordinators, faculty directors, or MedEd Staff):

   iii. After clicking on the Box link, there is a **Join Folder** in the top right. This will give you editing privileges in the folder.

   iv. 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.

   v. In the folder, you can upload a recording or manage recordings there.

   vi. 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.

   vii. It's recommended to include the date of the recording (e.g., 03-23-21)

4. If you plan to share a recording directly from Box, select the file that you want to share with students (no need to open it, just highlight it).

  ⊄ Click on **Share**, then **Enable shared link**, select **People with the link,** then **Can view and download**
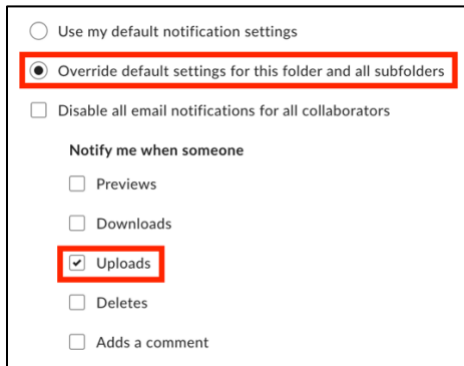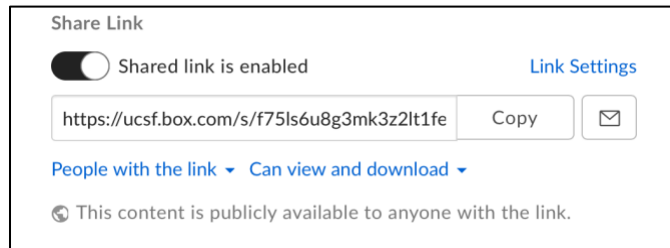

  ⊄ Copy this link and include it in the Ilios session or in communication with students. They should be able to click on the link, watch it in a browser or download it to their computer.

  ⊄ 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.

Getting notified of changes in a Box folder

If you want to be notified of changes to a Box folder (i.e., 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. Consider adjusting the settings as in this example (choose any of the notification options) and click on **Save Changes** in the upper right when done: