Due to our new circumstances, usage of Zoom Cloud storage has increased greatly. We are nearing our Cloud storage limit and are asking all Zoom users to delete any Cloud recordings they no longer need, and move any recordings they want to preserve to another location such as Mediasite.

We will be implementing a new schedule of deletion for items in the Zoom Cloud.

We will be deleting Cloud recordings every 180 days starting on Tuesday, September 15, 2020. These will include recordings made through June 30, 2020.

The next purge will be Monday, March 15, 2021 and will include recordings made through December 31, 2020.

In order to ensure you preserve recordings you need to keep, you will need to download the Cloud recordings and store them elsewhere. We recommend only downloading and storing the recordings you *need*.

To help you with this, we have created a guide for you to follow.

## How to Download Zoom Cloud Recordings

Sign in to http://bloomu.zoom.us and in the navigation menu, click Recordings. Here is where you will see any recordings you started.

Use the date and status selectors to search for specific meetings.

Click on the name of the meeting you want to download from.



Download all files, or else select specific files you want to download by hovering over them and clicking on the Download icon:



An explanation of the types of files available follows below.

## How to Select Which Recording You Want

There are multiple views recorded as different file types for each meeting. Here is how you can choose between them which view you keep.

**Shared screen with speaker view** provides the mp4 file with audio/video showing the active speaker and content, so if you want to have your talking head with your lecture slides/content, this is the file you want to download.

**Shared screen with gallery view** provides the mp4 file with audio/video showing all the webcam participants and shared content, so if you want to show your class participants with the content, this is the file you want to download.

**Active speaker** provides the mp4 file with audio/video showing the active speaker only, so if you just want the video of the speaker talking, this is the file you would want to download.

**Gallery view** provides the mp4 file with audio/video showing the gallery only, so if you jus twant the video of the participants, this is the file you would want to download.

**Shared Screen view** provides the mp4 file with audio/video showing the shared screen only, so if you do not want any webcam view, this is the file you would want to download.

**Audio only** provides an m4a file of the audio from the meeting.

**Audio transcript** provides a VTT file with a transcript of only the audio.

**Chat file** provides a text file with the transcript of the in-meeting chat.

## How to Upload to Mediasite

Access the MyMediasite portal directly in BOLT in any BOLT course. If you don't have a course in BOLT, go to http://mymediasite.bloomu.edu to access the portal.
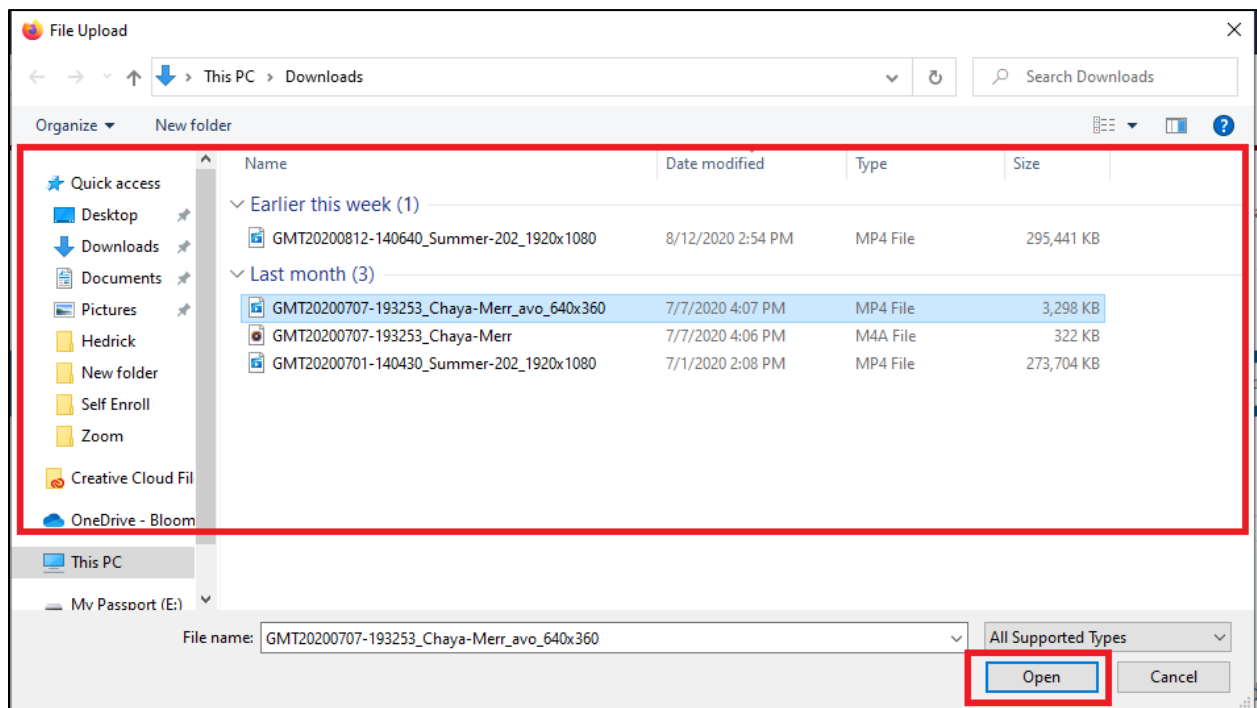
In BOLT, in a course, click Resources, then MyMediasite. This will automatically log you in to MyMediasite.
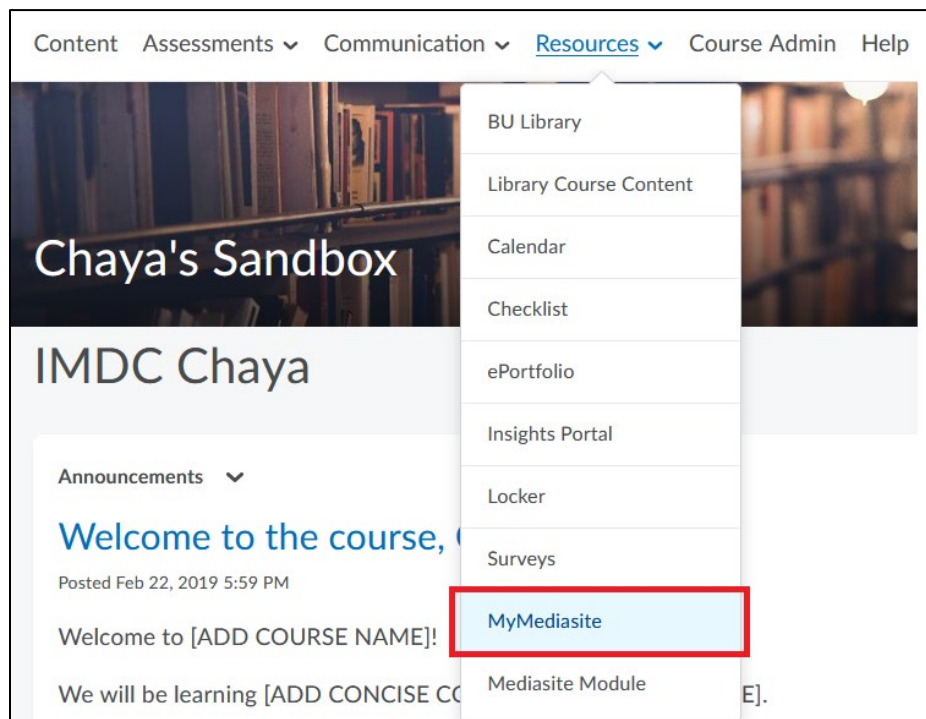
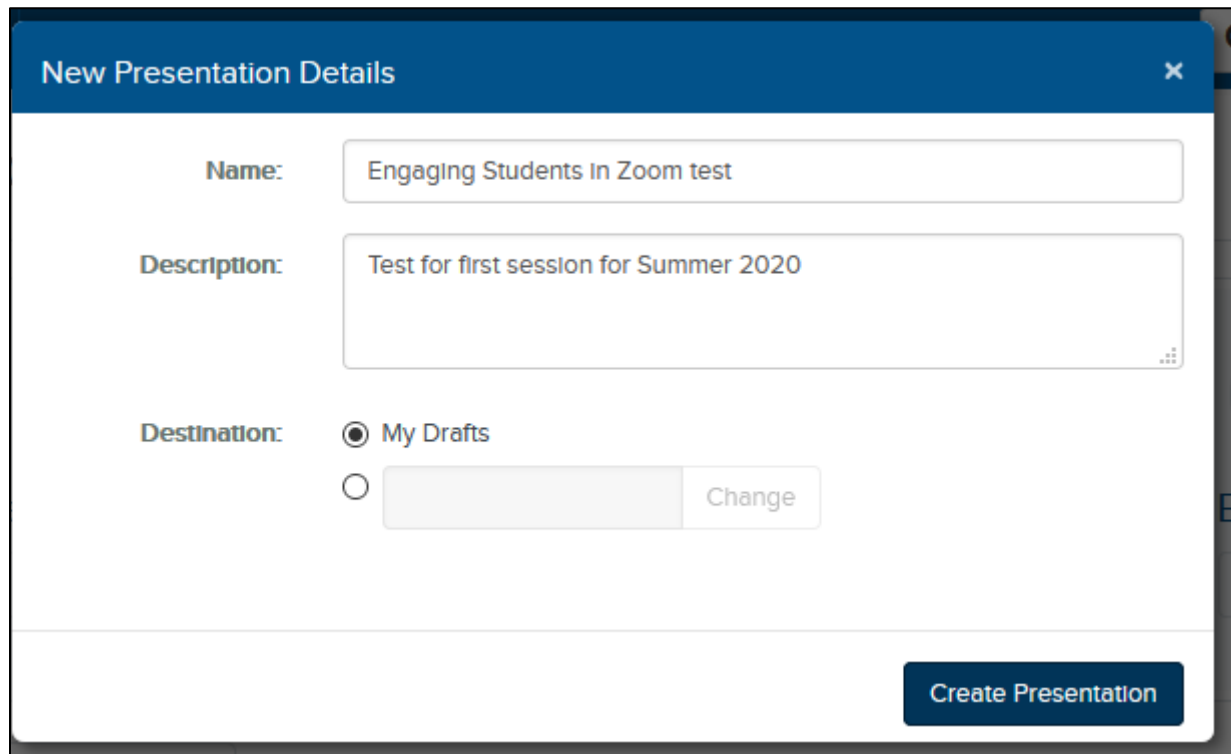In MyMediasite, click Add Presentation and then Upload New Video:
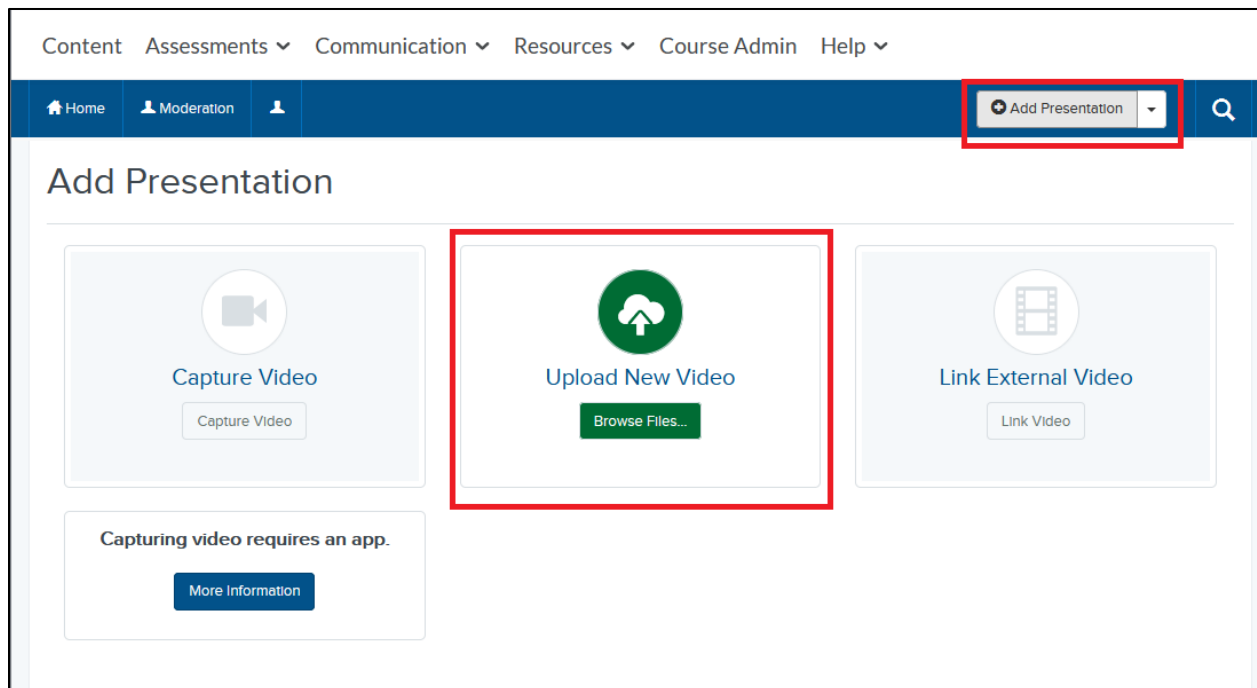


Select your file from the file picker.



Name your presentation, provide a description, and the desired destination. If you have channels set up in MyMediasite, this is where you can select them. We recommend giving the presentation a name you

will associate with where the presentation is relevant. For example, if you recorded a session for your Art History course, name the presentation Art History: Name of topic date to easily locate the presentation for use in BOLT later.



The presentation will load in MyMediasite. *Depending on the size of the recording file, this process may take some time!*

# How to Upload to OneDrive

If you aren't sure you need to share the recording to a class, and you just want to preserve the file for now, you can upload it to your OneDrive.

Go to http://office365.bloomu.edu/ , login with SSO, and access OneDrive.
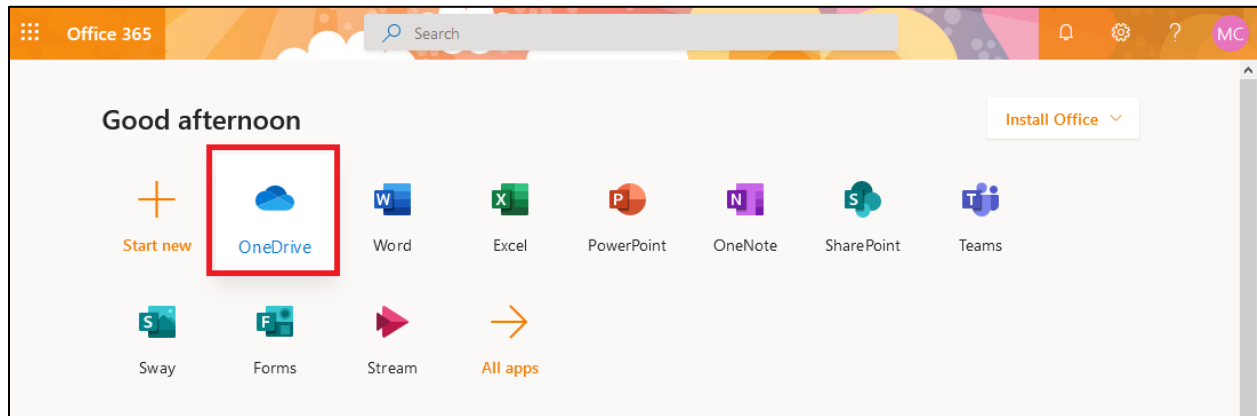


Click Upload, then Files.
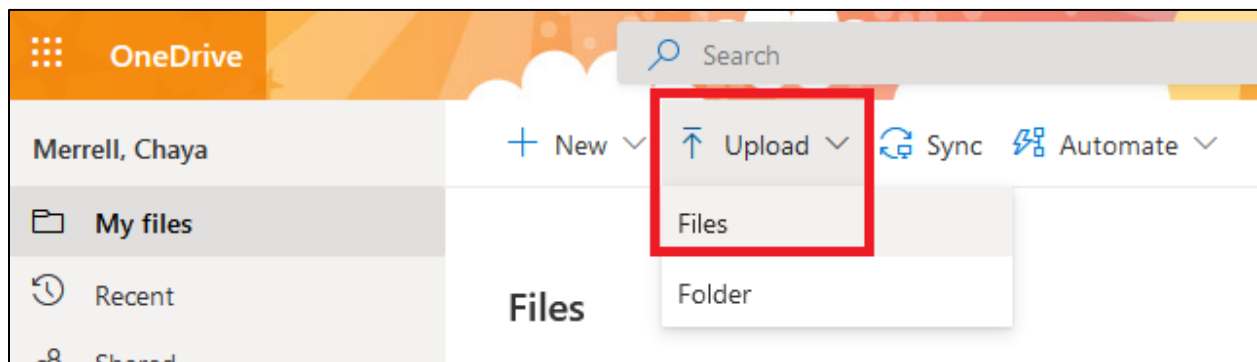


Pick your file, then OneDrive will show that a file is uploading.
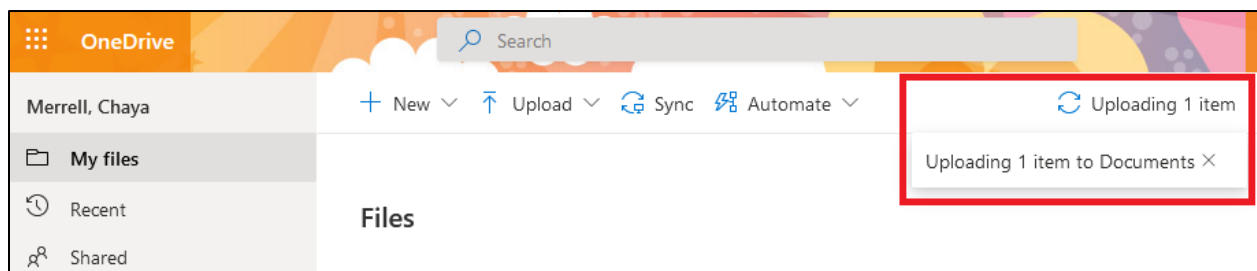
# How to Upload to Stream

If you prefer to upload your video to MS Stream, go to http://office365.bloomu.edu/ and login with SSO.

Access Stream.
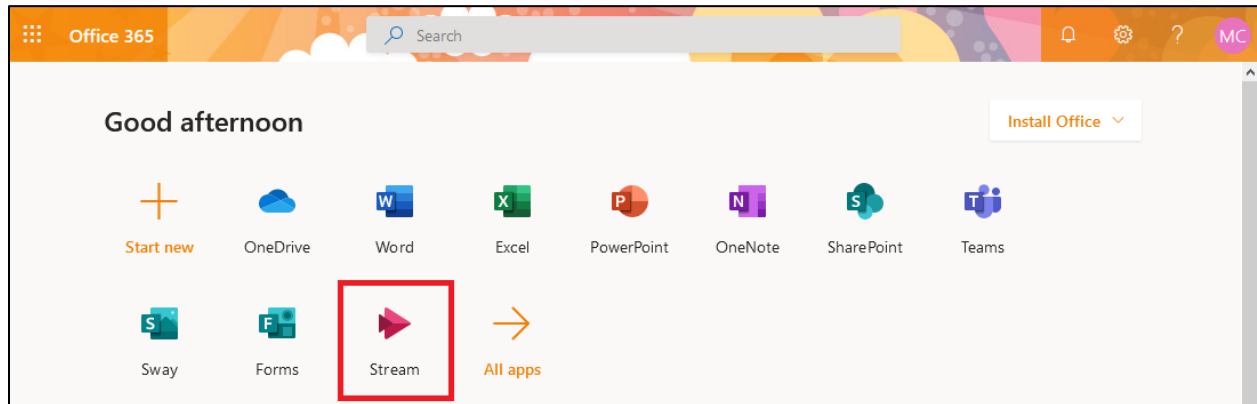


In Stream, you can either allow anyone in the organization (Bloomsburg University) to be able to view your video, or you can create Groups to share them with instead.

You can also then create Channels to share with a particular Group.

In this way you can limit the audience to your video.

For more information about this please go to https://docs.microsoft.com/en-us/stream/groups-channels-overview

**IMPORTANT:** if you want to share your video with a class, you would have to add all members of the class to your Group so they could access it.

## Create a Group in Stream

To create a Group, click Create, then Group.
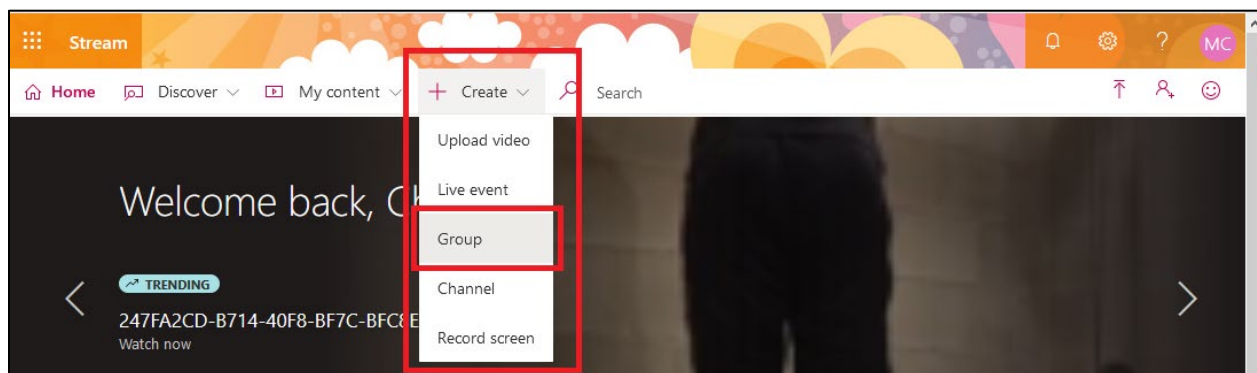
Enter the details for your Group, then Create it. Note: In the Email field, this creates an email address FOR THE GROUP.



Once in the Group, click Membership to add people to your group.

Search for the people you want to add to the group. Once you have added them all, click Save.



To upload a video to Stream, click Create, then Upload Video.
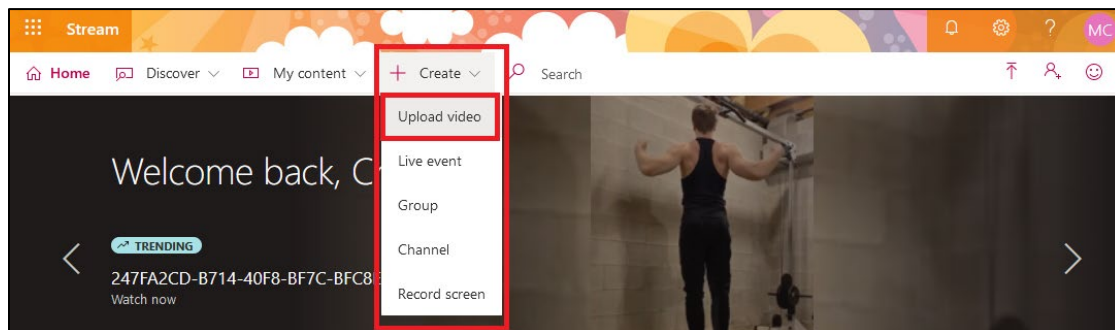


Drag and drop files or browse for them.
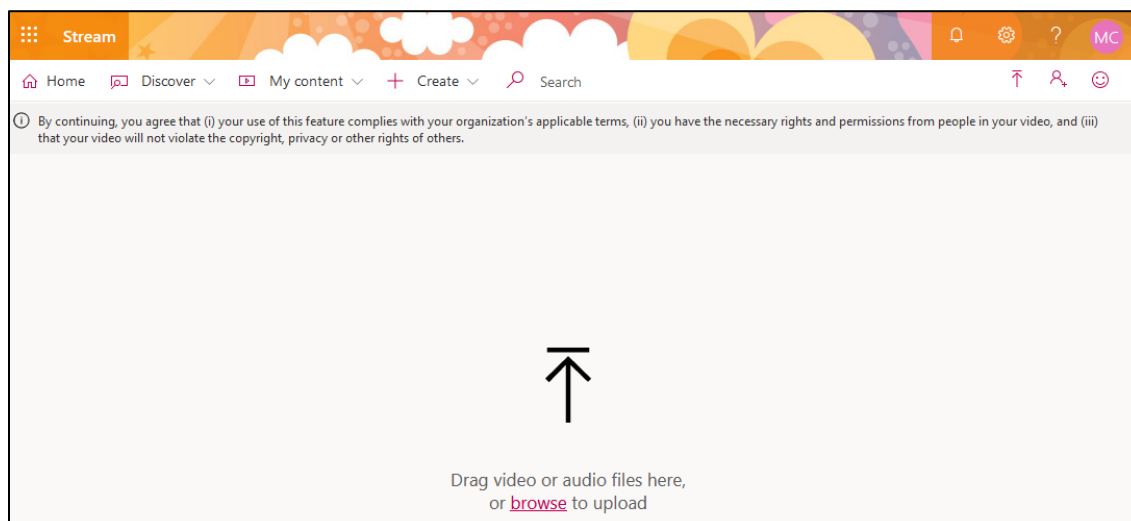
Set a default video language, then click Save.



On the Details tab, give your video a name an description, and set your thumbnail.
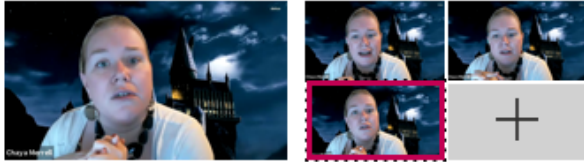
On the Permissions tab, if you want to limit the audience, de-select "Allow everyone in your company to view this video" (NOTE: if you want to share with a class, this may not be the best option- you would have to add all class members to a Group to share the video in that case) and click Yes.
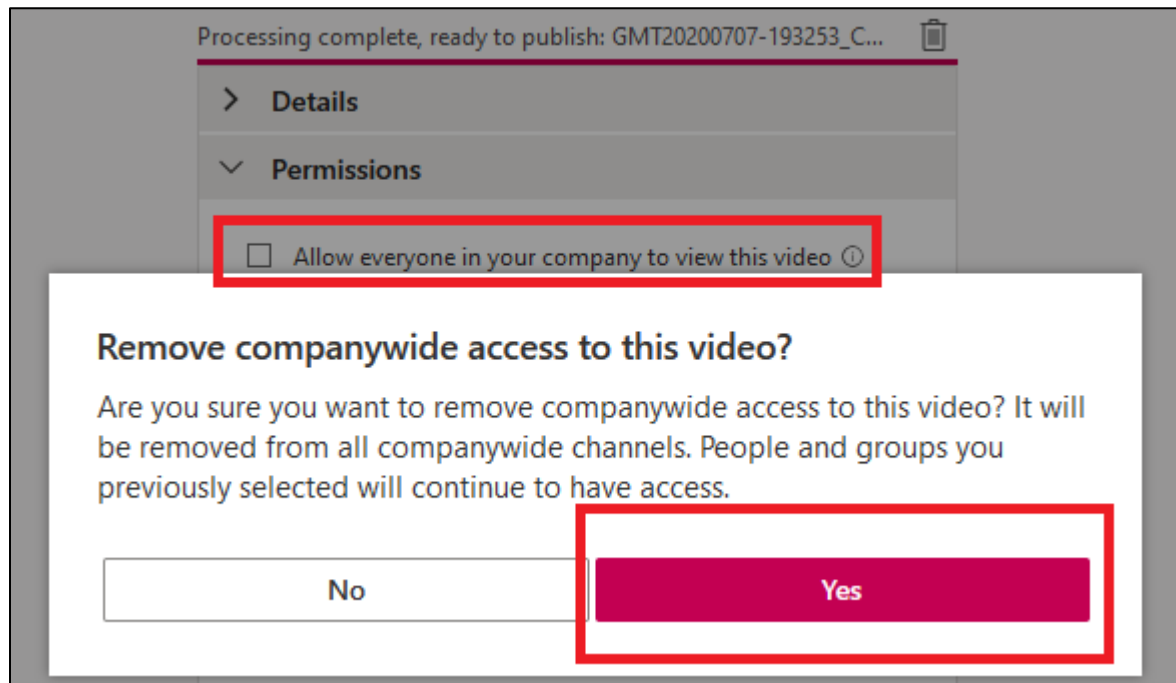


To ONLY make this available to yourself, do not add anyone using the "Share with" selector!

To put the video in a Group, under Share with, select My Groups and then search for your group.

Select your Group.



The Group will display as a Viewer in the list.

On the Options tab, you can select whetheryou want to leave Comments on, ifyou want to turn Noise suppression on, if you want to autogenerate a captions file, upload a subtitle file. Once you select your options, click Publish.



Click on the name of the video.

This takes you to the video page.



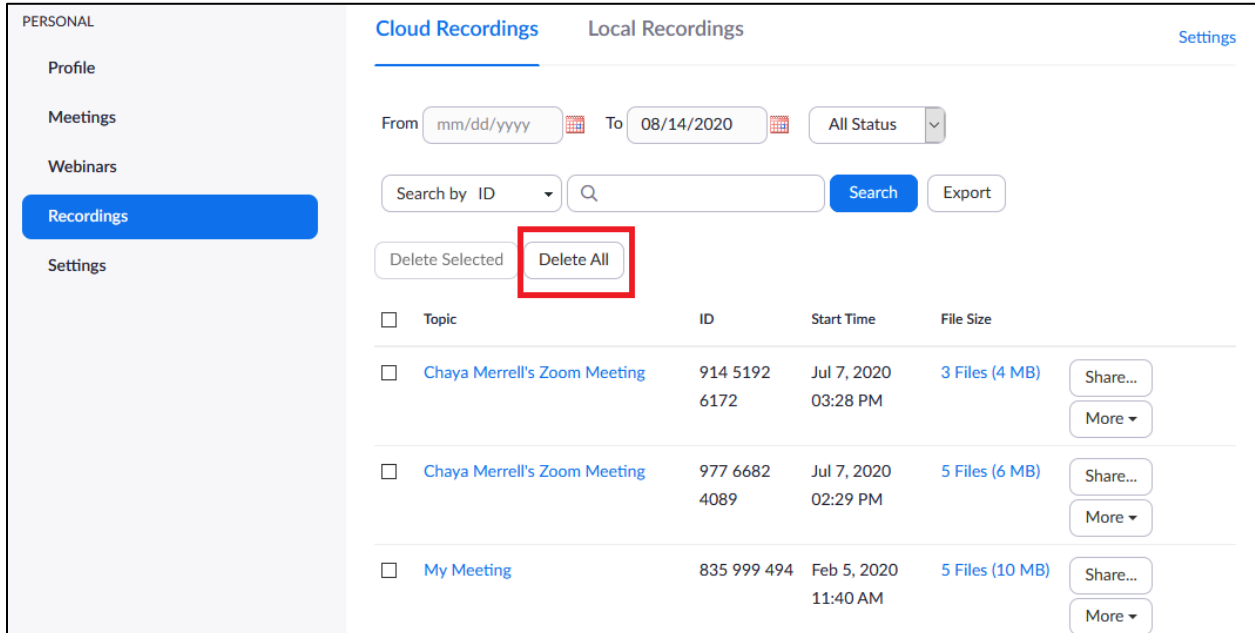If you limited the audience, this is shown under the video.

Click the Share icon under the video details and description to get the share URL or embed code for the video.

Click the pencil icon to the right of the Transcript search to edit the transcript. This may be necessary to fix any errors with your captioning.

# How to Delete Zoom Cloud Recordings

You can delete all cloud recordings, all in a specific search, all files for a meeting, or individual recording files.
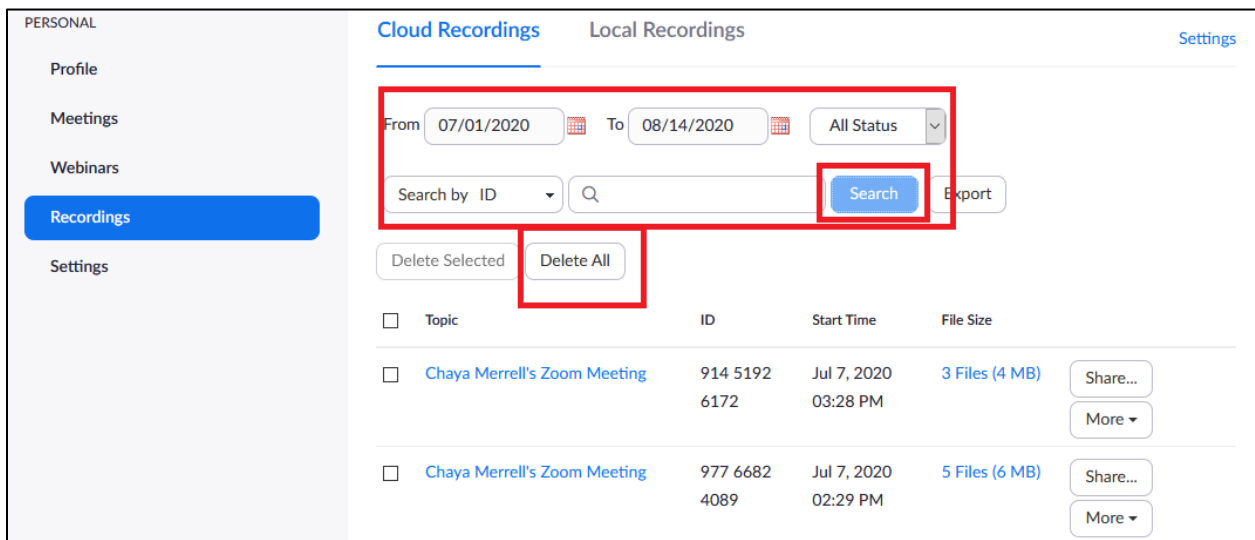
To delete all recordings, access Recording Management and click Delete All.



To delete recordings from a search, such as within a date range, access Recording Management, enter the desired date range in the selectors, and click Search. Click Delete All. Click Yes to confirm.

To delete recordings from a meeting, search for the meeting you want to delete files from, select the checkbox beside it, then click Delete Selected.



To delete individual recordings or files, search for the meeting you want to delete a file from, click the name of the meeting, and then click the trash icon.
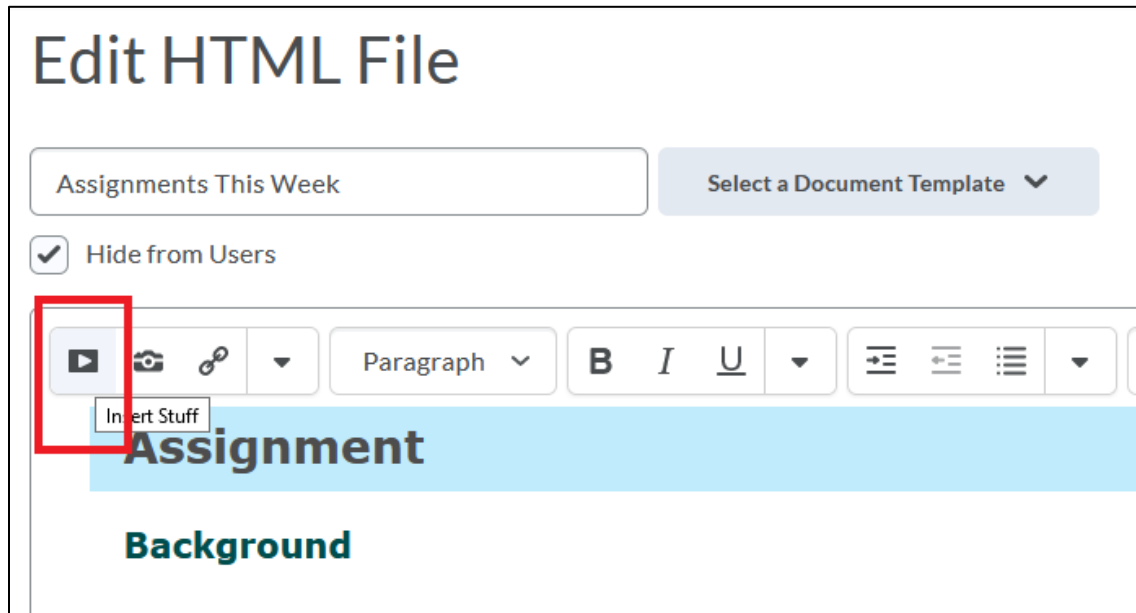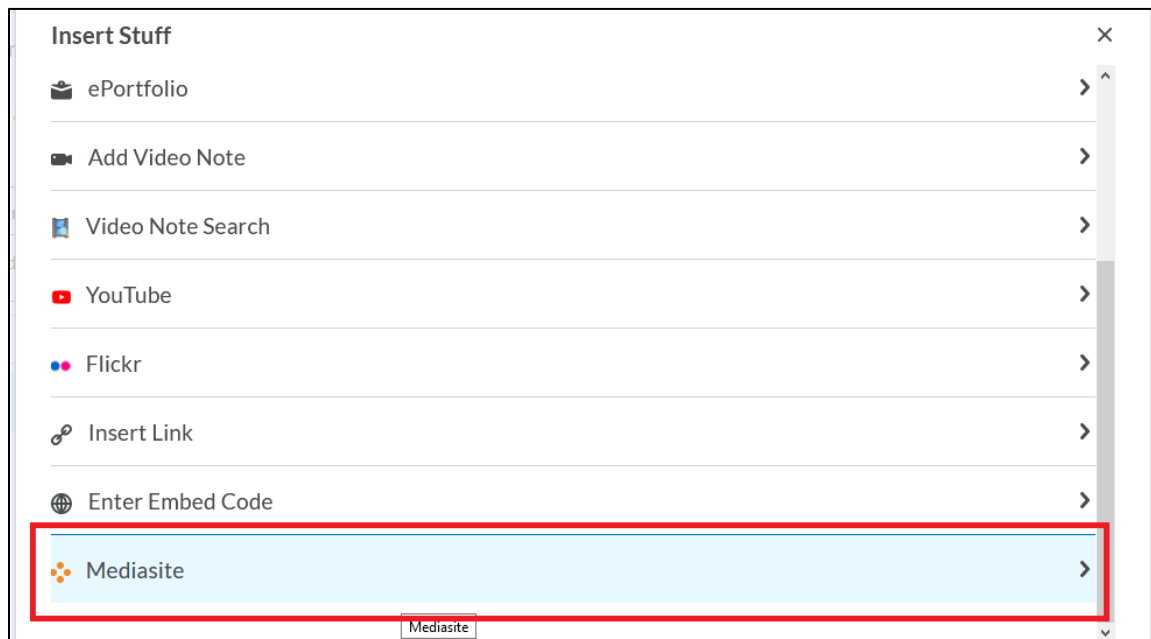
# How to Add Mediasite Presentations to BOLT in Place of Zoom Links

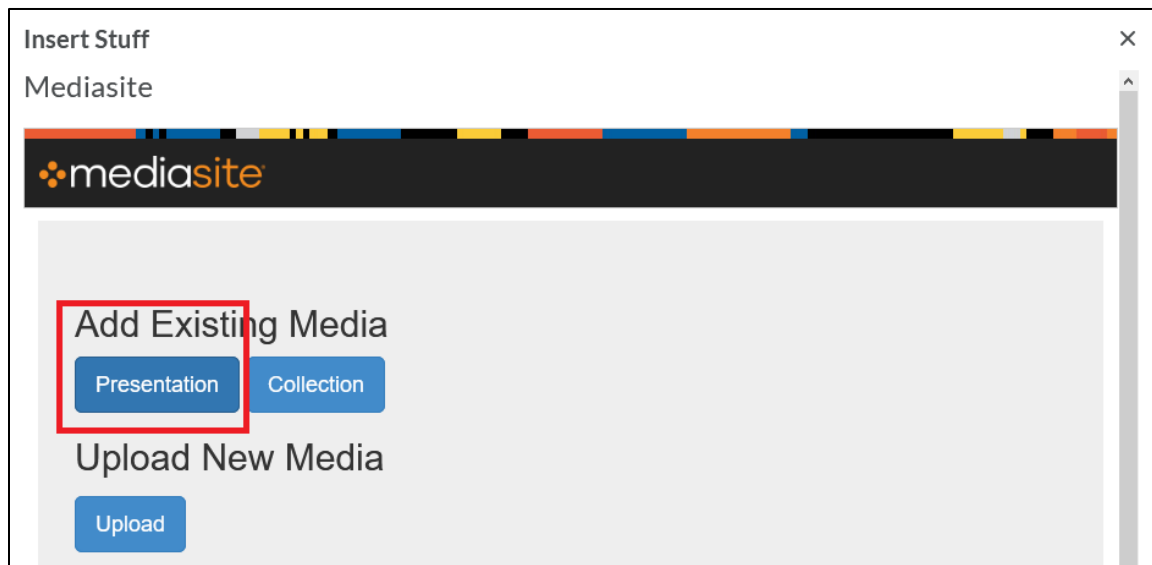In your BOLT course, remove any links to Zoom recordings by deleting them from Content.

To add the video in BOLT, anywhere there is an HTML Editor (Content Create a File, Announcements, Assignment Evaluation feedback, Discussions, etc.) click the Insert Stuff button.
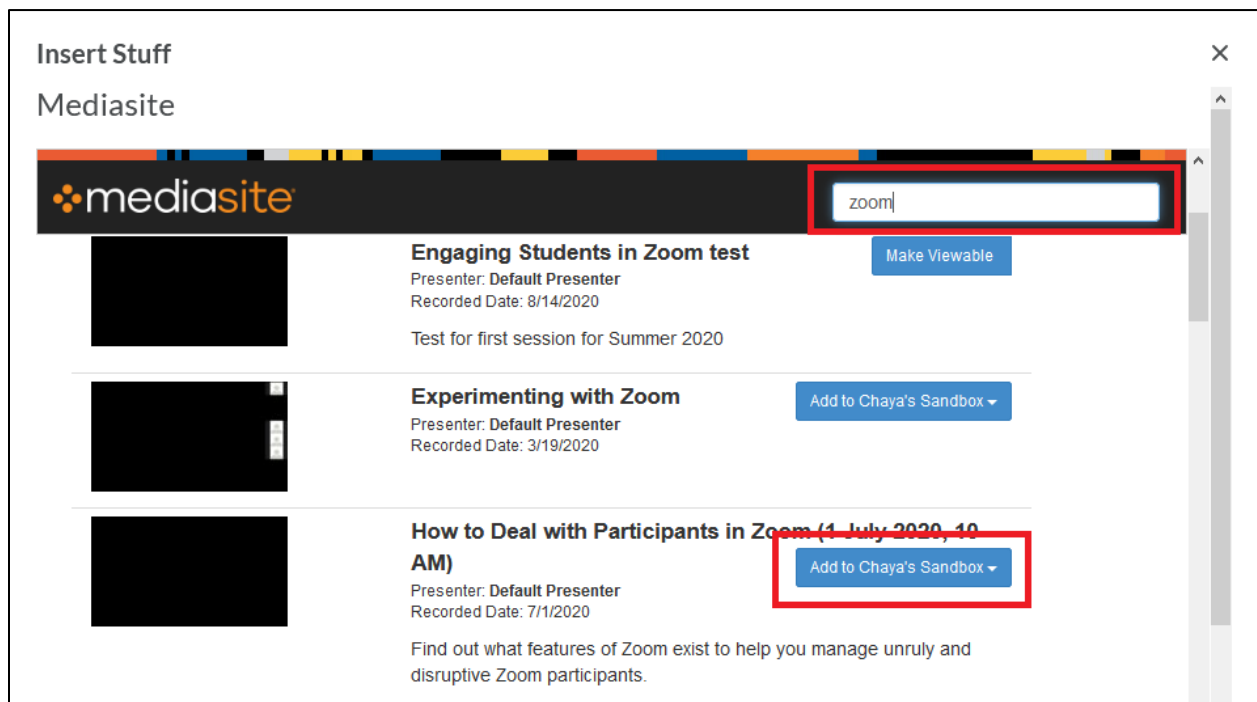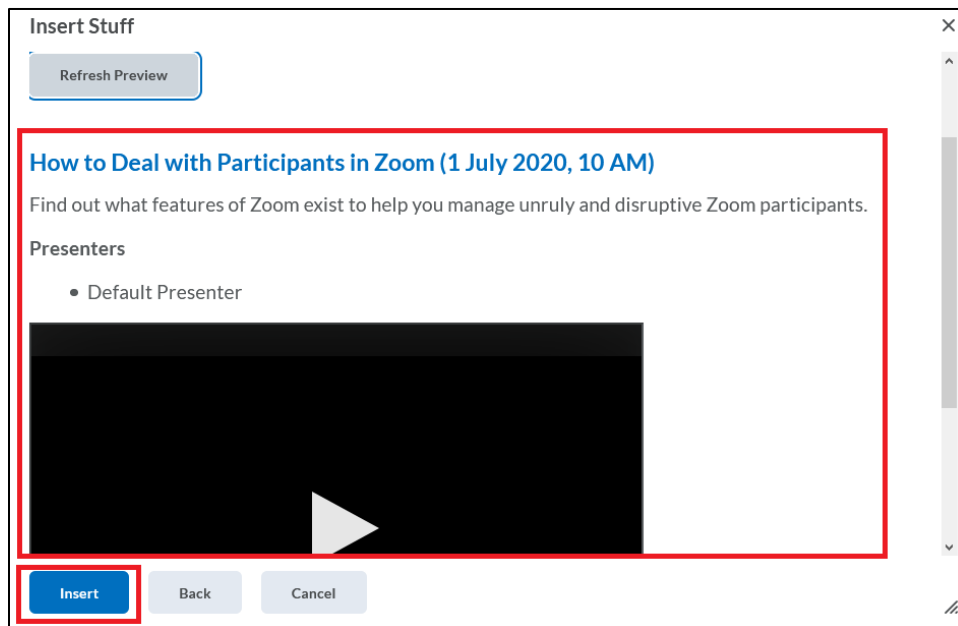


Click Mediasite.

Click Presentation.



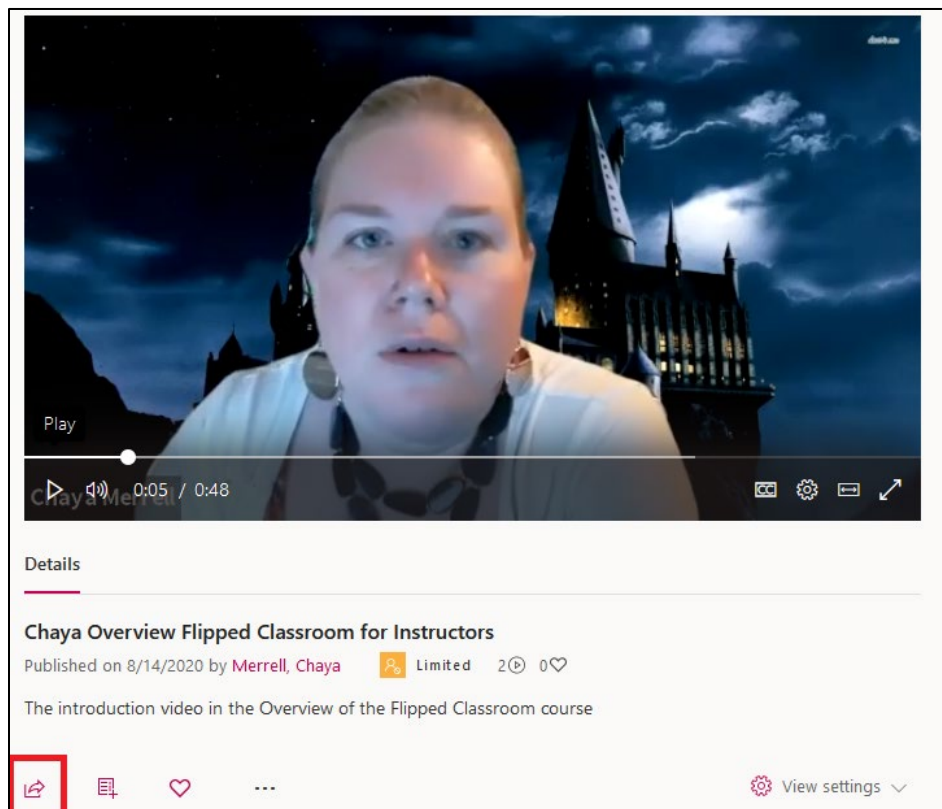Search for a keyword and then click "Add to [the course]" to add the video.

A preview appears. Click Insert to insert the video.



## How to Add Stream Videos to BOLT

On the video page, click the Share icon to grab the URL or Embed code for the video.

On the Share popup, either copy the URL on the first tab, or click Embed to grab the Embed code.



The Embed tab is customizable for your needs. We recommend making the embed code Responsive! Click Copy to copy the text.

Once you have these copied, you can add the URL as a link or add the embed code using the Insert Stuff button in BOLT.
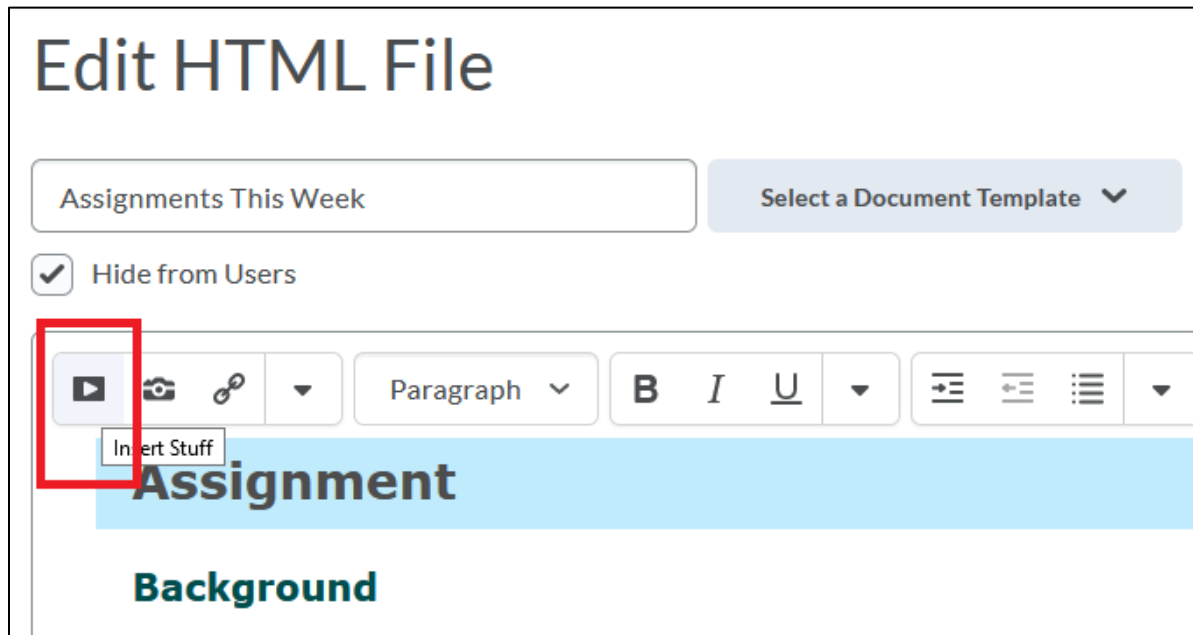


Click to add a link or embed code.