

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.

The screenshot displays the Zoom Cloud Recordings interface. On the left, a navigation menu under 'PERSONAL' includes 'Profile', 'Meetings', 'Webinars', 'Recordings' (highlighted with a red box), and 'Settings'. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. It features search filters: 'From' (07/01/2020), 'To' (08/13/2020), and 'All Status'. Below these are search and export buttons. A table lists recordings with columns for Topic, ID, Start Time, and File Size. Two recordings are shown, both titled 'Chaya Merrell's Zoom Meeting'.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Chaya Merrell's Zoom Meeting	914 5192 6172	Jul 7, 2020 03:28 PM	3 Files (4 MB)	Share... More ▾
<input type="checkbox"/>	Chaya Merrell's Zoom Meeting	977 6682 4089	Jul 7, 2020 02:29 PM	5 Files (6 MB)	Share... More ▾

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

The screenshot shows the Zoom Cloud Recordings interface. On the left is a sidebar with 'PERSONAL' and options: Profile, Meetings, Webinars, Recordings (highlighted), and Settings. The main area has tabs for 'Cloud Recordings' and 'Local Recordings'. Below the tabs are filters for 'From' (07/01/2020), 'To' (08/14/2020), and 'All Status'. There is a search bar with 'Search by ID' and a 'Search' button. Below the search bar are 'Delete Selected (1)' and 'Delete All' buttons. A table lists recordings with columns: Topic, ID, Start Time, File Size, and actions. The first row, 'Chaya Merrell's Zoom Meeting', is highlighted with a red box. It has ID 914 5192 6172, start time Jul 7, 2020 03:28 PM, and 3 Files (4 MB). The second row has ID 977 6682 4089, start time Jul 7, 2020 02:29 PM, and 5 Files (6 MB).

Topic	ID	Start Time	File Size
Chaya Merrell's Zoom Meeting	914 5192 6172	Jul 7, 2020 03:28 PM	3 Files (4 MB)
Chaya Merrell's Zoom Meeting	977 6682 4089	Jul 7, 2020 02:29 PM	5 Files (6 MB)

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

The screenshot shows the details of a specific recording, 'Chaya Merrell's Zoom Meeting'. The page title is 'My Recordings > Chaya Merrell's Zoom Meeting'. Below the title is the meeting name, date, time, and ID. There are 3 total views and 2 total downloads. A video player shows 'Recording 1' with a duration of 00:00:48. Below the video player are three options: 'Speaker view', 'Audio only', and 'Audio transcript'. The 'Speaker view' option is highlighted with a red box, and its download icon is also highlighted with a red box. The 'Download (3 files)' button is also highlighted with a red box. The file sizes are 3 MB for Speaker view, 322 KB for Audio only, and 869 B for Audio transcript.

View	File Size
Speaker view	3 MB
Audio only	322 KB
Audio transcript	869 B

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 just want 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.

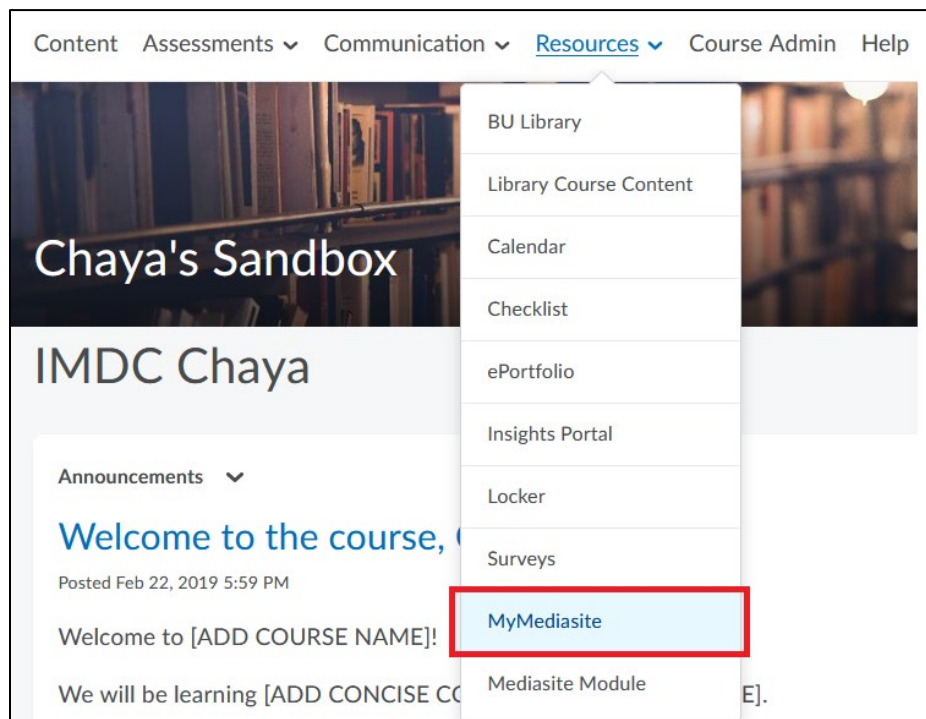
Audio transcript provides a VTT file with a transcript of only the audio.

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

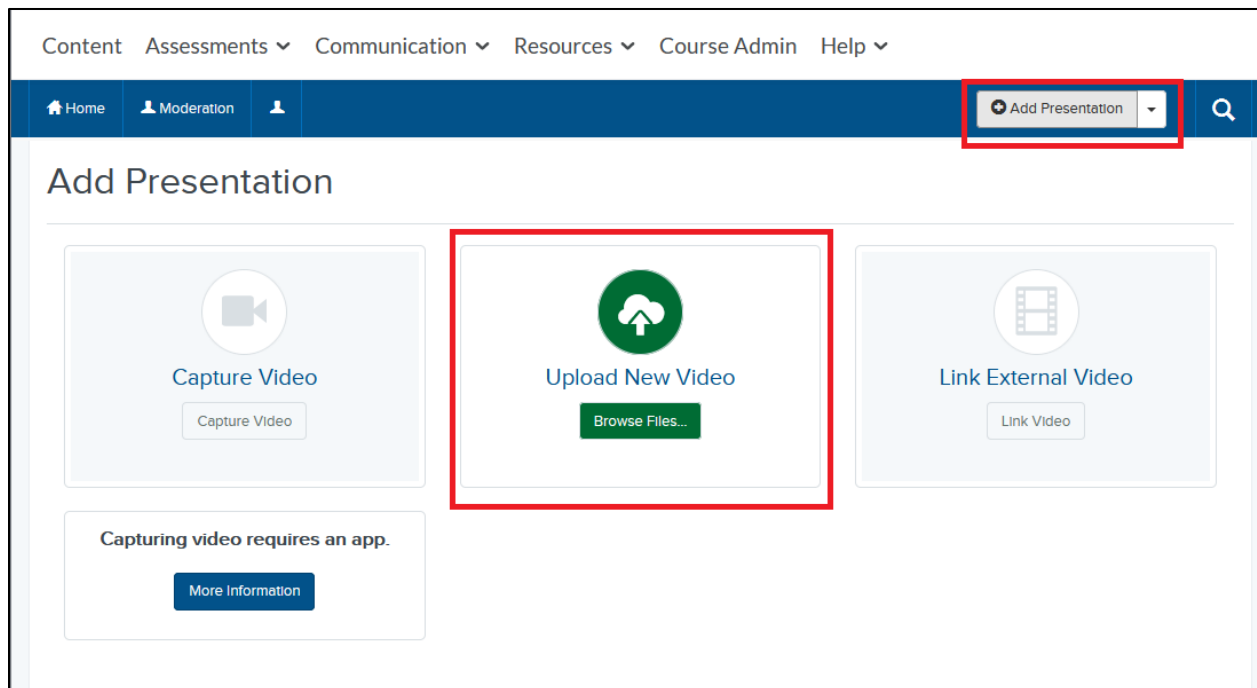
How to Upload to Mediasite

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.

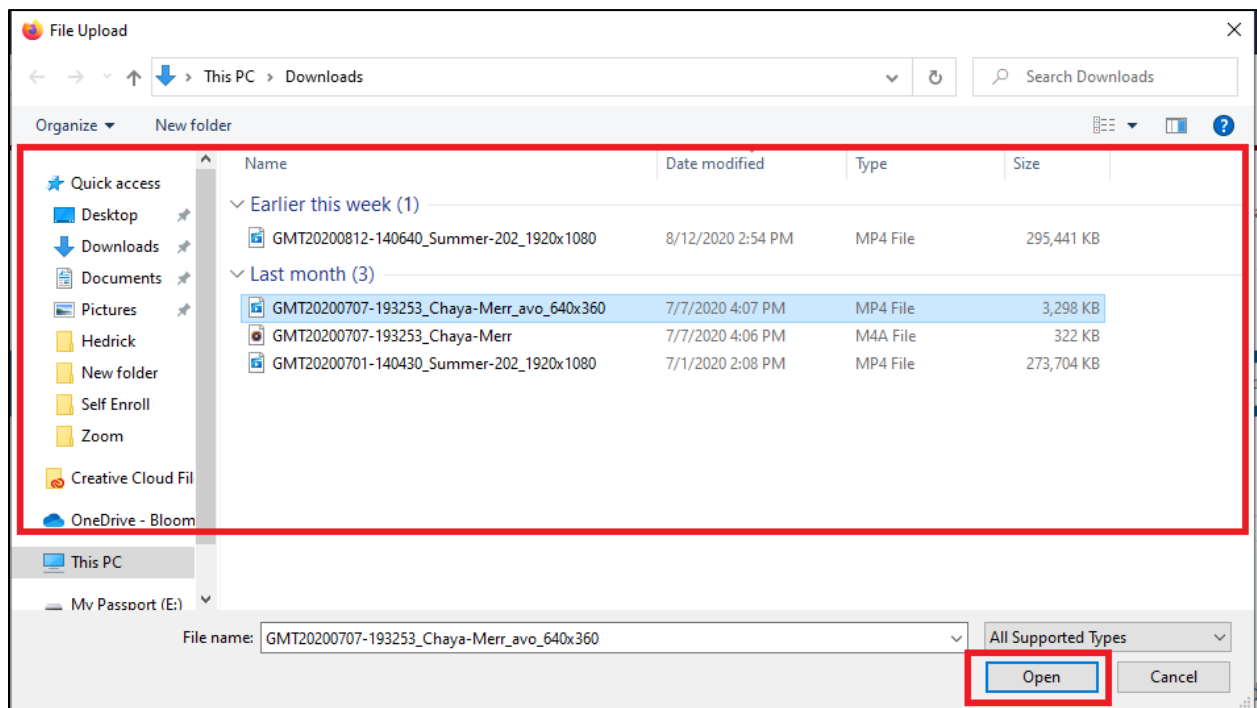
In BOLT, in a course, click Resources, then MyMediasite. This will automatically log you in to MyMediasite.



In MyMediasite, click Add Presentation and then Upload New Video:

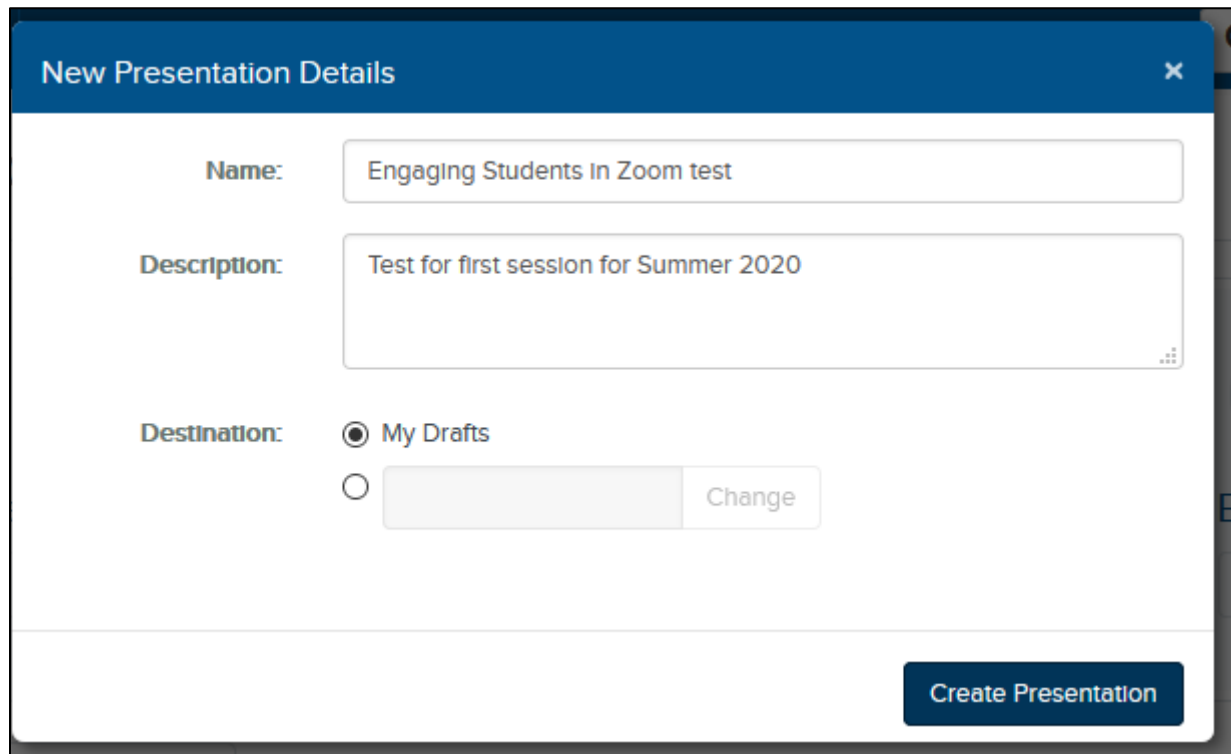


Select your file from the file picker.



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 image shows a 'New Presentation Details' form with a blue header and a close button (X) in the top right corner. The form contains three main sections: 'Name:', 'Description:', and 'Destination:'. The 'Name' field is a text input containing 'Engaging Students In Zoom test'. The 'Description' field is a larger text area containing 'Test for first session for Summer 2020'. The 'Destination' section has two radio buttons; the first is selected and labeled 'My Drafts', and the second is unselected and followed by a 'Change' button. At the bottom right of the form is a dark blue button labeled 'Create Presentation'.

New Presentation Details

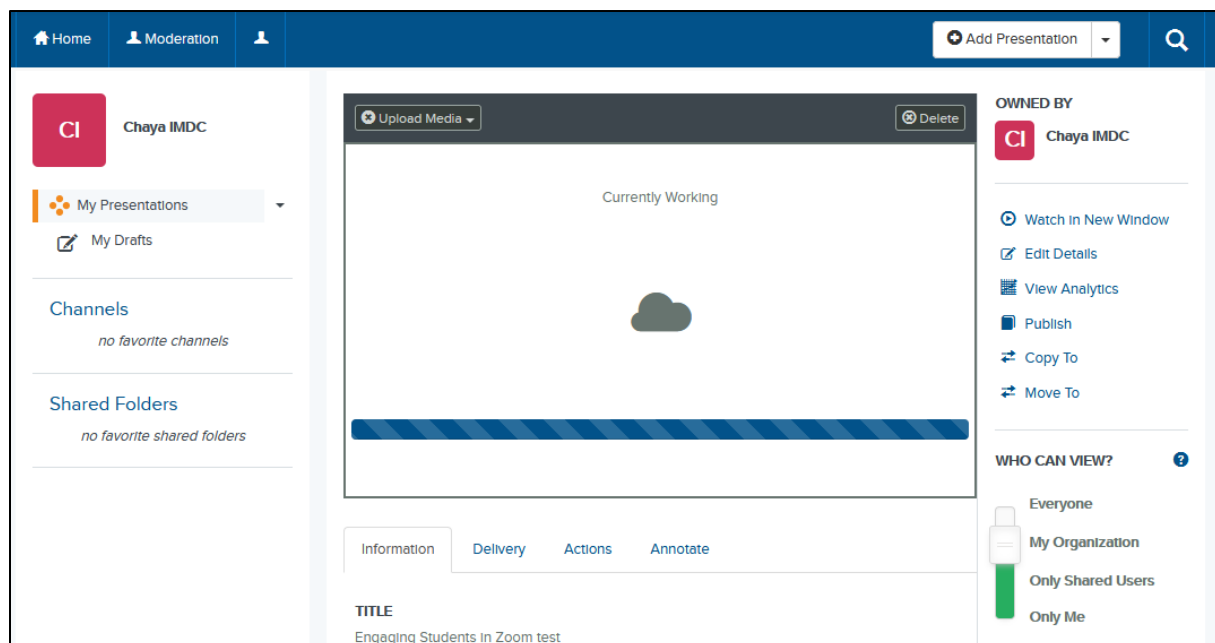
Name: Engaging Students In Zoom test

Description: Test for first session for Summer 2020

Destination: ☒ My Drafts ☐ Change

Create Presentation

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



The image shows the MyMediasite interface. At the top is a navigation bar with 'Home', 'Moderation', and a user profile icon. On the right of the navigation bar is a search icon and a dropdown menu labeled 'Add Presentation'. The left sidebar contains the user's profile 'Chaya IMDC' and a list of 'My Presentations' with a sub-item 'My Drafts'. Below this are sections for 'Channels' (no favorite channels) and 'Shared Folders' (no favorite shared folders). The main content area shows a presentation titled 'Engaging Students In Zoom test' with a status of 'Currently Working' and a cloud icon. Below the main area are tabs for 'Information', 'Delivery', 'Actions', and 'Annotate'. The right sidebar shows the 'OWNED BY' section with the user 'Chaya IMDC' and a list of actions: 'Watch in New Window', 'Edit Details', 'View Analytics', 'Publish', 'Copy To', and 'Move To'. Below this is the 'WHO CAN VIEW?' section with a question mark icon and a list of permissions: 'Everyone', 'My Organization', 'Only Shared Users', and 'Only Me'.

Home **Moderation** **Add Presentation** **Search**

Chaya IMDC

My Presentations

- My Drafts

Channels

no favorite channels

Shared Folders

no favorite shared folders

Currently Working

Engaging Students In Zoom test

OWNED BY

Chaya IMDC

- Watch in New Window
- Edit Details
- View Analytics
- Publish
- Copy To
- Move To

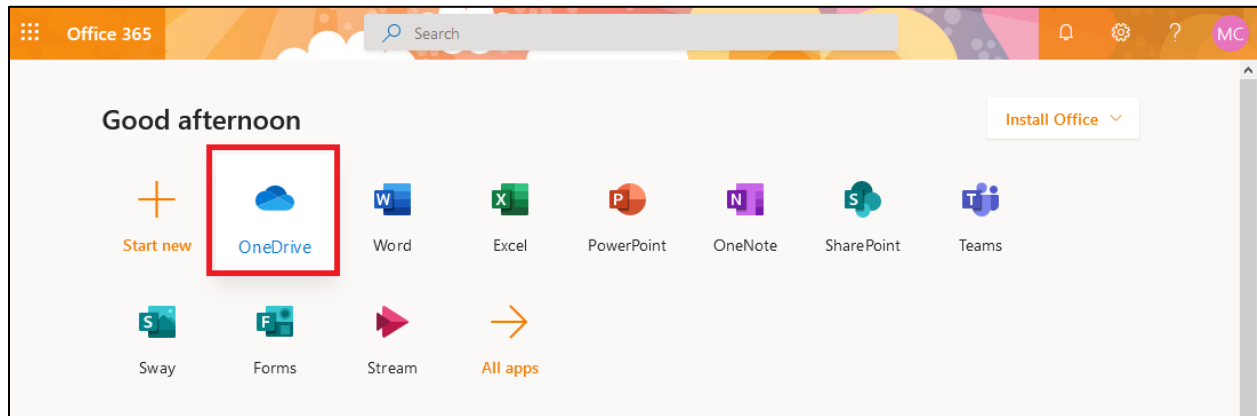
WHO CAN VIEW?

- Everyone
- My Organization
- Only Shared Users
- Only Me

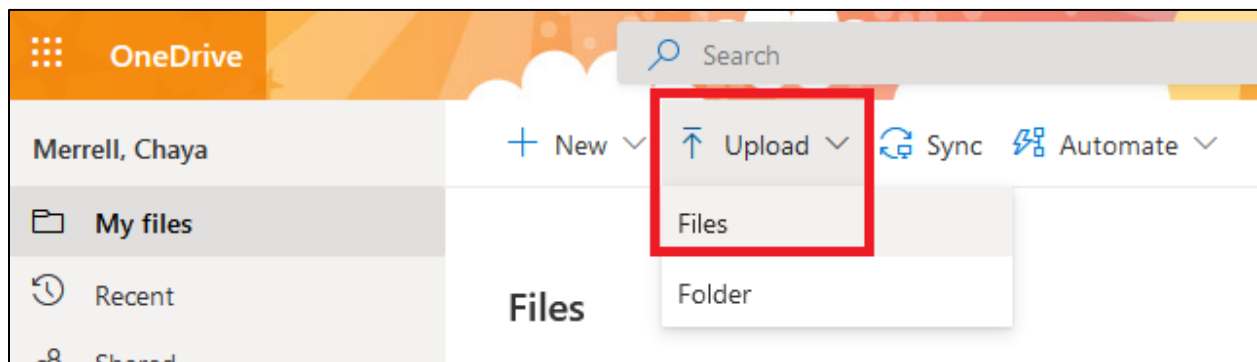
How to Upload to OneDrive

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.

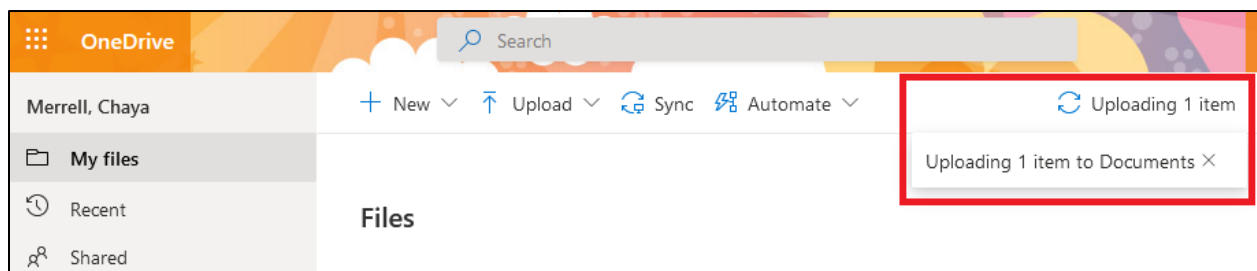
Go to <http://office365.bloomu.edu/>, login with SSO, and access OneDrive.



Click Upload, then Files.



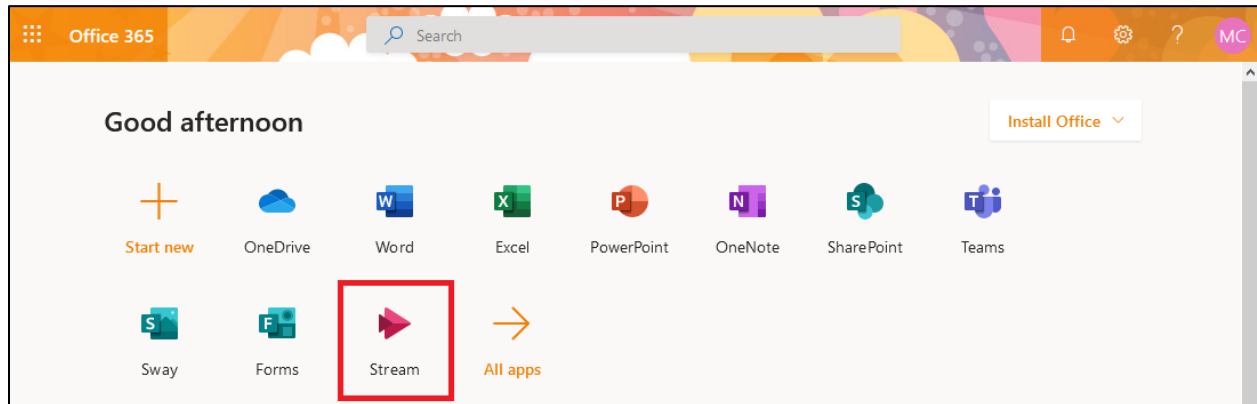
Pick your file, then OneDrive will show that a file is uploading.



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.

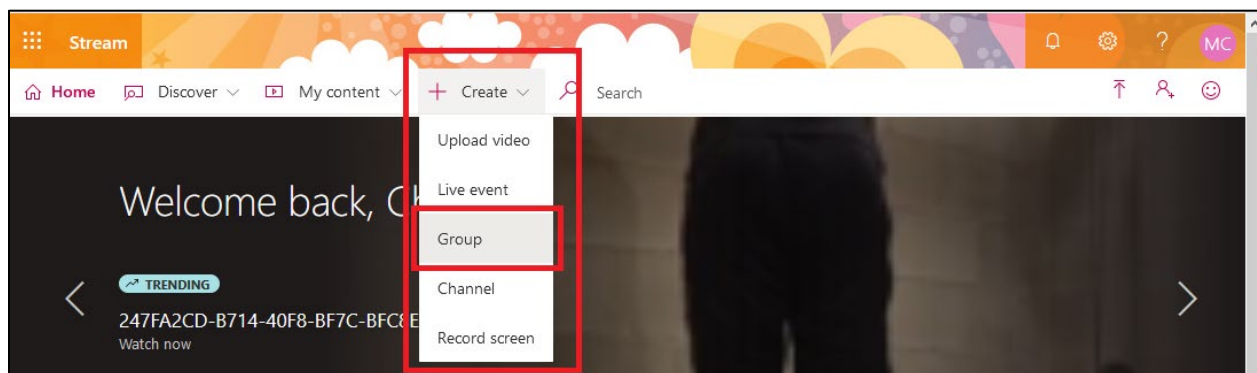
In this way you can limit the audience to your video.

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.

New group

A Microsoft Stream group connected to Microsoft 365 lets you share videos and collaborate with colleagues.



Name
IMDC Video Sharing Group

Email address
imdcvideosharing

Description
This group is for IMDC video sharing

Edit settings

Privacy
Private - Only approved members can see what's inside

☒ Allow all members to contribute

Create Discard

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

Home Discover My content Create Search

IV

IMDC Video Sharing Group

This group is for IMDC video sharing

O365 PRIVATE

Highlights Videos Channels **Membership**

+ Add member




Name	Email	Role
MC Merrell, Chaya	cmerrell@bloomu.edu	Owner

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

Add members to IMDC Video Sharing Group

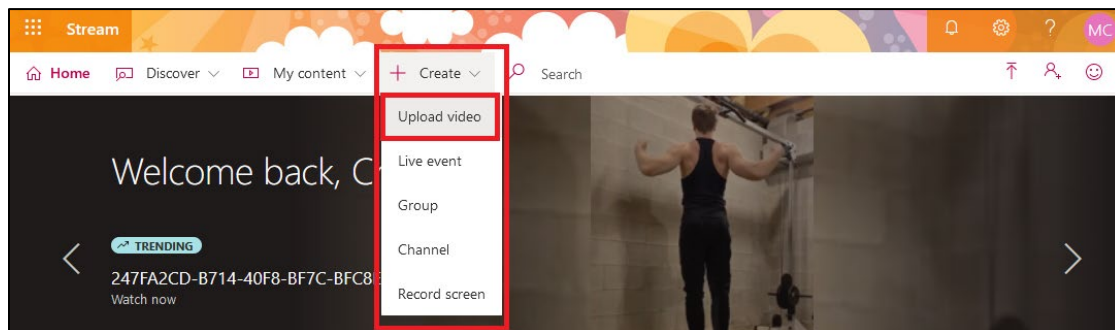
Add group members ⓘ

Search for people 🔍

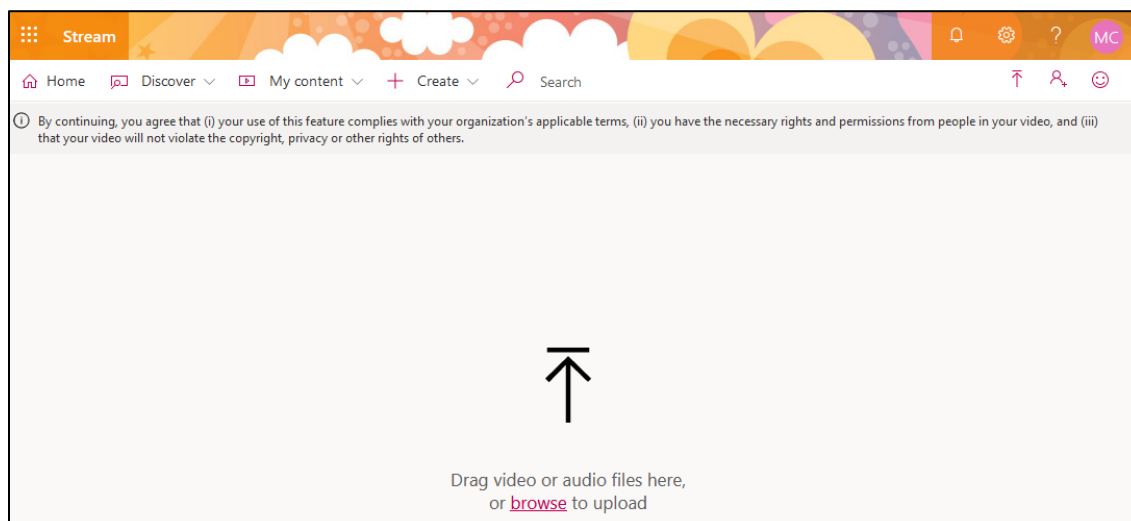
Member	Role ⓘ
✕  Kishbaugh, Jared (jkishbaugh@)	Member ▼
✕  Hedrick, Jonathan (jhedrick@)	Member ▼
✕  Robert E. Bell (reb81209@)	Member ▼

Cancel 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.

Set a default video language

Setting a video language allows a caption file to be automatically generated (for supported languages), and makes your video easier to find. Set it now and we'll remember it next time.

Default video language

English

No thanksSave

On the Details tab, give your video a name an description, and set your thumbnail.

Processing complete, ready to publish: GMT20200707-193253_C...

Details

Name

Chaya Overview Flipped Classroom for Instructors

Description

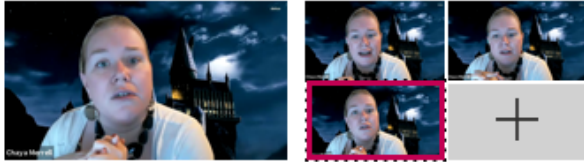
The introduction video in the Overview of the Flipped Classroom course

Setting a video language enables automatic closed captioning for supported languages. [Learn more](#)

Video Language ⓘ

English

Thumbnail



> Permissions

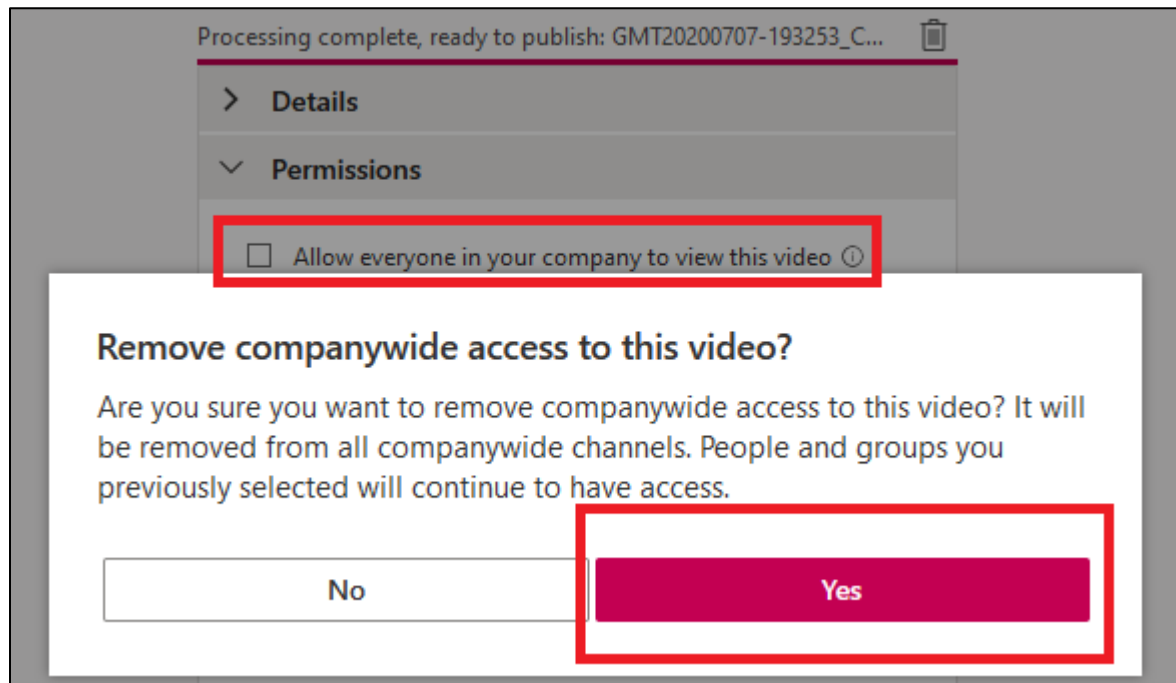
> Options

Share

Publish

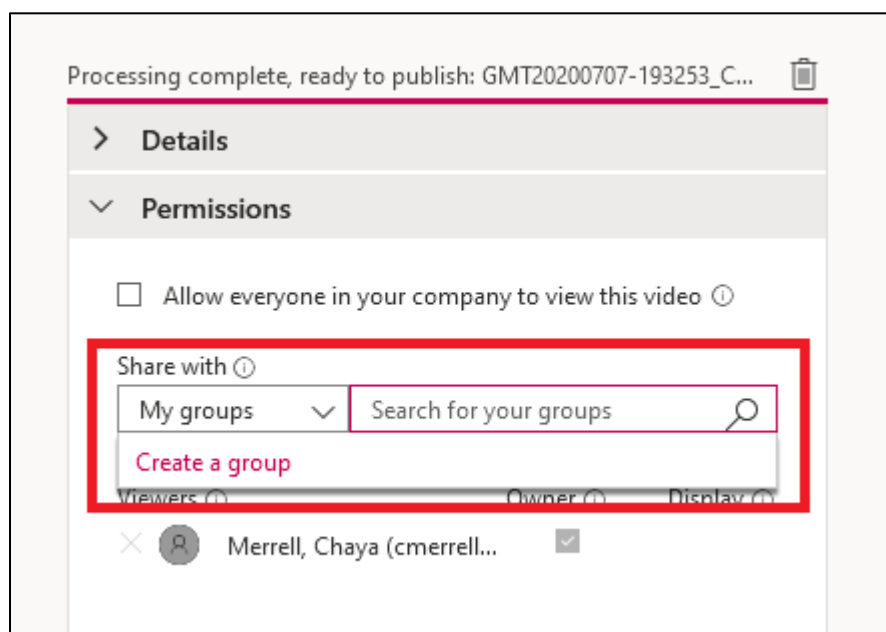
Updates saved

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 screenshot shows the 'Permissions' dialog box. At the top, there is a checkbox labeled 'Allow everyone in your company to view this video'. Below it, the 'Share with' section has a dropdown menu set to 'My groups' and a search bar containing 'imdc'. The search results list several options: 'Create a group', 'IMDC', 'Create a channel', 'IMDC Support Staff', 'Create a channel', 'IMDC Video Sharing Group' (highlighted with a red box), and 'Create a channel'.

The Group will display as a Viewer in the list.

The screenshot shows the 'Permissions' dialog box with the 'Share with' dropdown set to 'My groups' and the search bar empty. Below the search bar, there is a table with three columns: 'Viewers', 'Owner', and 'Display'. The table lists two entries: 'Merrell, Chaya (cmerrell...)' and 'IMDC Video Sharing Gr...'. The 'IMDC Video Sharing Gr...' entry is marked as a viewer.

Viewers	Owner	Display
Merrell, Chaya (cmerrell...)	<input checked="" type="checkbox"/>	
IMDC Video Sharing Gr...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the dialog box, there is a section labeled 'Options' with two buttons: 'Share' and 'Publish'.

On the Options tab, you can select whether you want to leave Comments on, if you 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.

> Permissions

Options

Comments ⓘ
☒ On

Noise suppression ⓘ [View supported videos](#)
☐ Off

Captions ⓘ
☒ Autogenerate a caption file ⓘ

Subtitles ⓘ
No files have been added [Upload a subtitle file](#)

Share Publish

Click on the name of the video.

Published **Chaya Overview Flipped Classroom for Instructors**

> Details

> Permissions

> Options

Share Published

Updates saved

This takes you to the video page.

The screenshot shows a video player interface. At the top is a navigation bar with 'Stream' and various icons. Below it is a menu with 'Home', 'Discover', 'My content', 'Create', and 'Search'. The main video player shows a woman speaking in front of a castle background. Below the video is a 'Details' section with the title 'Chaya Overview Flipped Classroom for Instructors', published on 8/14/2020 by Merrell, Chaya. A red box highlights a 'Limited' audience icon. Below the details are icons for share, list, heart, and settings. A '0 Comments' section is at the bottom. To the right of the video is a 'Transcript' section with a search bar and a list of timestamps and text. A red box highlights a pencil icon next to the search bar. Below the transcript is a 'More from trending videos' section with four video thumbnails and titles.

Stream

Home Discover My content Create Search

Play

0:01 / 0:48

Details

Chaya Overview Flipped Classroom for Instructors

Published on 8/14/2020 by Merrell, Chaya

Limited

The introduction video in the Overview of the Flipped Classroom course

Share List Heart ... View settings

0 Comments

Post a new comment

Transcript

Search transcript

00:02 I welcome the flipped classroom for instructors mini course in

00:05 bowl. Unshare Meryl, the sort of facilitator for the course. It's

00:09 an asynchronous course so there won't be any interaction or due

00:13 dates for the materials or assignments, but you will see

00:17 modules released as you work through the course, so you're

More from trending videos

247FA2CD-B714-40F8-BF... 1 view 00:11

Lecture_1_part_2 1 view 15:26

Lecture_2_part_1 1 view 23:05

filtered-9BF31A0C-3EC8-4... 1 view 00:07

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

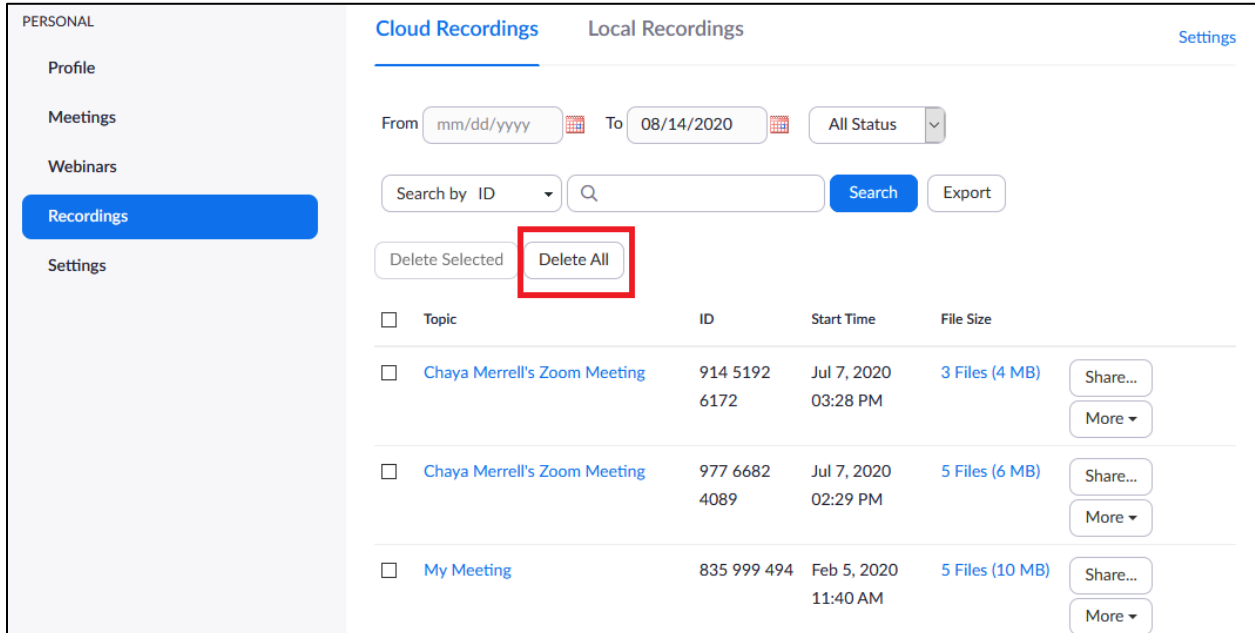
Click the Share icon under the video details and description to get the share URL or embed code for the video.

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.

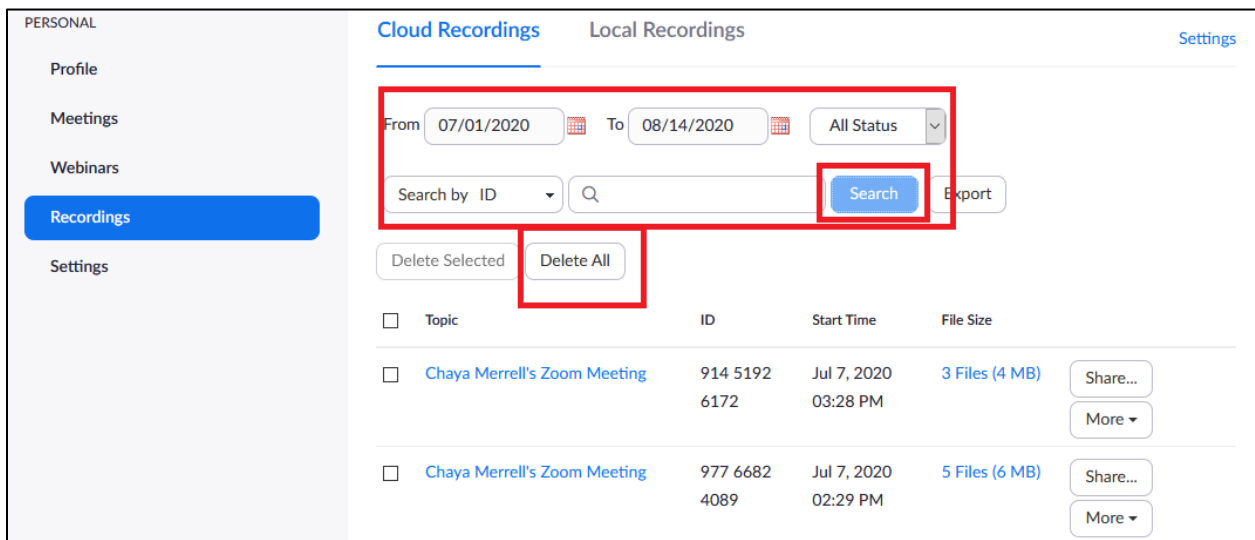
To delete all recordings, access Recording Management and click Delete All.



The screenshot shows the Zoom Recording Management interface. On the left is a sidebar with 'PERSONAL' and options: Profile, Meetings, Webinars, Recordings (highlighted), and Settings. The main area has tabs for 'Cloud Recordings' and 'Local Recordings'. Below the tabs are filters: 'From' (mm/dd/yyyy), 'To' (08/14/2020), and 'All Status'. There is a 'Search by ID' dropdown, a search input field, and 'Search' and 'Export' buttons. Below these are 'Delete Selected' and 'Delete All' buttons, with 'Delete All' highlighted by a red box. A table lists recordings with columns: Topic, ID, Start Time, File Size, and actions (Share..., More ▾). The table contains three entries for 'Chaya Merrell's Zoom Meeting' and one for 'My Meeting'.

Topic	ID	Start Time	File Size	Actions
Chaya Merrell's Zoom Meeting	914 5192 6172	Jul 7, 2020 03:28 PM	3 Files (4 MB)	Share... More ▾
Chaya Merrell's Zoom Meeting	977 6682 4089	Jul 7, 2020 02:29 PM	5 Files (6 MB)	Share... More ▾
My Meeting	835 999 494	Feb 5, 2020 11:40 AM	5 Files (10 MB)	Share... More ▾

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.



The screenshot shows the Zoom Recording Management interface with search filters applied. The 'From' date is 07/01/2020 and the 'To' date is 08/14/2020. The 'Search' button is highlighted by a red box. Below the search filters, the 'Delete All' button is also highlighted by a red box. The table below shows the results of the search, listing recordings for 'Chaya Merrell's Zoom Meeting'.

Topic	ID	Start Time	File Size	Actions
Chaya Merrell's Zoom Meeting	914 5192 6172	Jul 7, 2020 03:28 PM	3 Files (4 MB)	Share... More ▾
Chaya Merrell's Zoom Meeting	977 6682 4089	Jul 7, 2020 02:29 PM	5 Files (6 MB)	Share... More ▾

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.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

Cloud Recordings Local Recordings Settings

From 07/01/2020 To 08/14/2020 All Status

Search by ID Search Export

Delete Selected (1) Delete All

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input checked="" type="checkbox"/>	Chaya Merrell's Zoom Meeting	914 5192 6172	Jul 7, 2020 03:28 PM	3 Files (4 MB)	Share... More ▾
<input type="checkbox"/>	Chaya Merrell's Zoom Meeting	977 6682 4089	Jul 7, 2020 02:29 PM	5 Files (6 MB)	Share... More ▾

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.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

My Recordings > Chaya Merrell's Zoom Meeting

Chaya Merrell's Zoom Meeting

Jul 7, 2020 03:28 PM Eastern Time (US and Canada) ID: 914 5192 6172

3 total views • 2 total downloads Recording Analytics

Recording 1
3 files 4 MB

Download (3 files) Copy shareable link

Speaker view 3 MB

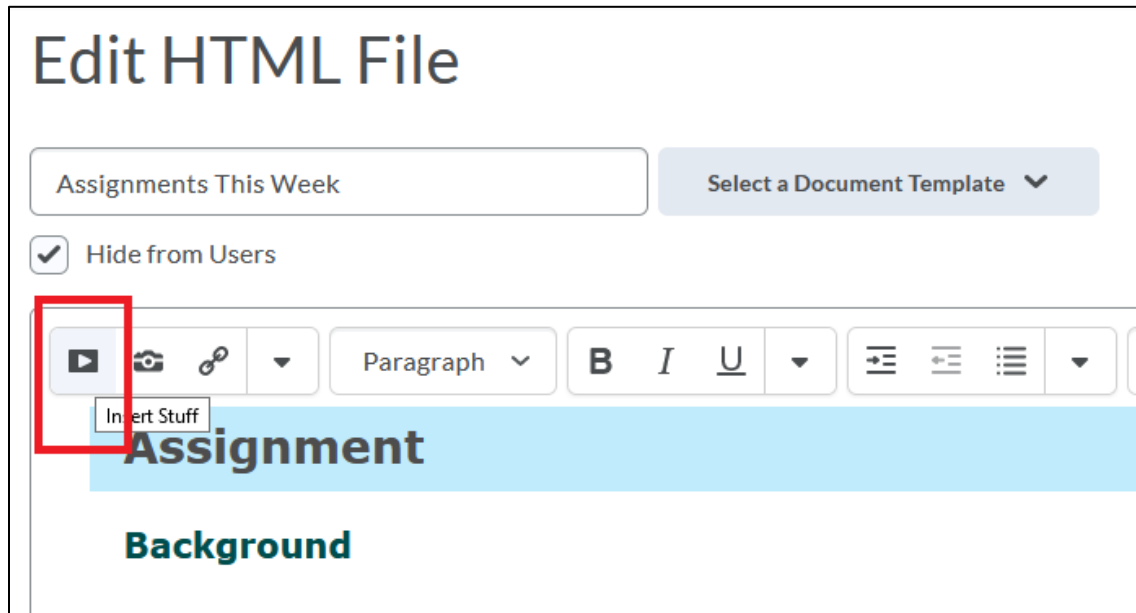
Audio only 322 KB

Audio transcript 869 B

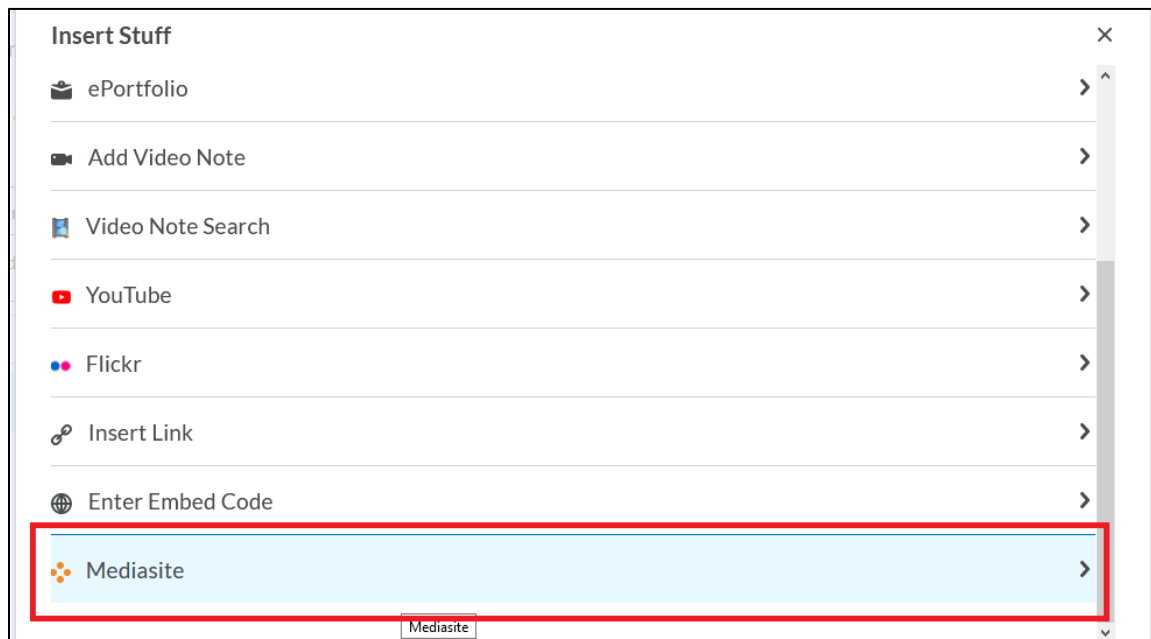
How to Add Mediasite Presentations to BOLT in Place of Zoom Links

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

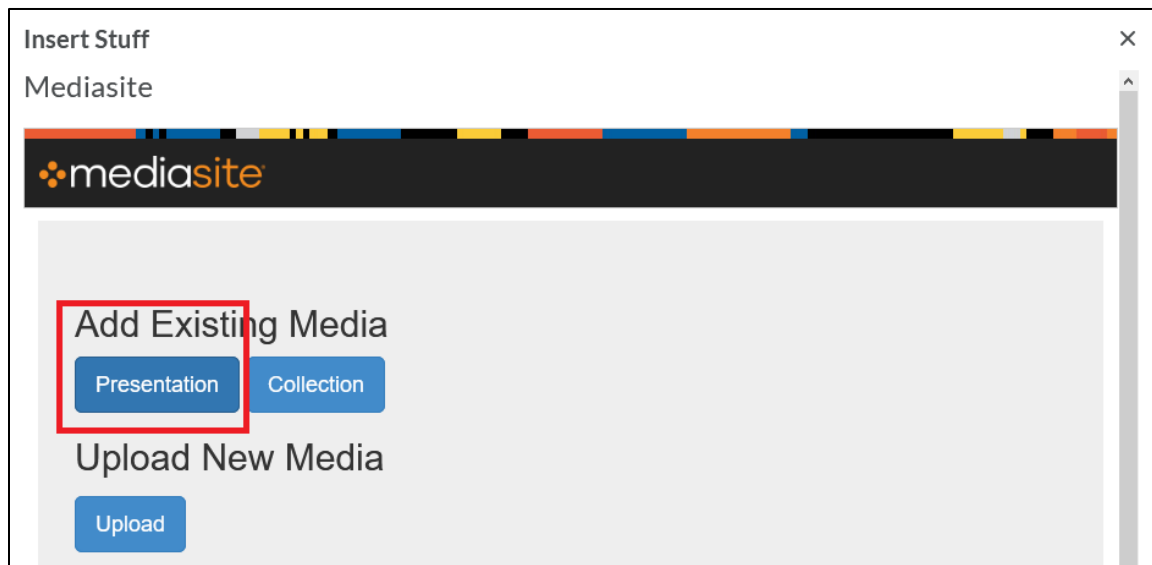
To add the video in BOLT, anywhere there is an HTML Editor (Content Create a File, Announcements, Assignment Evaluation feedback, Discussions, etc.) click the Insert Stuff button.



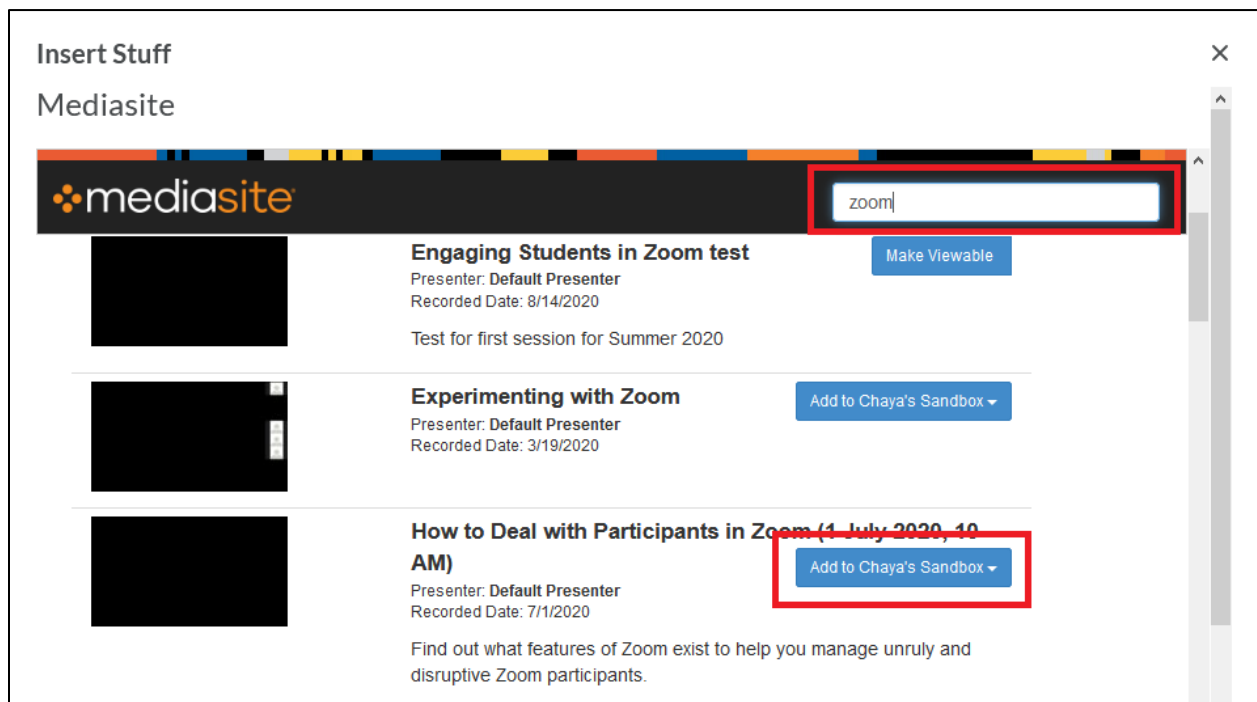
Click Mediasite.



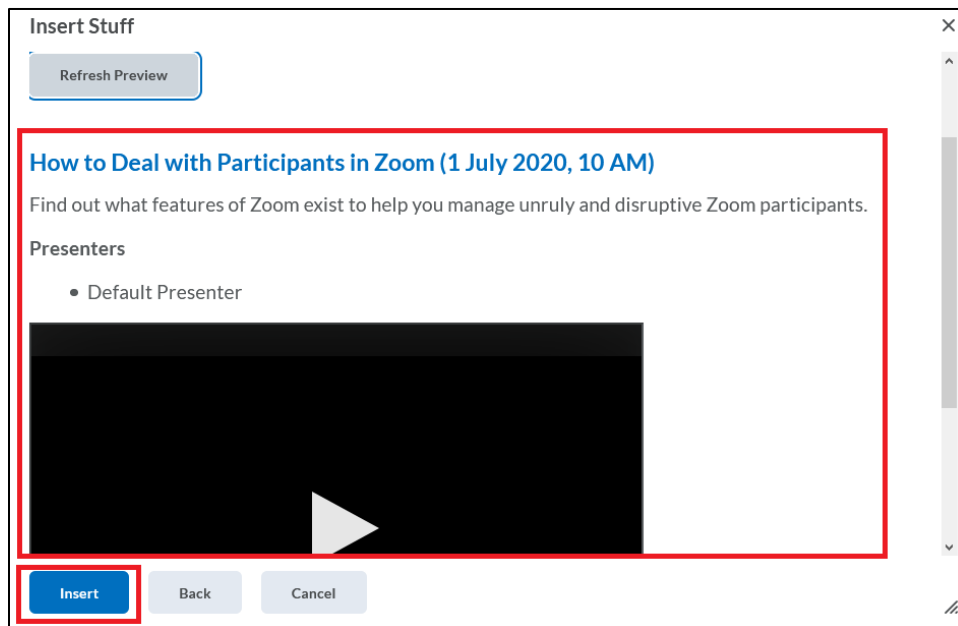
Click Presentation.



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

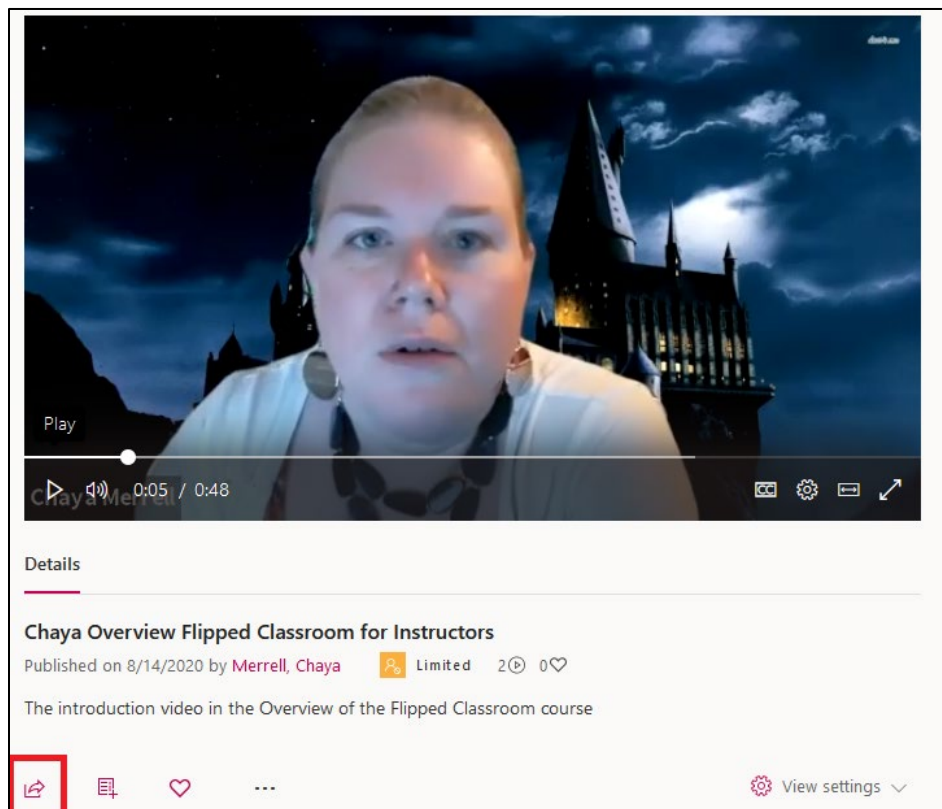


A preview appears. Click Insert to insert the video.



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.

Share Email Embed


This video will only be viewable by authorized users

☐ Start at:

Direct link to video

Copy

Share with



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

Share Email **Embed**

This video will only be viewable by authorized users

Video size

Autoplay

☐ Off

Responsive

☒ On

Show info

☒ On

☐ Start at:


Copy embed code

```
<div style='max-width: 640px'><div style='position: relative; padding-bottom: 56.25%; height: 0; overflow: hidden;'><iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/1c8f5c3d-912f-4412-9361-3ce6d3ee3cfe?autoplay=false&showinfo=true" allowfullscreen style="border:none; position: absolute; top: 0; left: 0; right: 0; bottom: 0; height: 100%; max-width: 100%;"></iframe></div></div>
```

Copy

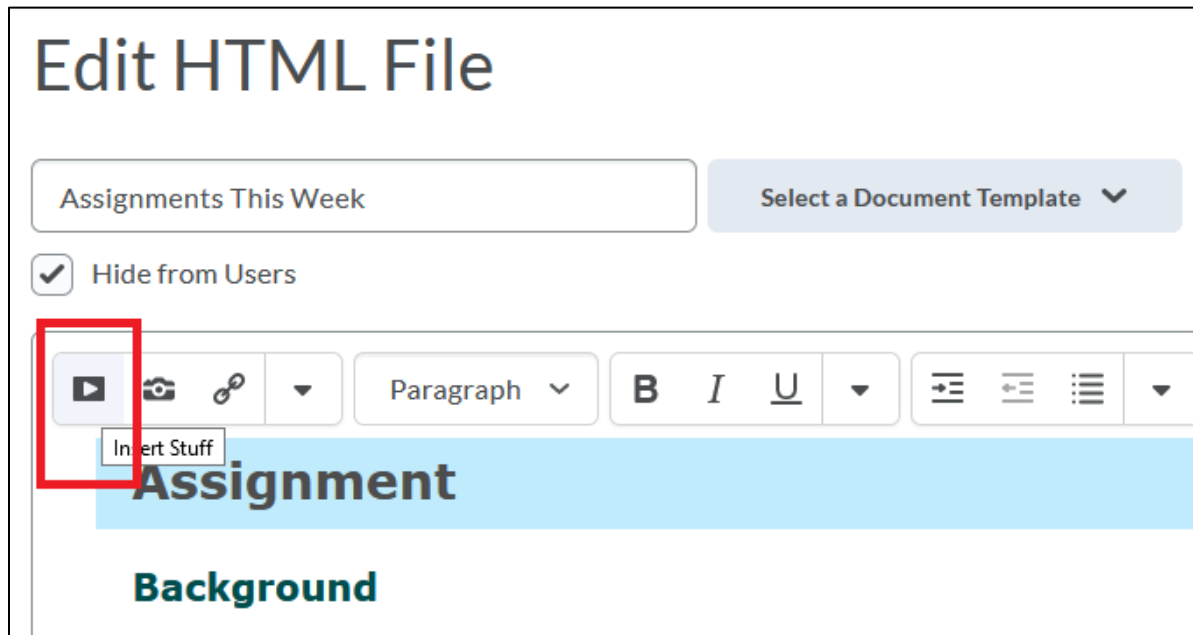
Chaya Overview Flipped Classroom for Instructors

1 0



Chaya Merrell

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.

