

Recording on Zoom Pro in Camino

How to Record Meetings Directly to Camino/Class Recordings

During the Zoom session setup process, you can set your class recordings to directly appear in Camino under the Class Recordings tab so that you don't need to download & upload them. This saves significant time and gives students a direct link to your Zoom recordings. To do this:

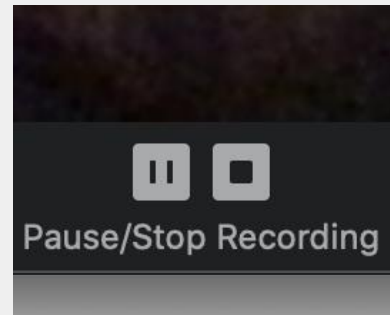
- 1.) Under Meeting Options, click **"Record the meeting automatically"** and select **"In the cloud"** when you set up your class session.



- 2.) Click **Save**



- 3.) When your Zoom session starts, make sure you see the **Pause/Stop Recording** on your Zoom interface to confirm it is recording.



- 4.) After your Zoom session is finished, go to Camino and click on the **Class Recordings** tab.

Summer 2020

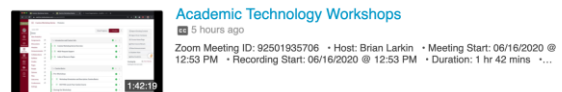
Home

Zoom Pro

Class Recordings

Syllabus

- 5.) Find the name of the video session. (**Note:** It may take a while for the video to fully process.) Students will



be able to view the video when it is finished processing.

- 6.) You can edit the video with the Settings, Share, or Edit options. You can view statistics on the Stats button, and you can (permanently) delete the video. See below for how to move the video to another folder.

Academic Technology Workshops

5 hours ago

Zoom Meeting ID: 92501935706 • Host: Brian Larkin • Meeting 12:53 PM • Recording Start: 06/16/2020 @ 12:53 PM • Duration

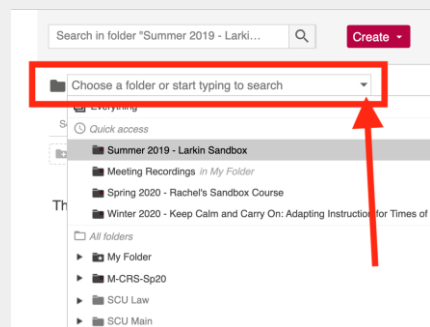
Settings Share Edit Stats Delete

How to Move a Zoom Recording in Class Recordings Tab

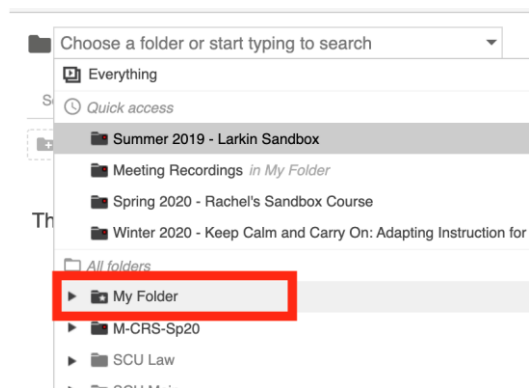
If you have a recording on the Class Recordings tab that you want to move to a different folder, follow these steps. This can be helpful for moving videos from your Spring 2020 class to your Fall 2020 class, for moving recordings from your personal folder to a class folder, or for removing student access to videos. To do this:

- 1.) Click on the Class Recordings tab.

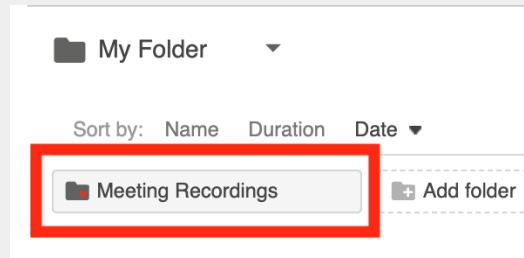
Click the **dropdown menu** to view all of your folders



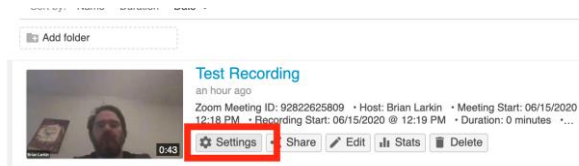
- 2.) Choose the folder that has the video you want to move. If the recording was not generated using Zoom on Camino, it will be in **"My Folder"**.



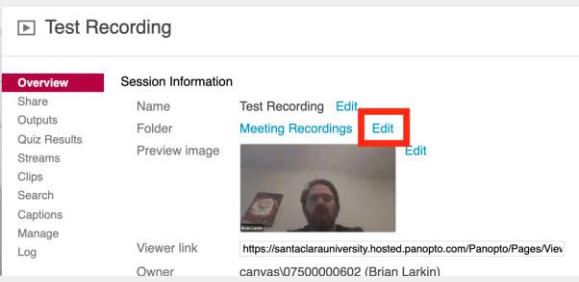
3.) Select **Media Recordings**



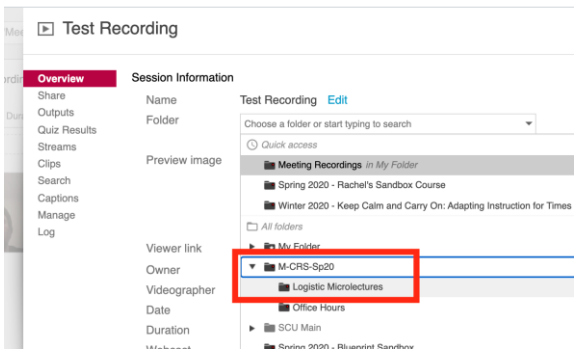
4.) Find the recording you want to move (**Note:** It might still be processing. You can still move a video while it is processing.) and click **Settings**.



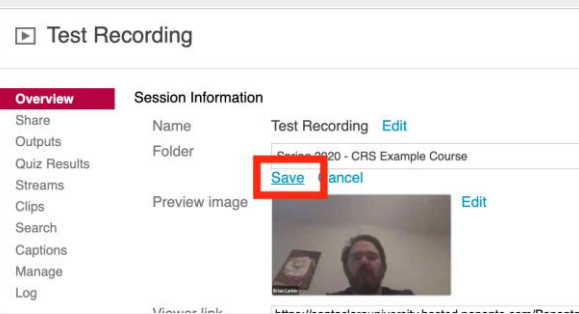
5.) By the Folder section, click **Edit**



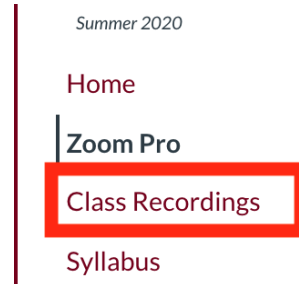
6.) **Choose the Class and/or Folder** where you want to move the Zoom Recordings TO.



7.) You'll see the new folder name in the Folder section. Click **Save**.



8.) Go to the Class Recordings tab on the Camino class where you moved the Zoom recording and **confirm** it is there.



For more information or assistance, please contact Camino Support (caminosupport@scu.edu; 408-551-3572).