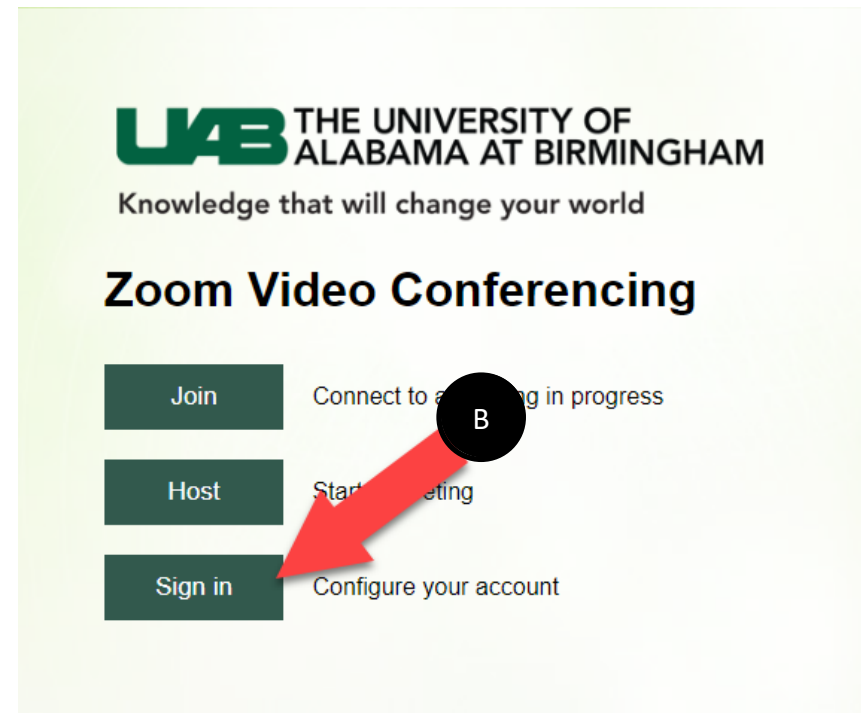
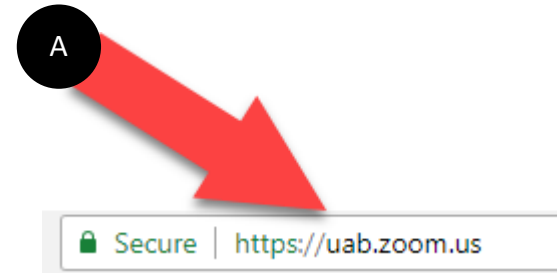


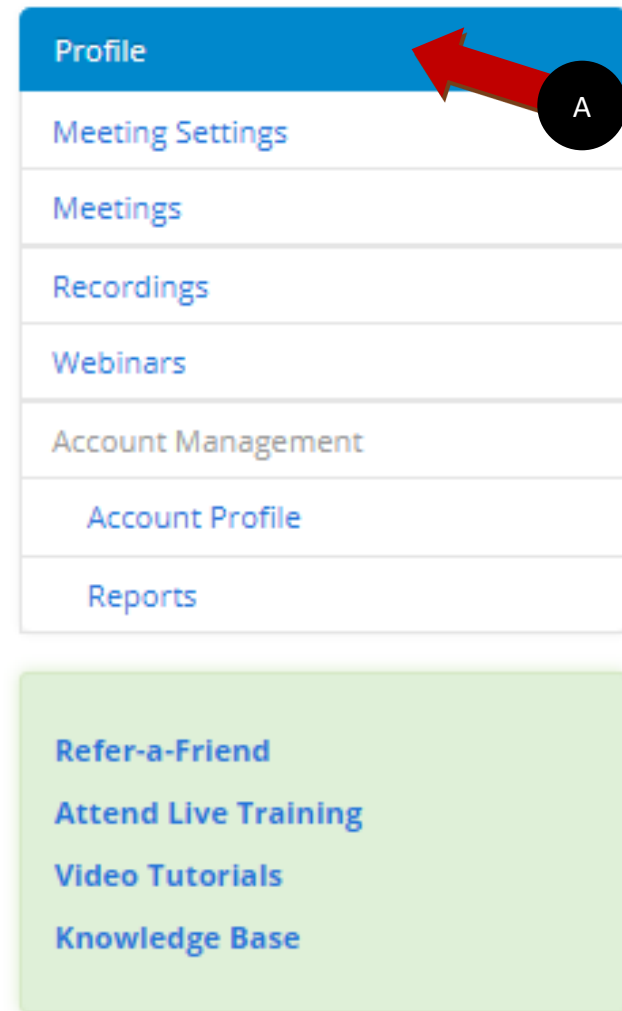
Sing into Your Zoom Account

1. Navigate to <https://uab.zoom.us> [A] and **Sign Into** [B] your account.



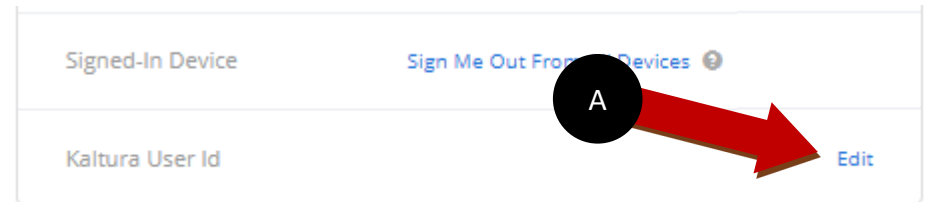
Enable the Kaltura Setting

2. Select the **Profile** [A] button on the left side menu

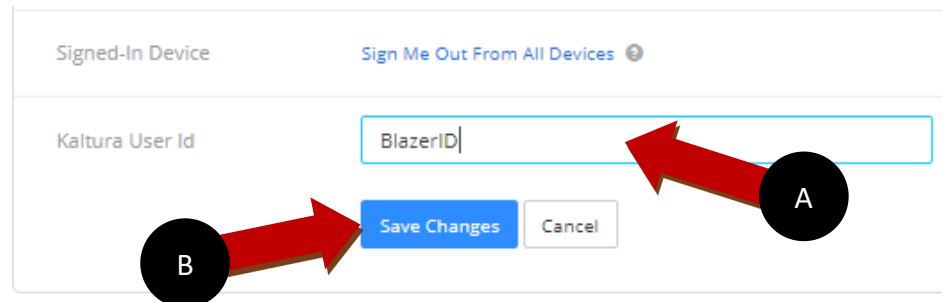


Zoom and Kaltura

3. Scroll to the bottom of the profile settings and click the **Edit** [A] button next to **Kaltura User ID**.

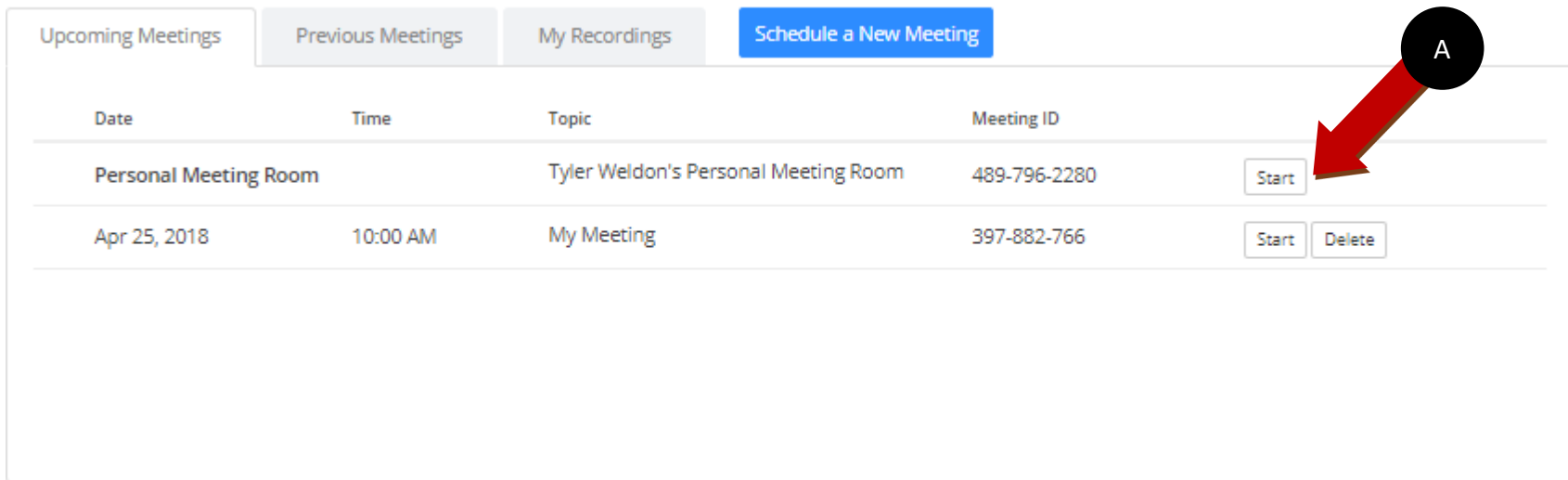


4. When the dialog box appears enter your office BlazerID in the **Form Field** [A] and click the button **Save Changes** [B].

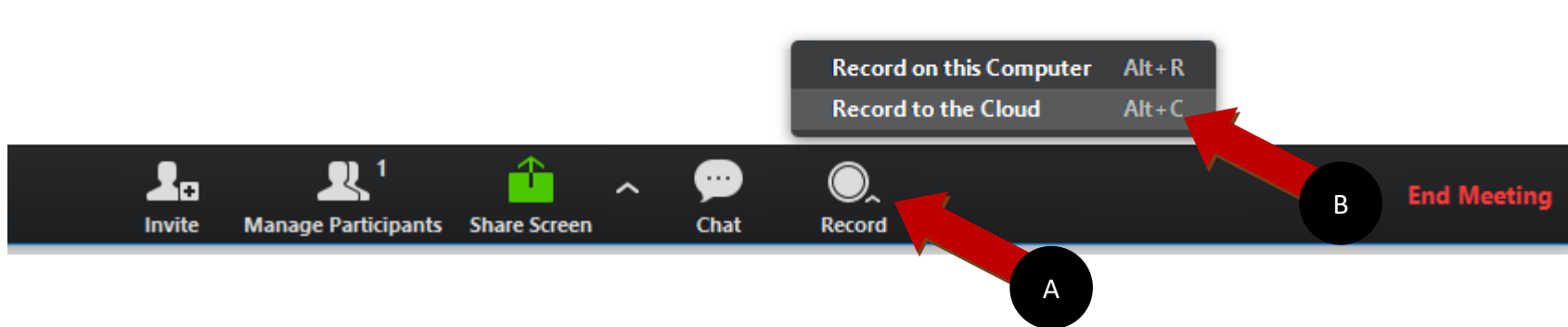


Creating a Kaltura Recording

1. Once the setup is complete navigate back your Canvas course and open the Zoom app. Select the **Start** [A] button next to the meeting you want to begin.

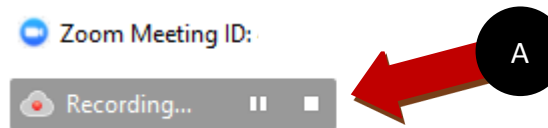


2. When the meeting begins click the **Record** [A] button on the bottom tool bar. When the options appear select **Record to the Cloud** [B]

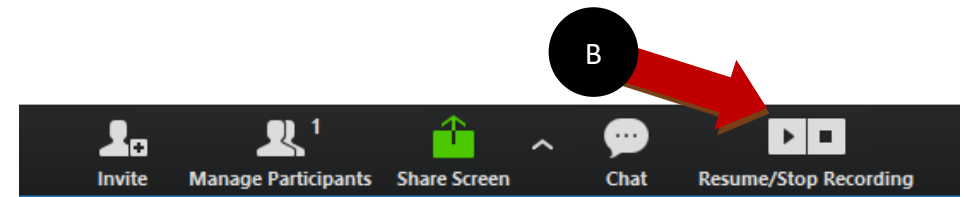


Zoom and Kaltura

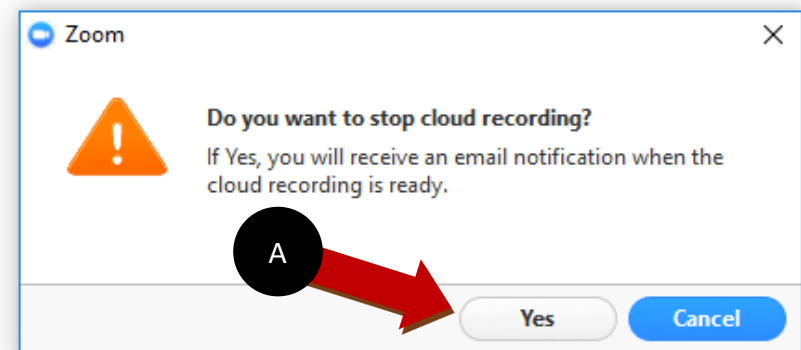
3. Cloud recordings are indicated by the **Cloud Recording** [A] icon in the top right corner.



4. During the recording you can **Pause** [A], **Resume** [B] or **Stop** [C] the recording.



5. When the **Stop** button is clicked a dialog box will appear. If you are ready to stop the recording click the **Yes** [A] button.



6. Recorded meetings are available under the **My Recordings** [A] tab. Recordings that are still being processed are indicated with the text **Processing Recording** [B]. Once the recording is processed, clicking on the **Title** [C] provides options to view, share and download the recording. **Please note that recordings are automatically transferred to Kaltura for storage. Recordings listed on the **My Recordings** tab are temporary and will be removed after 30 days.*

The screenshot shows the Zoom 'My Recordings' interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'My Recordings'. A red arrow labeled 'A' points to the 'My Recordings' tab. Below the tabs is a blue button labeled 'Schedule a New Meeting'. A note states: 'Please note: This list only displays recordings saved to the Cloud. To view your Local Recordings, please check your Zoom desktop client using the process outlined [here](#). [Trash \(2\)](#)'. Below the note is a table with columns: Topic, ID, Start Time, File Size, and an action column. The first row shows 'My Meeting' with ID '974-847-401', Start Time 'Apr 30, 2018 08:22', File Size '-', and the text 'Processing Recording...'. A red arrow labeled 'B' points to this text. The second row shows 'Tyler Weldon's Personal Meeting Room' with ID '489-796-2280', Start Time 'Apr 25, 2018 09:21', File Size '2 MB (4 Files)', and a 'Delete' button. A red arrow labeled 'C' points to the title 'Tyler Weldon's Personal Meeting Room'. The third row shows 'Tyler Weldon's Zoom Meeting' with ID '529-211-477', Start Time 'Mar 30, 2018 13:46', File Size '717 KB (2 Files)', and a 'Delete' button. The fourth row shows 'Tyler Weldon's Zoom Meeting' with ID '108-528-967', Start Time 'Mar 30, 2018 13:43', File Size '782 KB (2 Files)', and a 'Delete' button.

Topic	ID	Start Time	File Size	
My Meeting	974-847-401	Apr 30, 2018 08:22	-	Processing Recording...
Tyler Weldon's Personal Meeting Room	489-796-2280	Apr 25, 2018 09:21	2 MB (4 Files)	Delete
Tyler Weldon's Zoom Meeting	529-211-477	Mar 30, 2018 13:46	717 KB (2 Files)	Delete
Tyler Weldon's Zoom Meeting	108-528-967	Mar 30, 2018 13:43	782 KB (2 Files)	Delete

6. After 30 days Zoom cloud recordings are moved to the trash folder of Zoom. If a specific recording cannot be found in your Kaltura Media space, it can be recovered by clicking the **Trash** [A] link. Once inside the trash folder items can be **Recovered** [B] or **Permanently** [C] deleted. **Please note recordings listed in the **Trash** folder tab permanently removed after 30 days.*

The screenshot shows the Zoom 'My Recordings' interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'My Recordings', along with a 'Schedule a New Meeting' button. Below the tabs, a message states: 'Please note: This list only displays recordings saved to the Cloud. To view your Local Recordings, please check your Zoom desktop client using the process outlined here.' A link labeled 'Trash (2)' is highlighted with a red arrow and callout 'A'. Below this is a table with one recording entry:

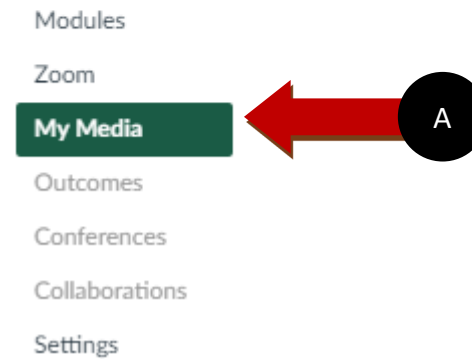
Topic	ID	Start Time	File Size	
Tyler Weldon's Personal Meeting Room	489-796-2280	Apr 25, 2018 09:21	2 MB (4 Files)	Delete

Below the table, there is a breadcrumb 'My Recordings > Trash (4)' and an 'Empty Trash' link. The main content area shows a message: 'Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.' Below this is a table with four recording entries:

Topic	ID	Start Time	File Size	Delete Time	
Tyler Weldon's Zoom Meeting	529-211-477	Mar 30, 2018 13:46	717 KB (2 Files)	Apr 30, 2018 08:23	Recover Delete
Tyler Weldon's Zoom Meeting	108-528-967	Mar 30, 2018 13:43	782 KB (2 Files)	Apr 30, 2018 08:23	Recover Delete
Tyler Weldon's Zoom Meeting	923-121-862	Apr 05, 2018 10:24	95 MB	Apr 24, 2018 14:01	Recover Delete
Tyler Weldon's Zoom Meeting	923-121-862	Apr 05, 2018 10:24	25 MB	Apr 24, 2018 14:01	Recover Delete

Red arrows and callouts 'B' and 'C' point to the 'Recover' and 'Delete' buttons in the table rows, respectively.

7. Once a recording is processed it will automatically be added to your Canvas **My Media** [A]. You can access the my media page by clicking the link on the left side navigation.

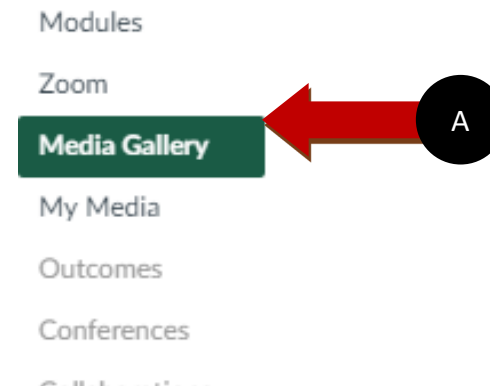


8. The my media page provides the options to share, edit and delete the recording. *Please note that recordings are transferred here automatically and are never automatically deleted.

My Media

A screenshot of the Canvas 'My Media' page. At the top, there is a search bar labeled 'Search My Media' and a 'Sort by Most Recent' dropdown. Below the search bar, there is a recording card for 'Tyler Weldon's Personal Meeting Room'. The card shows a video player with a black screen and a 'PRIVATE' label at the bottom. To the right of the video player, there is a 'tweldon' user tag and a '26 Minutes ago' timestamp. On the far right of the card, there are 'Edit' and 'Delete' buttons. The page also features a 'Filters' button, an 'Add New' button, and an 'Actions' dropdown menu.

9. If you want to share recordings with the course participant click the **Media Gallery** button on the left side navigation.



8. To add media to **My Gallery**, select the **Items [A]** you want to share and click the **Publish [B]** button.

