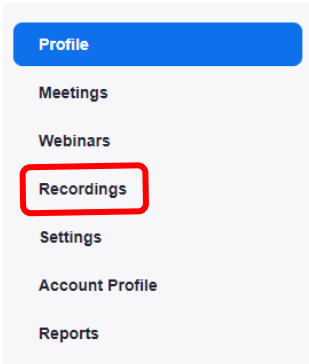


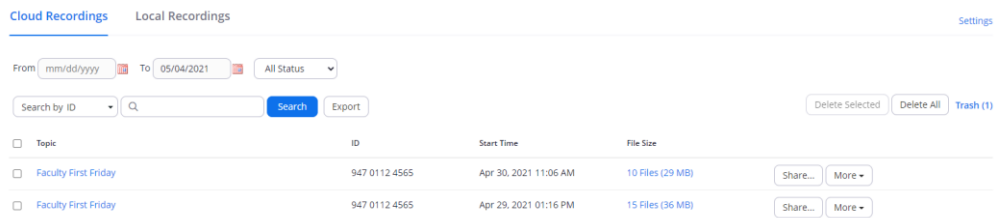
Note: For background information on Zoom Cloud data retention and related considerations, please see <https://www.clarion.edu/about-clarion/computing-services/learning-technology-center/zoom-video-conferencing/zoom-cloud-storage.html>

Review Zoom Cloud Recordings

- Visit <https://clarion.zoom.us>
- Select Account Sign In and sign in with your Clarion credentials
- When you see your “Profile” page select “Recordings” on the list of options to the left



- You should see a list of recordings with meeting Topic, ID, and Start Time.



The screenshot shows the Zoom Cloud Recordings interface. At the top, there are tabs for "Cloud Recordings" (selected) and "Local Recordings", and a "Settings" link on the right. Below the tabs, there are filters for "From" (mm/dd/yyyy), "To" (05/04/2021), and "All Status". There is a search bar with "Search by ID" and a "Search" button, and an "Export" button. On the right, there are buttons for "Delete Selected", "Delete All", and "Trash (1)". The main content is a table with columns: Topic, ID, Start Time, and File Size. There are two rows of recordings, both with the topic "Faculty First Friday".

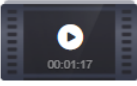
Topic	ID	Start Time	File Size
Faculty First Friday	947 0112 4565	Apr 30, 2021 11:06 AM	10 Files (29 MB)
Faculty First Friday	947 0112 4565	Apr 29, 2021 01:16 PM	15 Files (36 MB)


- If you paused or stopped a recording, but did not END the meeting, there will be multiple recordings under 1 listed meeting.

[Recordings](#) > Faculty First Friday


Faculty First Friday

Apr 29, 2021 01:16 PM Eastern Time (US and Canada) ID: 947 0112 4565
3 total views • 4 total downloads [Recording Analytics](#)

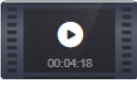



Recording 1 

5 files 7 MB


[Download \(5 files\)](#) [Copy shareable link](#) 

- Shared screen with speaker view
- Speaker view
- Shared screen
- Audio only
- Audio transcript



Recording 2 

5 files 24 MB

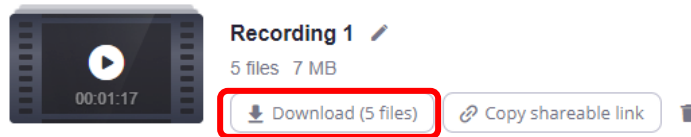
[Download \(5 files\)](#) [Copy shareable link](#) 

- Shared screen with speaker view
- Speaker view
- Shared screen
- Audio only
- Audio transcript

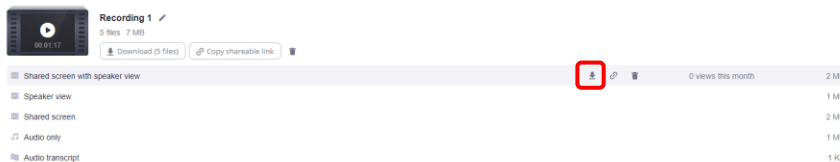
Downloading Zoom Cloud Recordings

Under each recording, there are multiple download options:

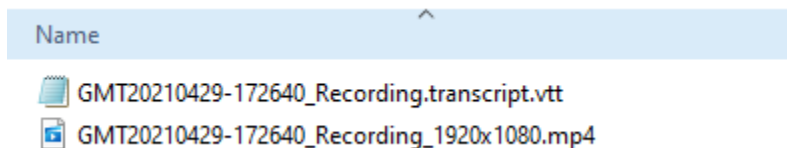
- **Shared screen with speaker view:** MP4 file with audio and video showing both active speaker view and shared content.
 - Shared screen with gallery view: MP4 file with audio and video showing both gallery view and shared content.
 - Active Speaker: MP4 file with audio and video showing the active speaker view only.
 - Gallery View: MP4 file with audio and video showing the gallery view only.
 - Shared Screen: MP4 file with audio and video showing the shared screen only.
 - Audio only: M4A file with a recording of the audio.
 - **Audio transcript:** VTT file with a transcript of the audio only.
 - Chat file: Text file with the transcript of in-meeting chat.
- You can use the “Download” button under the recording title to save all recording variations listed above. However, this creates a large file size.



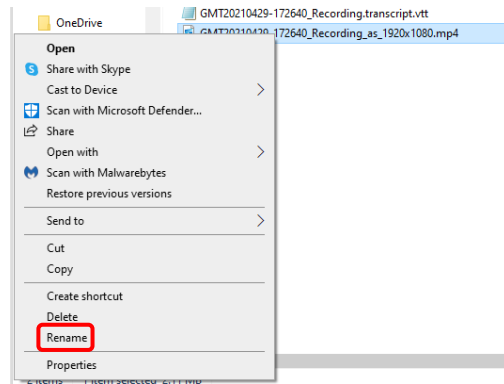
- To minimize download size, we recommend downloading ONLY the following two files:
 1. “Shared screen with speaker view” (or, the variation that you plan to use)
 2. “Audio transcript”



- To download select files, hover your mouse over the file type that you want to download and select the “Download” arrow towards the right side of the screen.
 - Repeat for each file that you wish to download.
- The files will download with an automatically generated file name:



- Rename them to something more descriptive so as not to get multiple downloads confused.
 - Right click on the file name and select “Rename”



- Repeat above steps for any recordings that you wish to archive

Delete Zoom Cloud Recordings

- Once you have reviewed and downloaded any recordings that you wish to keep, recordings should be deleted from the Zoom Cloud.
- Go back to the “Recordings” tab from the list on the left of the screen
- Either select individual recordings, an entire page, or ALL cloud recordings to delete

Cloud Recordings Local Recordings Settings

From To All Status

Search by ID

<input type="checkbox"/> Topic	ID	Start Time	File Size	
<input type="checkbox"/> Faculty First Friday	947 0112 4565	Apr 30, 2021 11:06 AM	10 Files (29 MB)	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>
<input type="checkbox"/> Faculty First Friday	947 0112 4565	Apr 29, 2021 01:16 PM	15 Files (36 MB)	<input type="button" value="Share..."/> <input type="button" value="More ▾"/>

Upload Zoom Cloud Recordings to OneDrive

You must have Multi-Factor Authentication enabled on your account. More info can be found [here](#).

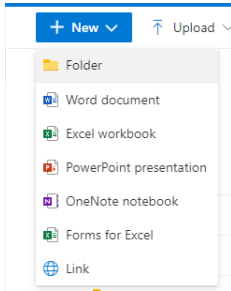
- Go to our [OneDrive page](#).
- Select Logon to OneDrive and sign in with your Clarion credentials
- OneDrive looks very similar to the native file folder structure on your computer
 - More info on OneDrive can be found [here](#).

+ New Upload Sync Automate

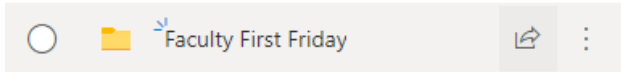
My files

Name	Modified	Modified By	File size	Sharing
Faceplates	November 12, 2020	Lindsay Johns	3 items	Private
Misc	5 days ago	Lindsay Johns	9 items	Private
Notebooks	February 26, 2020	Lindsay Johns	1 item	Private
Room Drawing	April 16	Lindsay Johns	1 item	Private
Spectrum 7-31-20	July 31, 2020	Lindsay Johns	22 items	Private
Zoom Cloud Storage Offload	5 days ago	Lindsay Johns	3 items	Private

- Create a folder for your downloaded Zoom Cloud Recordings

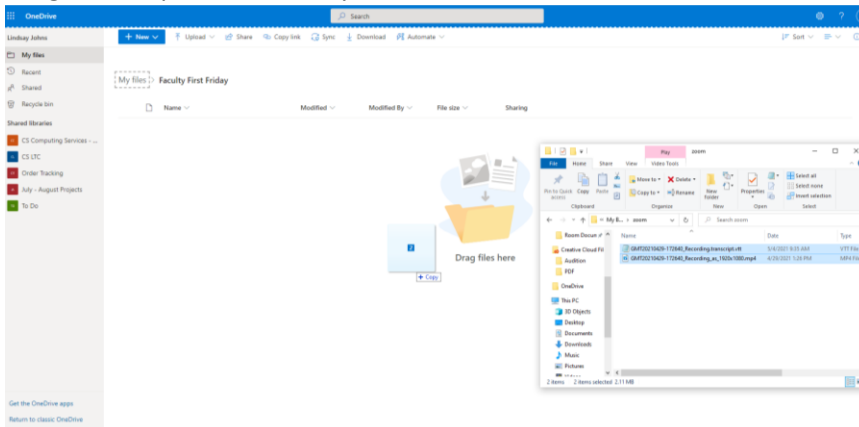


- Name the folder



- Click on your folder to open

- You can create folders for any organizational structure that you wish.
- Drag and drop the files that you downloaded from Zoom



- OR click "Upload" and select "Files" and navigate to where you saved your Zoom downloads

