

## Recording with Mediasite/Zoom Integration

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When set up, the integration between Mediasite and Zoom allows you to not only choose what recordings are uploaded to Mediasite but also where those recordings are published. This means that you can have every virtual classroom session published directly to your LMS course channel.

In order to get the Zoom recording import to Mediasite there are up to three steps that may need to be taken care of, all of which can be set in the Advanced options of the Zoom Schedule.

### 1. Set the Meeting to Automatically Import to Mediasite

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When scheduling a meeting in Zoom below the Meeting Options check boxes you will see the option to “Import the Zoom Cloud Recording into Mediasite”, select “Yes”. (Note: this will only work if you have already created a Mediasite account on the new PASSHE Mediasite.)

If a meeting has already been scheduled without enabling the automatic import to Mediasite you can still update it by editing the meeting from your Zoom account.

### 2. Add your D2L Course ID (Optional)

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The Course ID will link the recording to a specific location within Mediasite that corresponds to a specific course module. When this field is left blank, the recording will go directly to your drafts in My Mediasite where you would be able to manage the video.

The D2L course ID is a numerical code (typically 6 digits) at the end of the course URL when you are on the ‘Course Home’ page.

*Example:* <https://d2l.clarion.edu/d2l/home/551162>

Copy and paste the code into the “D2L Course ID” field under Zoom Meeting options.

2. D2L Course ID (Optional)

**Meeting Options**

Allow participants to join anytime

Mute participants upon entry 🔒

Breakout Room pre-assign

Automatically record meeting

Approve or block entry for users from specific countries/regions

1. Import the Zoom Cloud Recording into Mediasite

2. D2L Course ID (Optional)

**Alternative Hosts**

### 3. Record the Meeting

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Once 'Automatically import to Mediasite' has been enabled on a scheduled meeting, the only thing that needs to be done is record the meeting to the Zoom cloud. There are two easy ways that a meeting could be recorded to the Zoom cloud.

- Set up to automatically record on the Schedule > Advanced Options.
- In the Meeting select Record > Record to the cloud

