RECORDING MEETINGS IN ZOOM

RECORDING IN YOUR UM LEARN COURSE

- 1. Start your Zoom meeting, open your presentation (if applicable), and wait for the participants to join your meeting.
- 2. When you are ready, click on the **Record** button from the toolbar and select **Record to the cloud** to have your recording saved in your course in UM Learn.



3. A notification will appear indicating that your recording has been started and participants will be prompted to provide their consent to be recorded in the meeting.



4. You can pause and resume your recording at any time using the icons in the toolbar.



5. To stop recording, select **Stop** icon and click **Yes** when asked for confirmation.



Note: You will receive an email when the recording is processed and available for you to view.

ACCESSING YOUR RECORDINGS IN UM LEARN

- 1. Log into **UM Learn** (<u>umanitoba.ca/umlearn</u>) and select your course.
- 2. Select Integration > UM Zoom.
- 3. Click Cloud Recordings and select the title of the meeting.

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RECORDING IN YOUR LOCAL COMPUTER

You can also record your meeting on your local computer instead of your course in UM Learn.

1. Click **Record** button located on the tool bar and select "**Record on this computer**".



- 2. A notification will appear indicating that your recording has been started and participants will be prompted to provide their consent to be recorded in the meeting.
- You can pause and resume recording at any time using the icons in the toolbar.



To stop the recording, select Stop icon.

4. The recording will be converted after the meeting ends.

You have a recording that needs to be converted before viewing. 28% Note: After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room" or "My Meeting" when saving your meeting files.	1	Convert Meeting Recording
28% Note: After the file has completed converting, if you choose to rename the file from the default naming convention, we recommend you use a unique file name. We recommend you do not use the words "Zoom", "Personal Meeting Room" or "My Meeting" when saving your meeting files.		You have a recording that needs to be converted before viewing.
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5. You can access the MP4 file in your Documents > Zoom > folder titled the same as your meeting



The Centre for the Advancement of Teaching and Learning