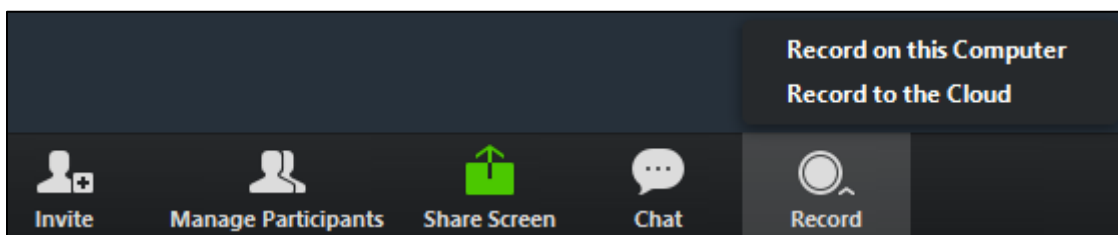


ADDING A ZOOM RECORDING TO WTCLASS

After recording a Zoom session, we ask that you upload your recording to Ensemble to place into WTClass for student access. Please DO NOT leave the recording saved to the cloud.

When choosing to record, you have two options:

- Record on this computer
- Record to the cloud

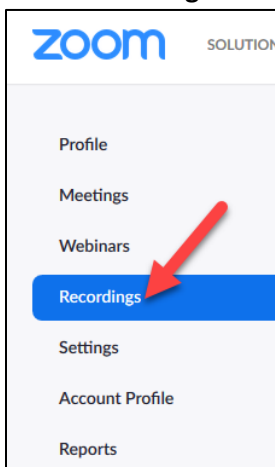


IF YOU RECORDED ON YOUR COMPUTER:

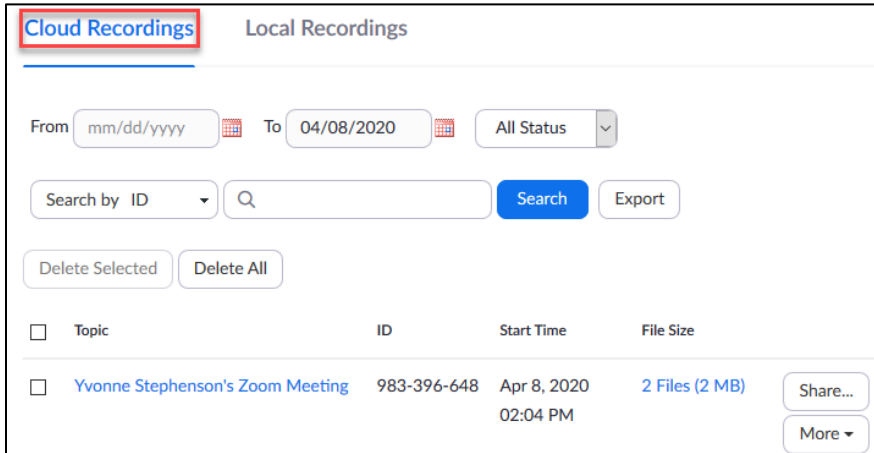
1. You may skip to the directions for [Adding a Video into WTClass](#).

IF YOU RECORDED IN THE CLOUD:

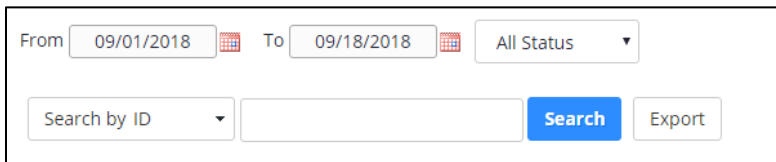
1. Sign in to the Zoom portal website at <https://wtamu.zoom.us> using your Single Sign On credentials.
2. Click **"Recordings"** from the navigation menu on the left.



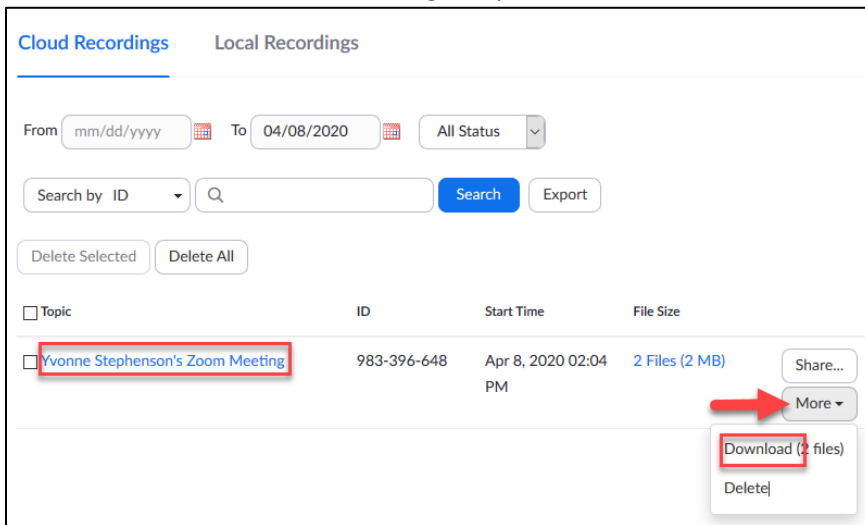
- Under “**Cloud Recordings**,” you will see a list of cloud recordings that you started.
Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once the recording has finished converting, you will be able to view, share, download or delete your cloud recording.



Alternatively, you can adjust the date range and status, then search by host, meeting ID, topic, or keyword to find your recorded meetings.



- Click the “**More**” beside the meeting link you want to download and select “**Download.**”

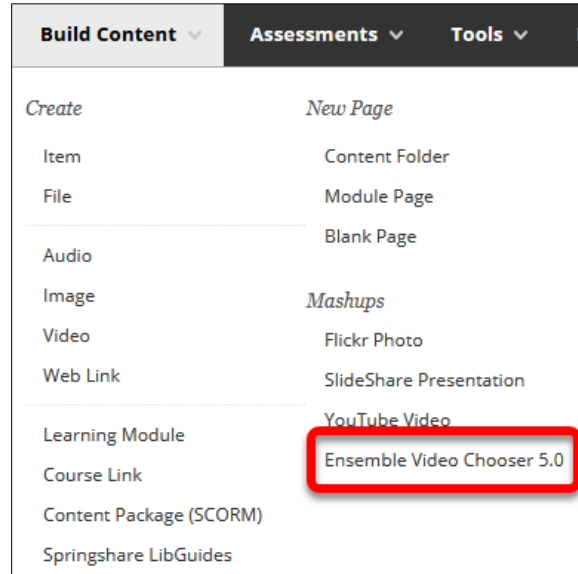


- Select “**Save File.**”
- Your saved video file should now be located in your “**Downloads**” folder.

Please delete your Zoom cloud recording after successfully uploading your video file into Ensemble (instructions are on the next page). [Directions for how to delete a Zoom cloud recording](#) can be found at the end of this document.

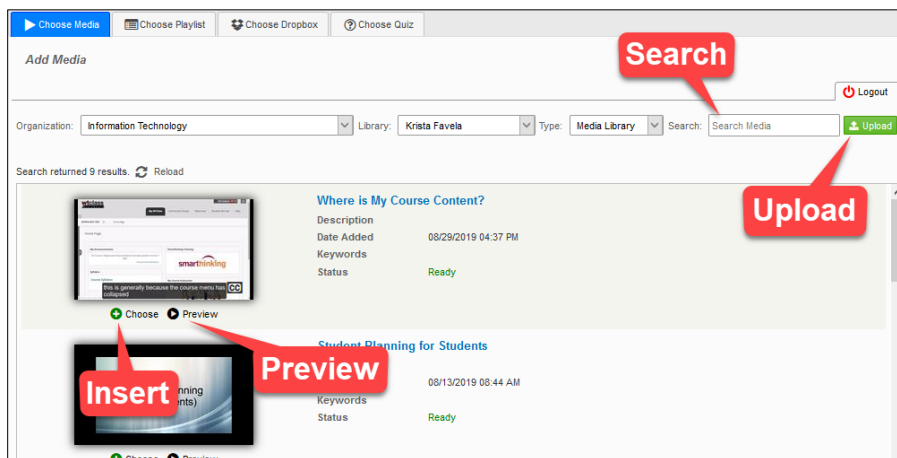
ADDING A VIDEO IN WTCLASS

Go to the Lessons area (or other content area) in WTclass, click on the **Build Content** button and select **Ensemble Video**.



The **Choose Media** Tab provides access to all areas of Ensemble Video that you will need. You can:

- **Insert** – Insert the media into the WTClass editor.
- **Preview** – Preview the media item.
- **Search** – Search the Ensemble Video Media Library content.
- **Upload** – Upload Video to Ensemble Video so it is available in WTClass.



To upload a video to Ensemble through WTClass:

1. Click the **Upload** button.
2. Enter a **Title**.

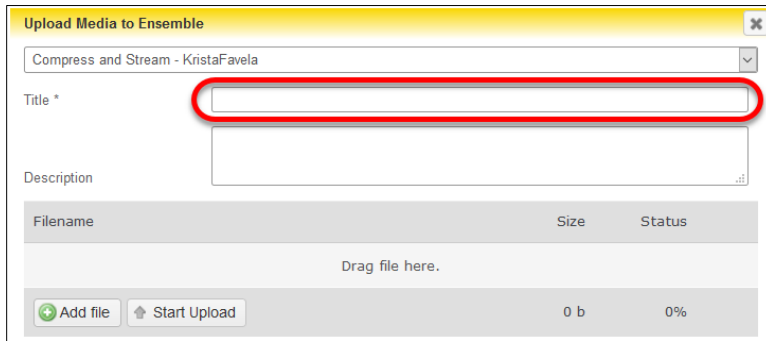
Please include information referencing the date at which this video is intended to be removed from the server for easy locating at the end of each semester

Examples:

“HIST 1301 Introduction – Delete January 2018” or

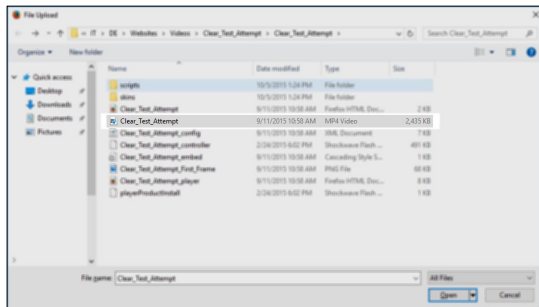
“HIST 1301 Introduction – Delete 01012018”

“HIST 1301 Introduction – 2017FA Use”

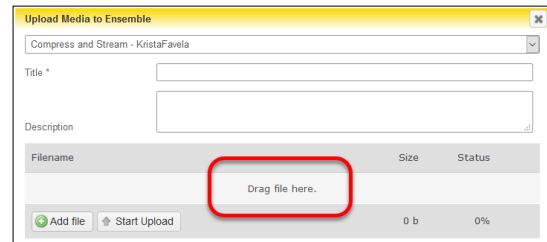


3. Click **Add file** or Drag your video file on your computer.

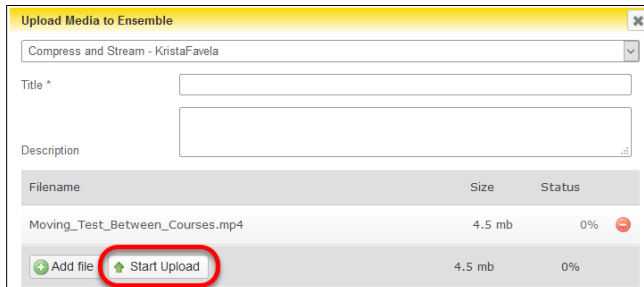
Click on the **Add file** button and locate your video file on your computer.



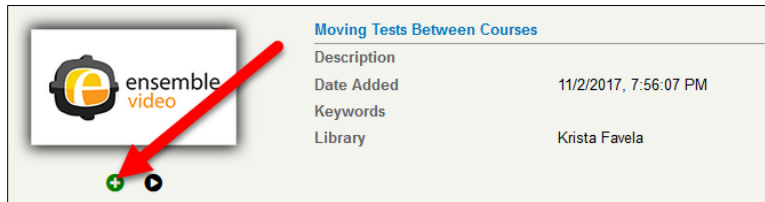
Drag your video file into the “Drag file here” area



4. Click on the **Start Upload** button.

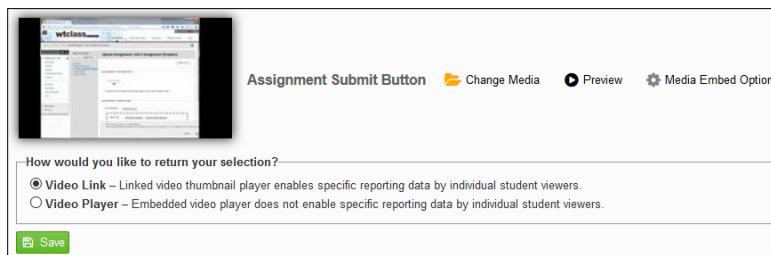


After uploading your video, locate the video within the Choose Media list. Click on the **Plus** button (Insert).



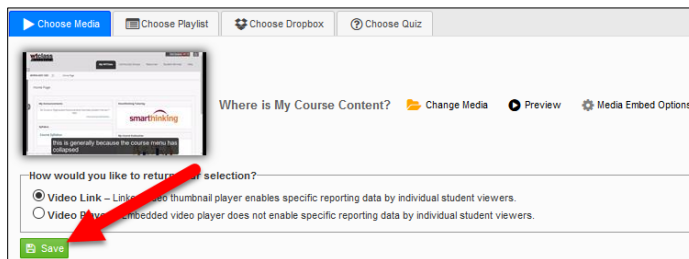
Select the desired option for how the video will display to students:

- **Video Link** – students click on a link and the video will open full-screen in a new window. Setting up this option allows for the video to track who watches this video, how long they watch it, and if they watch it more than once. (**Recommended**)
- **Video Player** – students see the video embedded in WTClass. Setting up this option does NOT allow for the video to track individual student access. It will only track number of views and average watch length.



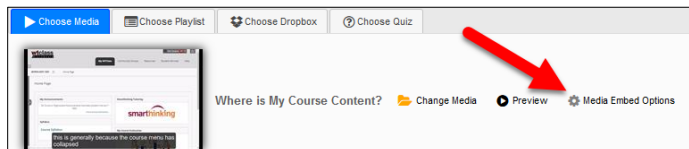
If using Video Link:

Click on the Save button.

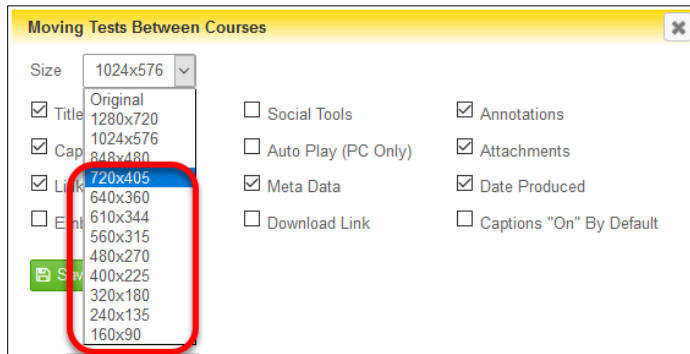


If use Video Player:

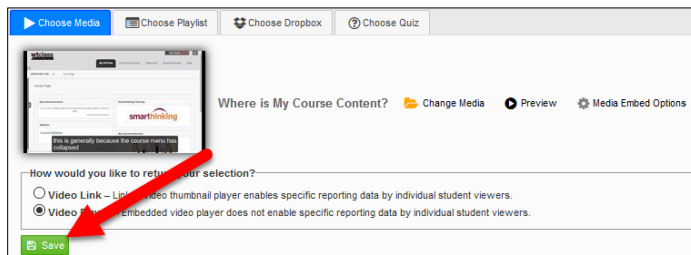
Click on the **Media Embed Options** button.



In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.



Click **Save** to insert the video.

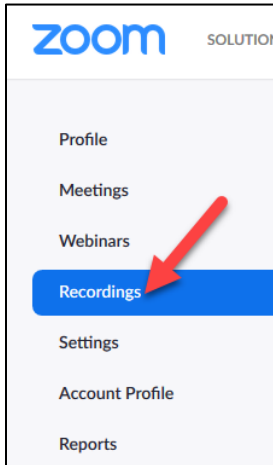


The video has been inserted into the WTClass content item, you and your students can now view the video.

REMOVE/DELETE YOUR ZOOM RECORDINGS

After you have downloaded your Zoom recording and uploaded it into Ensemble, please delete the recording from your Recorded Meetings in Zoom to help conserve storage space in Zoom. To delete a Zoom Recording:

1. Sign in to the Zoom portal website at <https://wtamu.zoom.us> using your Single Sign On credentials.
2. Click **"Recordings"** from the navigation menu on the left.



3. Under **"Cloud Recordings,"** click **"More"** beside the meeting link you want to delete and select **"Delete"** to delete your recording.

Cloud Recordings Local Recordings

From To All Status

Search by ID

| <input type="checkbox"/> Topic | ID | Start Time | File Size | |
|------------------------------------------------------------------|-------------|----------------------|----------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yvonne Stephenson's Zoom Meeting | 983-396-648 | Apr 8, 2020 02:04 PM | 2 Files (2 MB) | <input type="button" value="Share..."/> <input type="button" value="More"/> <input type="button" value="Delete"/> |