

## DOWNLOAD, SAVE, AND SHARE ZOOM RECORDINGS

Classroom recordings stored in the Zoom Cloud will be available for 60 days before they are automatically deleted. This time frame is necessary so that all classes can use the Zoom Cloud for class recordings throughout the semester.

If you would like to keep your class recording for longer than 60 days, download the video from the Zoom Cloud before the 60-day expiration and store your video in OneDrive. You can download, save, and share a video link or a video folder from your OneDrive account to a course in WTClass.

Benefits of Saving and Sharing Recordings from OneDrive:

- Your videos will be saved for an unlimited time—as long as you are at the university.
- You can easily share videos and video folders with students via a link in your course.
- Your videos can be captioned using the auto-caption option in OneDrive.
- Your students will be able to play video at any level of internet service, as OneDrive video files play via Adaptive Bit Rate (ABR).

### DIRECTIONS

Part 1: [Download a Zoom Cloud Recording](#)

Part 2: [Save a Recording to OneDrive](#)

Part 3: [Share Recording from OneDrive](#)

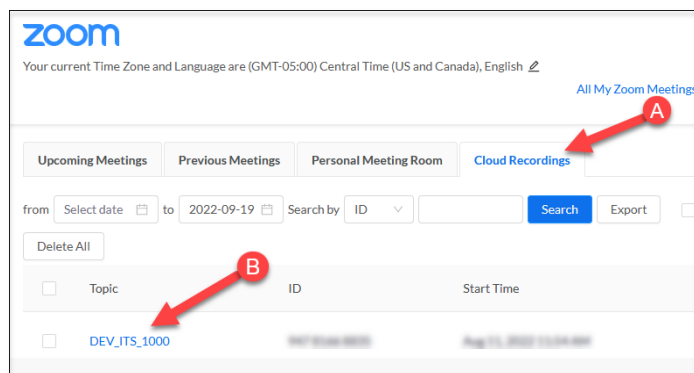
Part 4: [Add a Recording link to WTClass](#)

Part 5: [Add a Recordings Folder \(Playlist\) to WTClass](#)

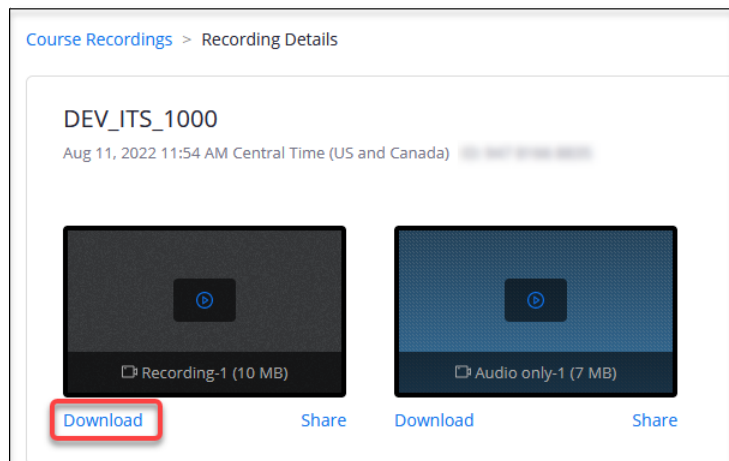
Part 6: [Auto-Caption Your Videos in OneDrive](#)

### DOWNLOAD A ZOOM CLOUD RECORDING

1. Enter your **course in WTClass**.
2. Click on the **Class Recordings** or **Zoom** link in your course menu. This will open a list of your Zoom recordings that are in the Zoom cloud.
3. Select the **Cloud Recordings** tab (A) and then select the **Topic** for the course date you want to view (B).



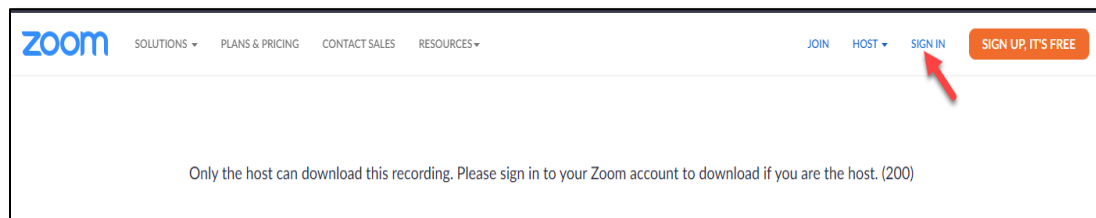
- Click the **Download** link under the Recording thumbnail image.



- Your saved video file should be saved and located in your **“Downloads”** folder.

#### NOTE:

- If after you select “Download,” you get the following message, “Only the host can download this recording. Please sign in to your Zoom account to download if you are the host,” go to the top corner of the screen and choose “Sign In.” This will open up your Zoom account page, but you will not use the page at this point.

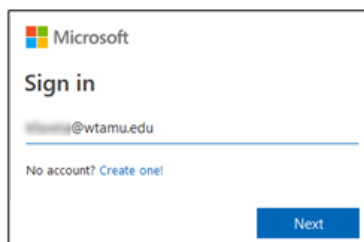


- Once you have signed into Zoom, go back to the WTClass Zoom **Cloud Recordings** page. Select the title of the recording that you want to download, and choose “Download.” Your video file should be saved and located in your **“Downloads”** folder.

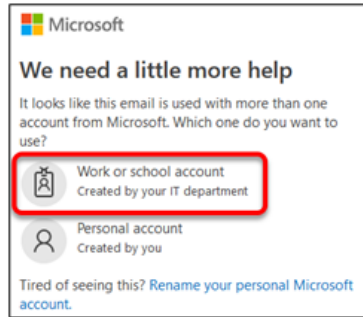
## SAVE A RECORDING TO YOUR ONEDRIVE ACCOUNT

Save your recorded Zoom file to your OneDrive account so that you have full access and control over the file. It will remain in your OneDrive account as long as you want it there. To save to your OneDrive account, follow these steps:

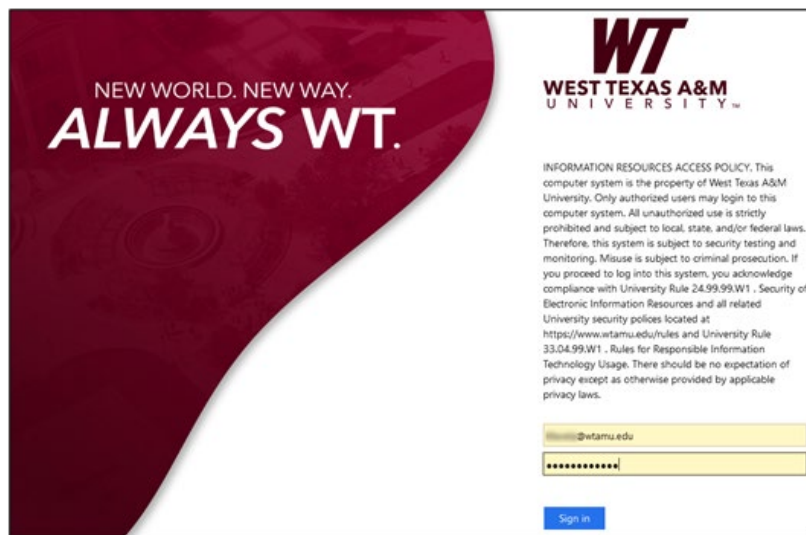
- In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
- Enter your full WT Email address in the Sign in box.



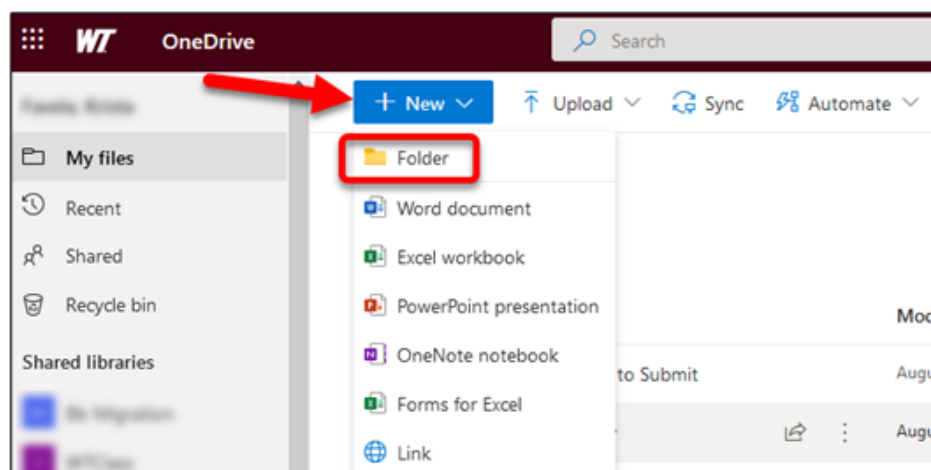
3. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



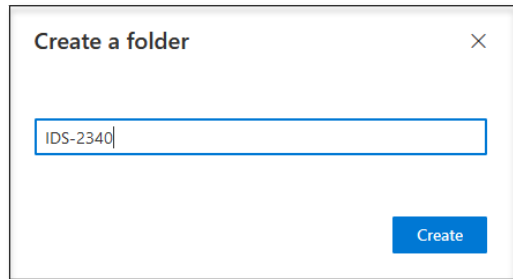
4. Enter your full WT email address and Single Sign On password.



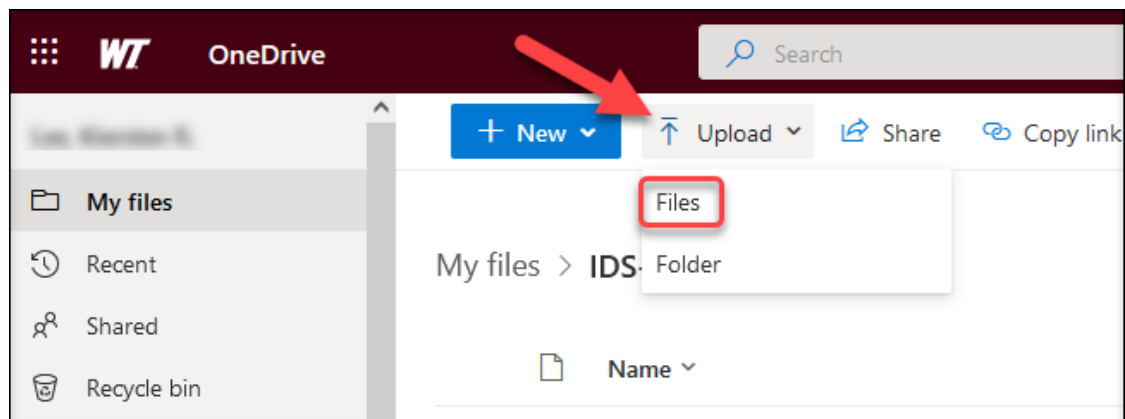
5. Once inside the web version of OneDrive, create a folder to save your course Zoom recording files. **NOTE:** To keep your recordings organized, be sure to create a separate folder for *each* of your courses.
6. To create a folder, select the “+ New” button and then select “Folder.”



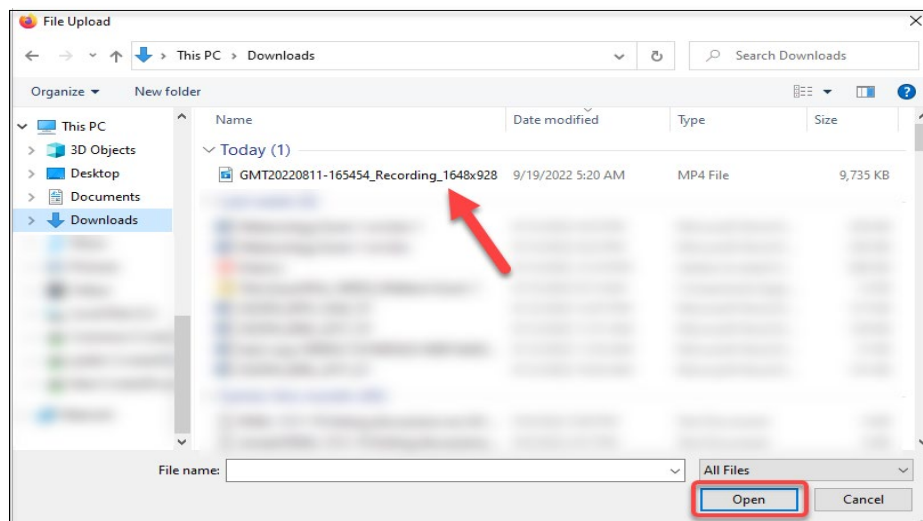
7. Enter a title for the folder, and click **“Create.”** Be sure to create a folder for each class for which you have made Zoom recordings.



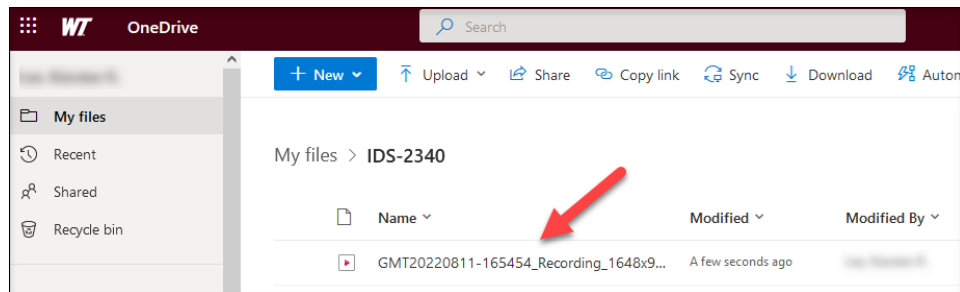
8. Click on the title of the folder you previously created. Select the **“Upload”** button and choose the **“Files”** option.



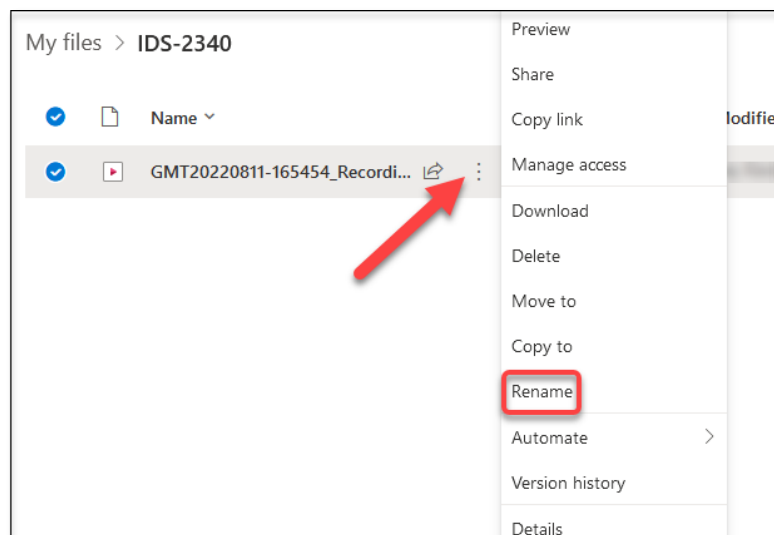
9. Select the Zoom recording file that includes a number (the size of the recorded screen) and then select **“Open.”** Most often, these files can be found in the **Downloads** folder.



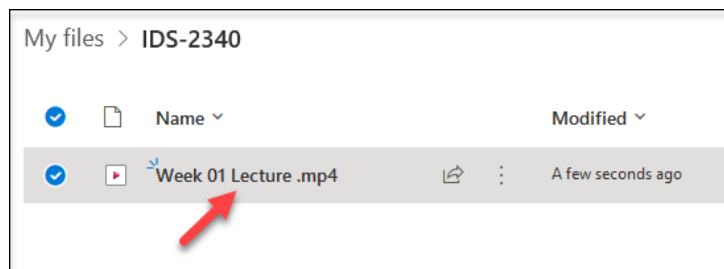
10. Your saved Zoom recording file will appear in the course folder you created in OneDrive.



11. Rename the file to something more distinguishable. Do this by clicking on the three dots that appear when moving your mouse over the file and selecting, “Rename.”



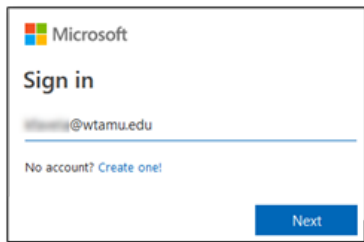
12. Your file will show up with the new name.



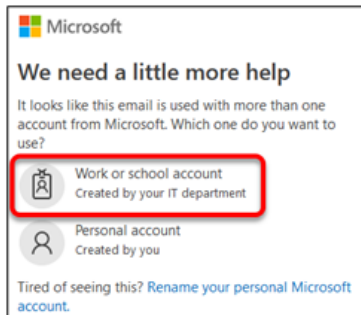
## SHARE YOUR ONEDRIVE ZOOM RECORDING

1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button.

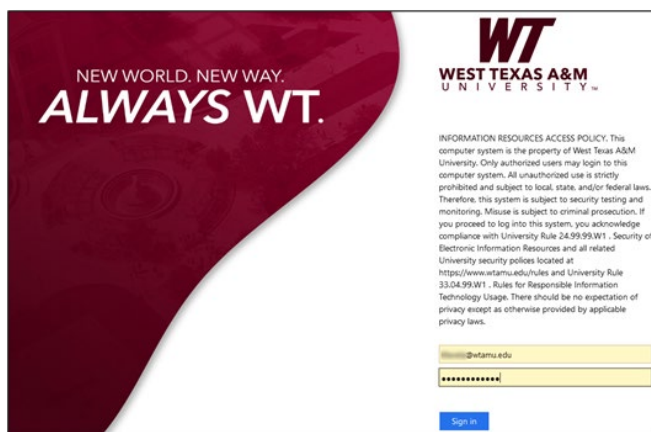
3. Enter your full WT Email address in the Sign in box.



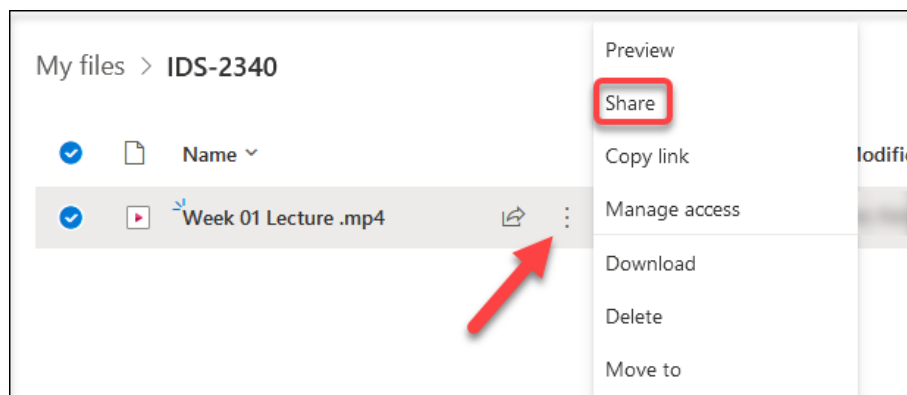
4. Select the option "Work or School account created by your IT department." If requested a second time, select "Work or School account created by your IT department" again.



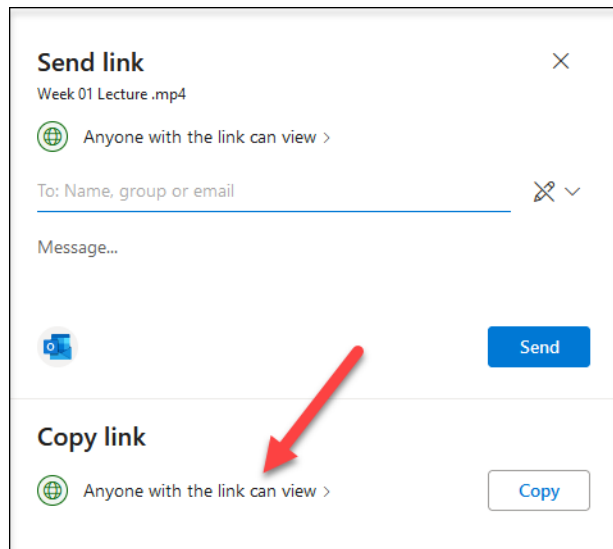
5. Enter your full WT email address and Single Sign On password.



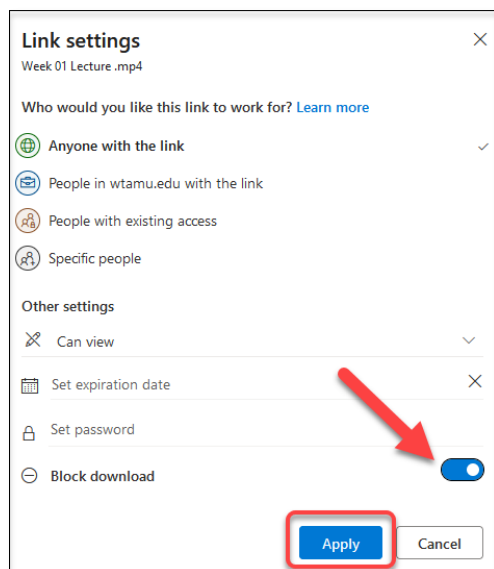
6. Find the folder that you created for your course Zoom recordings.
7. Click on the three dots that appear when moving your mouse over the file, and select "Share."



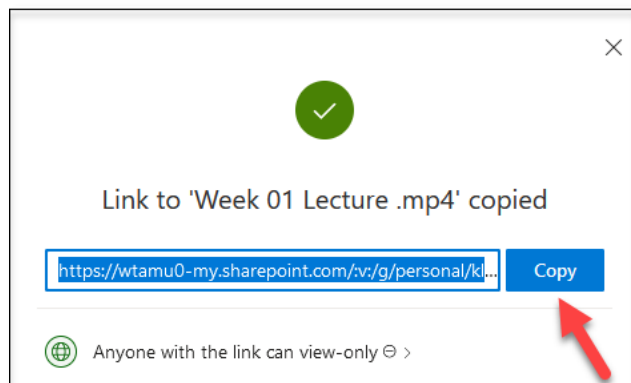
8. Select the **“Anyone with the link can view”** link.



9. Switch the setting for **“Block download”** and then select the **“Apply”** button.

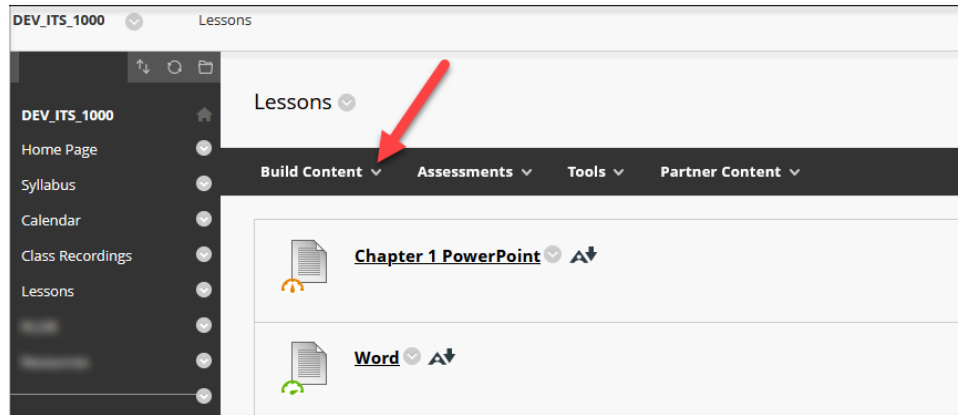


10. Select the **“Copy”** button.

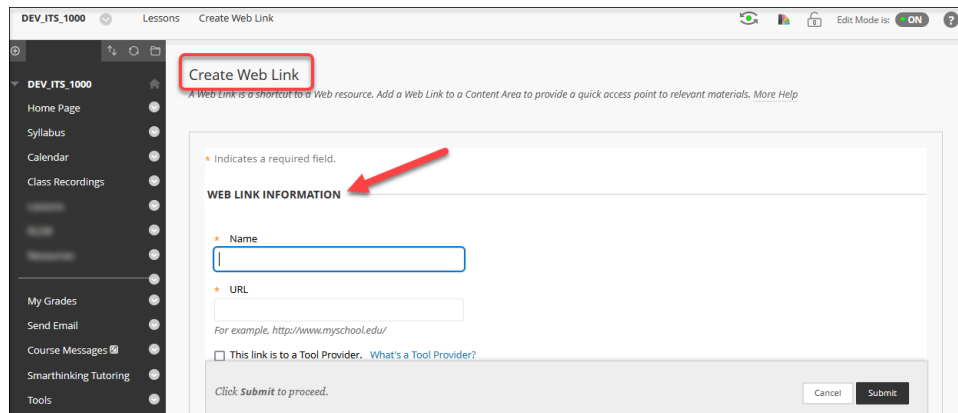


## ADD A RECORDING LINK TO WTCLASS

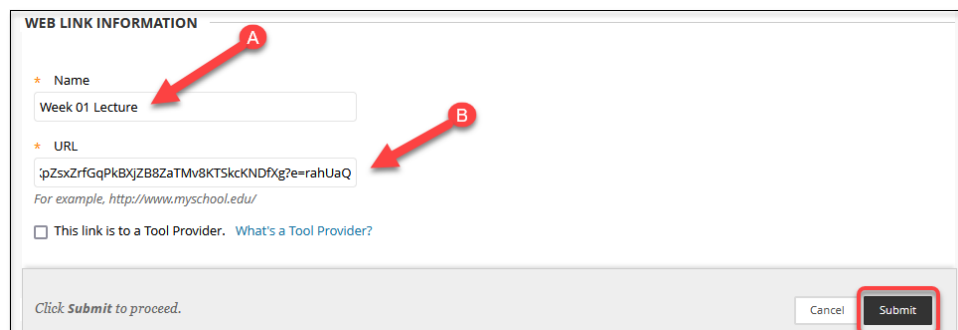
1. Open your WTClass Course.
2. In your content area, click **“Build Content”**.



3. From the **Build Content** drop-down menu, click **“Web Link”**. The **“Create Web Link”** page will open so that you can provide a name and link to the video.

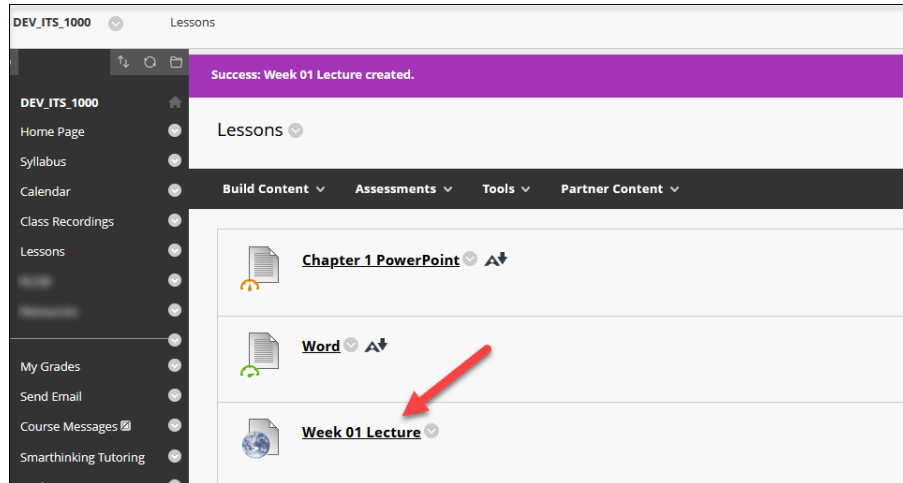


4. In the **“Web Link Information”** space, create a name/title for your video and **paste the OneDrive link** into the URL box. Click **“Submit.”**





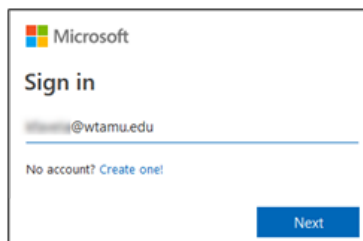
5. The **Web Link** to your OneDrive recording will appear at the bottom of the page. Click just to the left of the web link item and you will be able to drag the video link to where you want it.



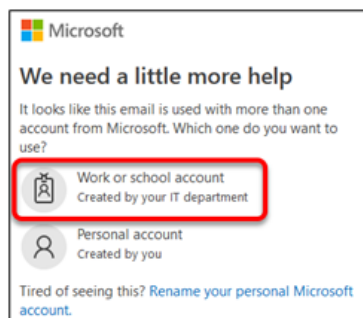
## ADD A RECORDINGS FOLDER (PLAYLIST) TO WTCLASS

To add a link to a folder in WTClass that holds all of your Zoom course recordings, follow these steps:

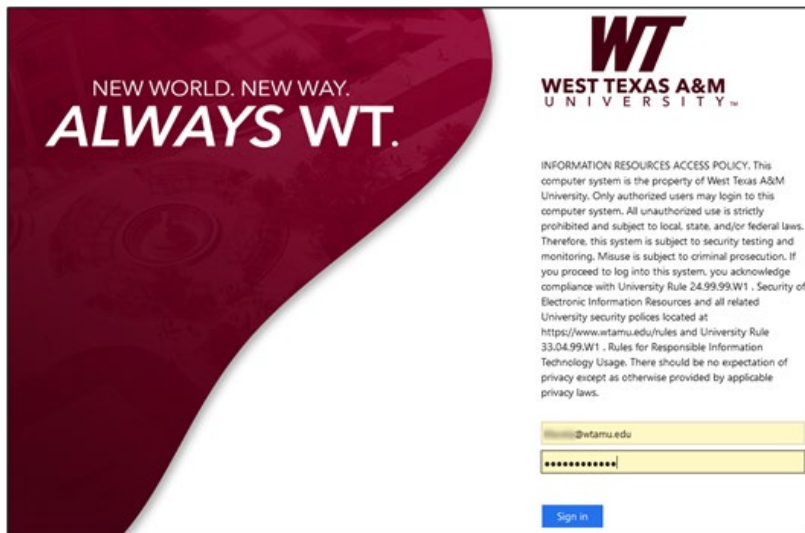
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.



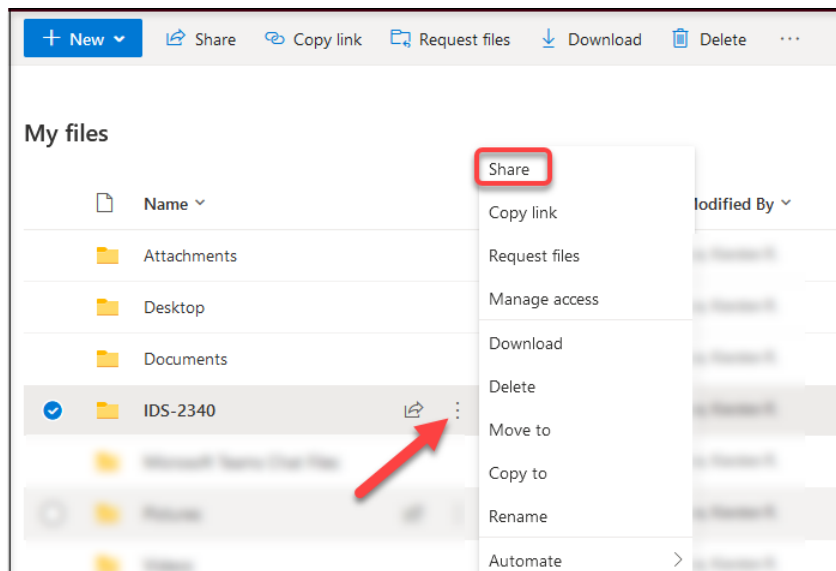
3. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



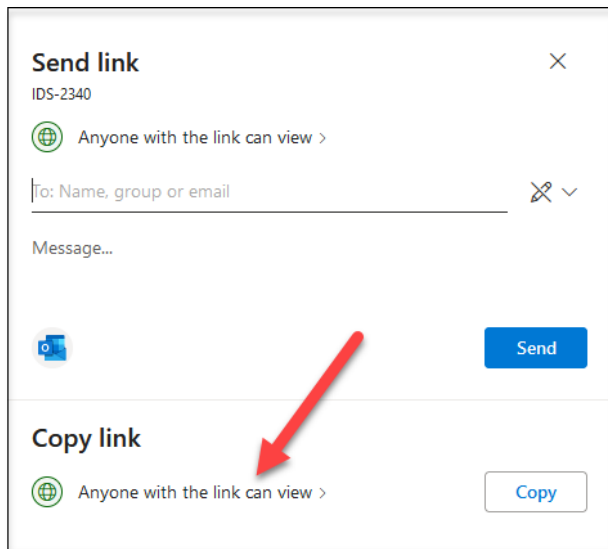
4. Enter your full WT email address and Single Sign On password.



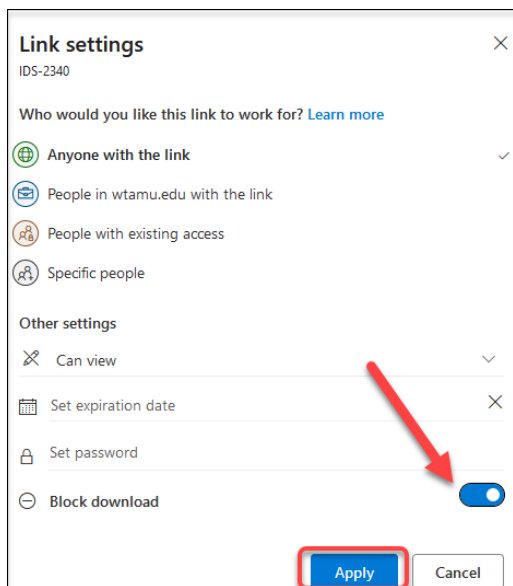
5. In your OneDrive files, find the folder that you want to share. Click on the three dots that appear when moving your mouse over the folder name and choose "Share."



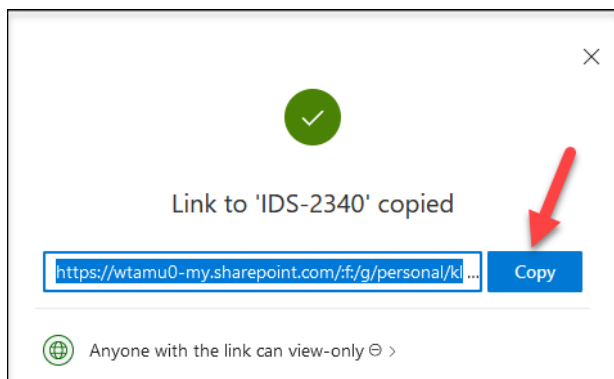
6. Click on the **“Anyone with the link can view”** option.



7. Select the option to **block downloads** and then click **“Apply.”**

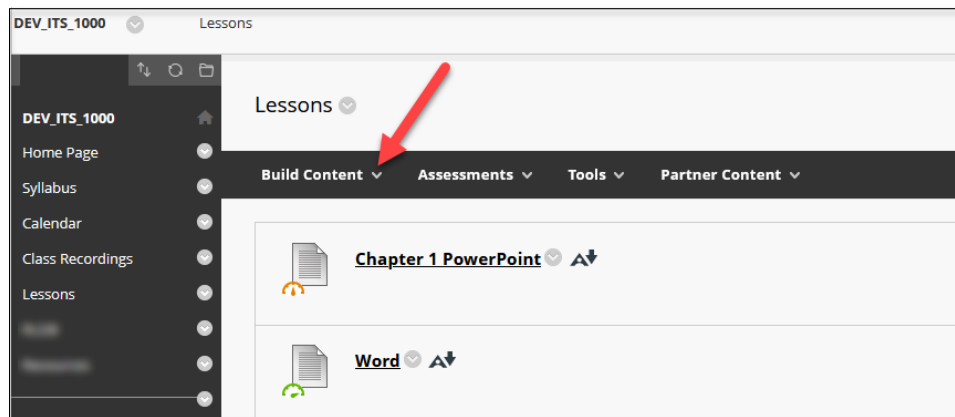


8. Copy the link to the folder by clicking **“Copy.”**

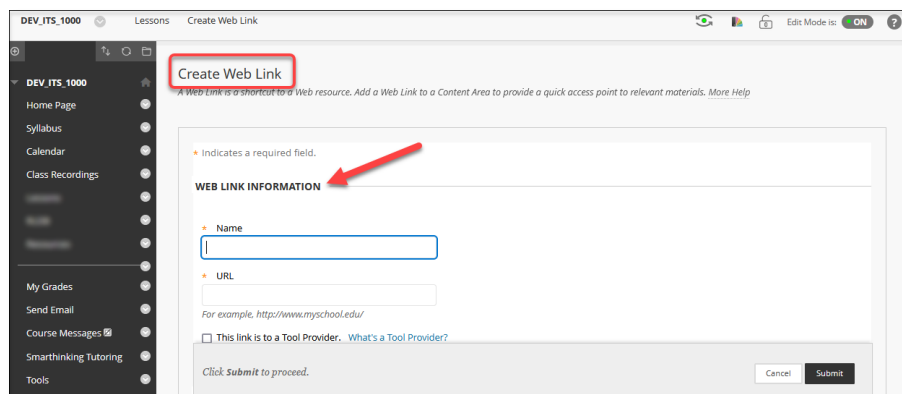


9. Open your WTClass Course.

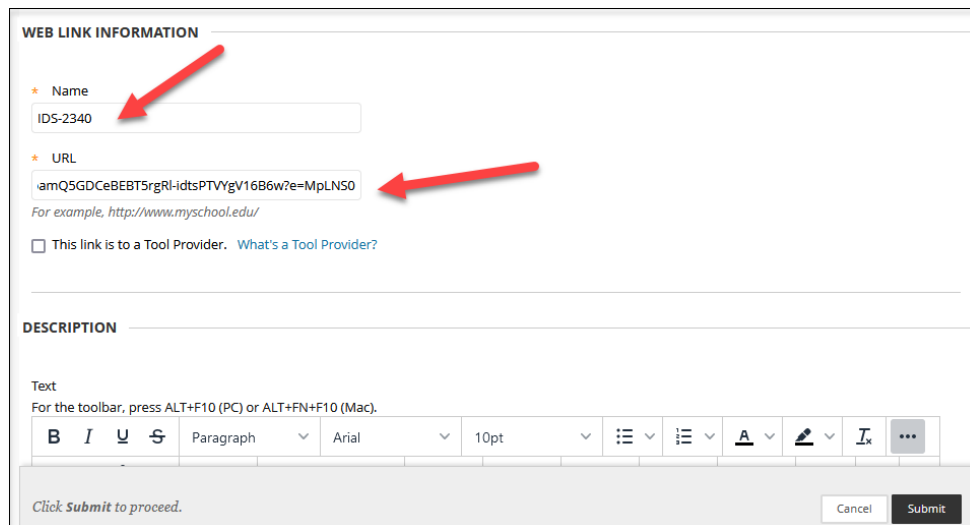
10. From the **Build Content** drop-down menu, click **“Web Link”**.



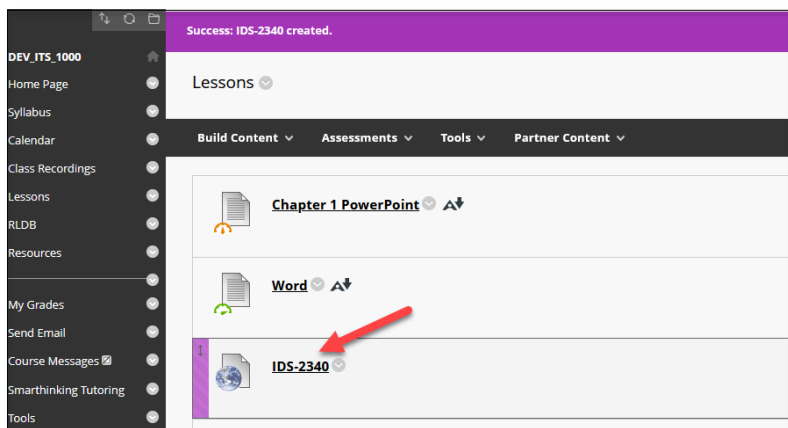
11. The **“Create Web Link”** page will open so that you can provide a name and link to the recordings folder.



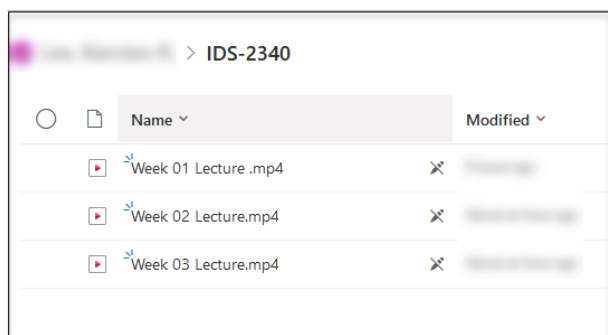
12. In the **“Web Link Information”** space, create a name/title for your recordings folder and **paste the OneDrive link** into the URL box. Click **“Submit.”**



13. The **Web Link** to your OneDrive recordings folder will appear at the bottom of the page. Click just to the left of the web link item and you will be able to drag the video link folder to where you want it.



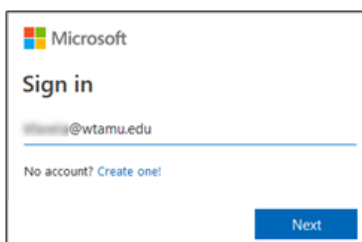
14. When students click on the link to the folder, it will take them directly to a listing of the folder's contents within OneDrive. Students can view any of the videos within this folder (including videos you add later to this folder) by clicking on the title of the video.



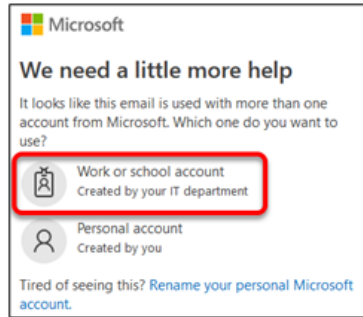
## AUTO-CAPTION YOUR VIDEOS IN ONEDRIVE

To auto-caption your stored videos in OneDrive, follow these steps:

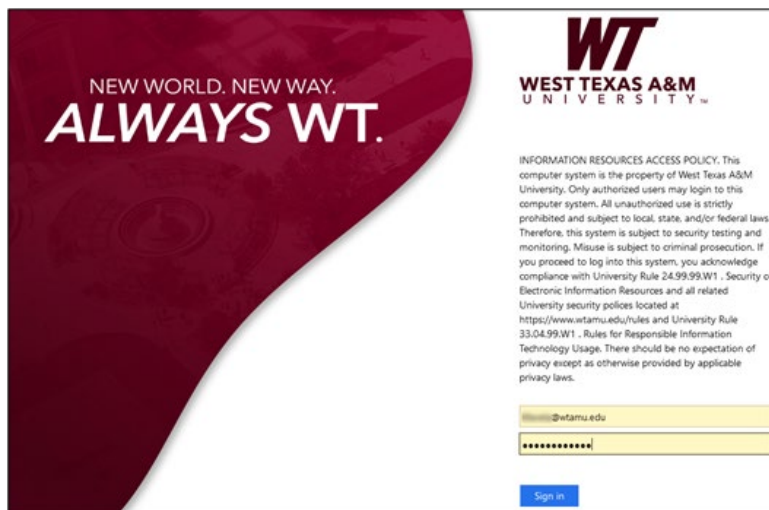
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the "Sign In" button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.



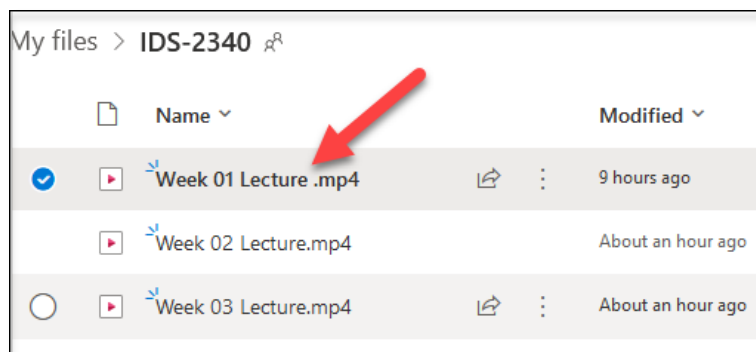
3. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



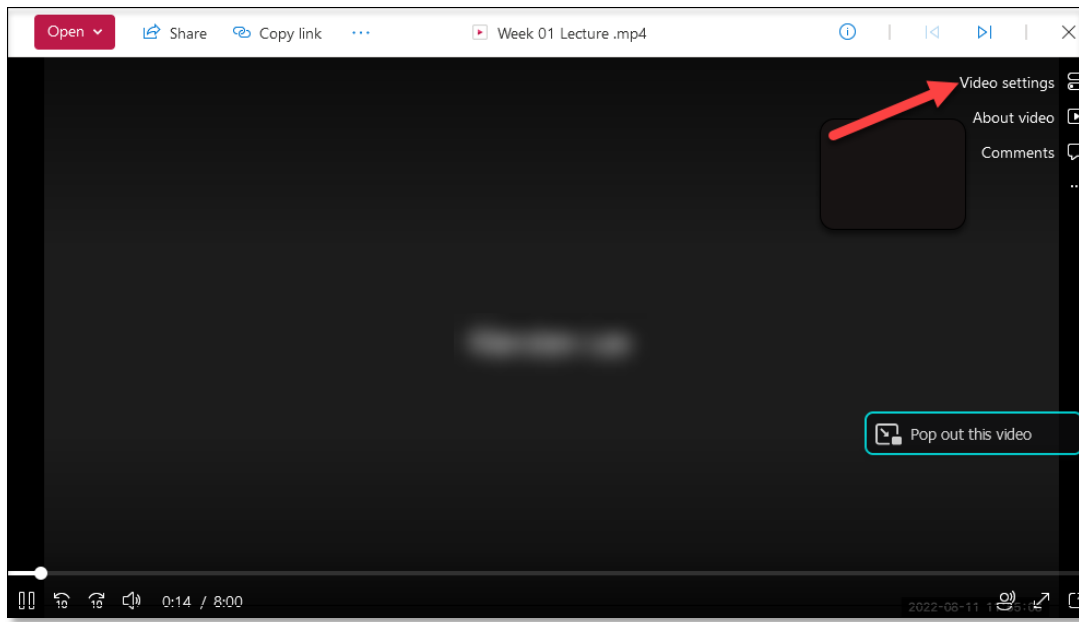
4. Enter your full WT email address and Single Sign On password.



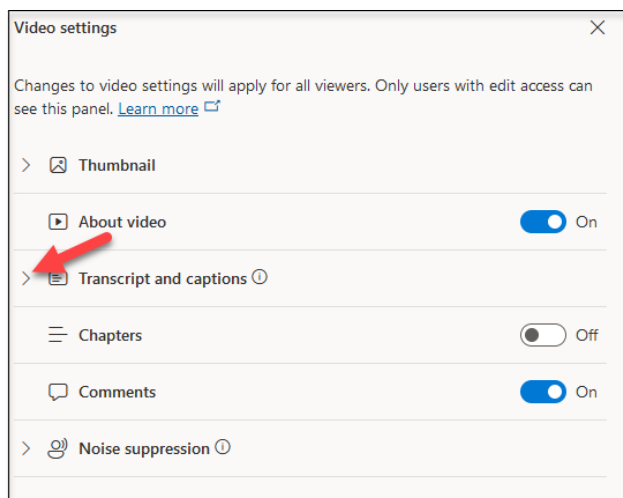
5. Once inside your OneDrive account, find the video that you want captioned. Click on the **title of the video** to open the video.



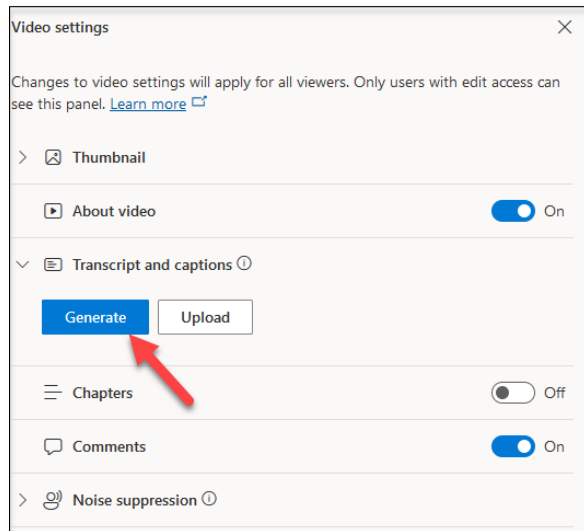
6. The video will open. In the top right corner of the video, click on the **“Video Settings”** option.



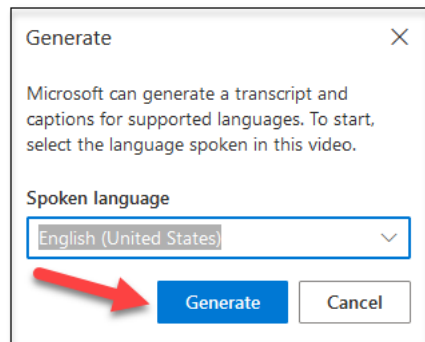
7. The Video Settings box will open. Click **on the small arrow next to “Transcript and captions.”**



8. The “Transcripts and captions” menu will drop down. Click on **“Generate.”**



9. A pop-up box will appear to verify the language for the captions. English will likely be the default. If not, find “English (United States)” in the “Spoken language” box. Click **“Generate.”**



10. You will see a message under the “Transcript and captions” heading that tells you that the captions are being generated. Once available, the caption and transcript file will appear there, under the “Transcript and captions” heading.
11. Once the captions are available, students can view the captions by opening the video from the provided link, and then choosing “CC” at the bottom right corner of the video.



**NOTE:** For more information about who specifically has access to video files in OneDrive and how much access they have, please visit [Microsoft’s Share OneDrive files and folders](#) page.