

RECORD AND SHARE A ZOOM MEETING IN WTCLASS

If you are recording a Zoom meeting that will be used in your course and/or shared with student(s), we recommend that you set your Zoom meeting to automatically record in the Zoom cloud. Recording in the cloud ensures your video is automatically moved into our steaming server, Ensemble Video, within 24 hours. Ensemble Video makes it easy for you to share your recording with all students in WTClass or select students via email or course messages.

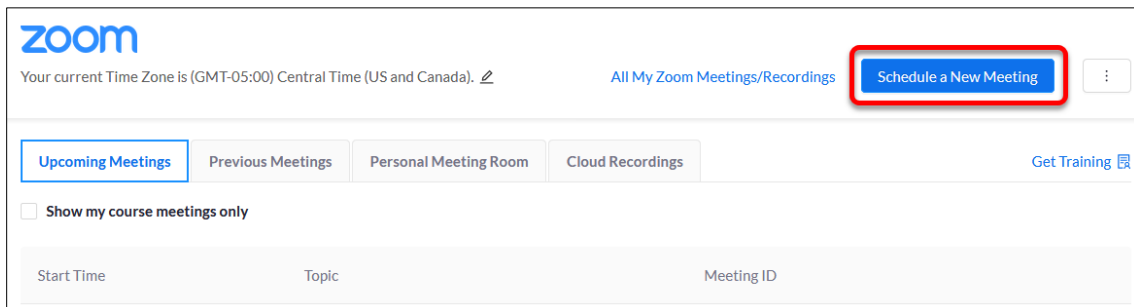
NOTE: *The final location for your recording will be in your Ensemble Library, not your Zoom cloud.*

STEP 1: RECORD YOUR MEETING, AUTOMATICALLY OR MANUALLY

You may record you meeting automatically by setting it up when you schedule your meeting, or manually once you enter your Zoom meeting.

AUTOMATICALLY RECORD YOUR MEETING (SETUP PRIOR TO THE MEETING)

1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools > Zoom**.
2. Click **Schedule a New Meeting** in the upper right corner of the page.



3. See [Schedule a Zoom Meeting in WTClass](#) for recommended settings.
4. Under **Meeting Options**, select **Record the meeting automatically**. The recording of your meeting will begin when you enter the meeting.
5. Next, select the option to record **In the cloud** so that your recording is automatically placed into your Ensemble account within 24 hours for sharing.

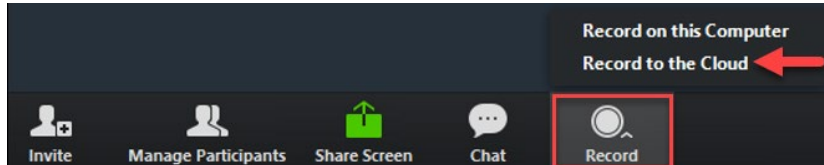
NOTE: *It will not be available in the Zoom cloud.*



MANUALLY RECORD YOUR ZOOM MEETING (WHILE IN THE MEETING)

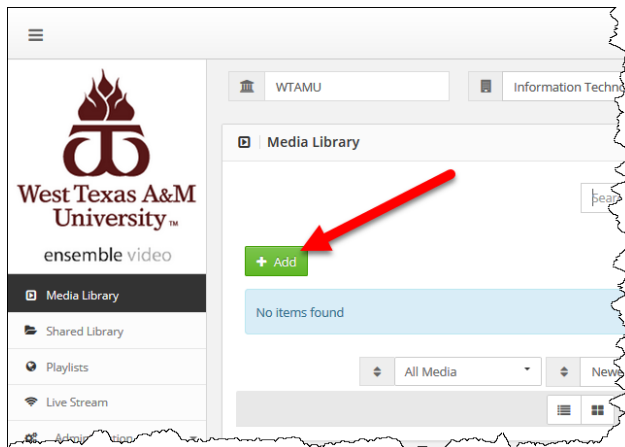
1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools > Zoom**
2. Click **Start** by the Zoom Meeting you want to enter.
3. When ready, click on the **Record** button in the meeting controls.
6. Select **Record to the Cloud** so that your recording is automatically placed into your Ensemble account within 24 hours for sharing.

NOTE: *It will not be available in the Zoom cloud.*



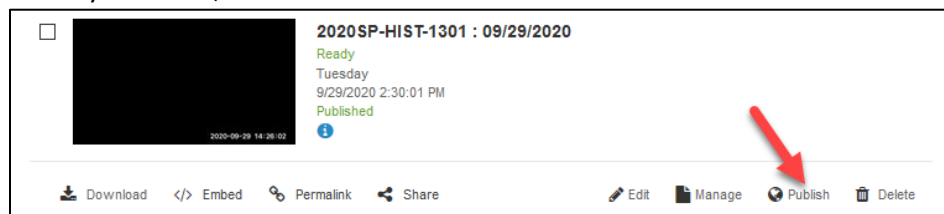
STEP 2: LOCATE & PUBLISH YOUR RECORDING IN ENSEMBLE

1. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
2. If prompted, log in using your WT Single Sign On credentials.
3. Locate the green **+ Add** button on your homepage, as this confirms your account is active.

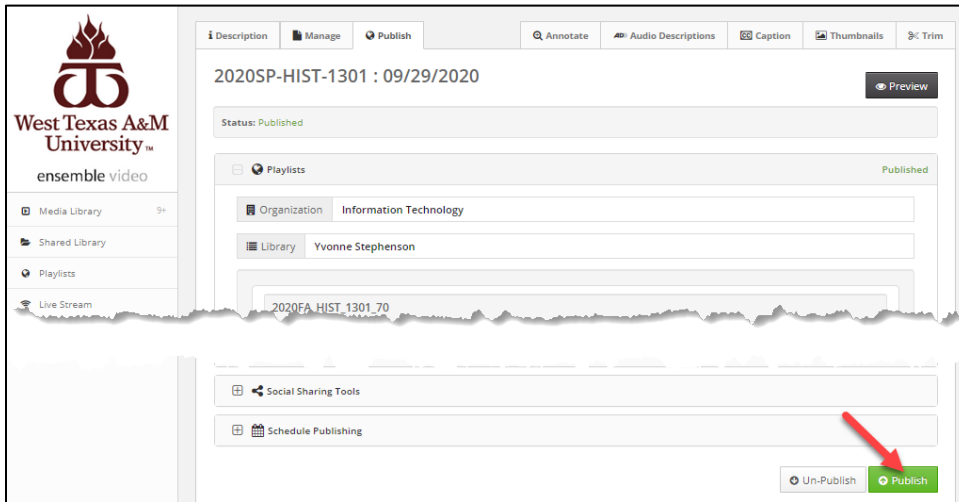


If you do not see a green **+Add** button on your home page in Ensemble—email itsc@wtamu.edu to request an Ensemble account.

4. Locate the video for the Zoom meeting you recently recorded in the Media Library list.
NOTE: *This may take up to 24 hours to render after your initial recording depending on the number of videos being recorded at any one time each day.*
5. Below your video, click on the **Publish** button.



6. Scroll down to the bottom of the page and click the green **Publish** button to confirm.



STEP 3: DETERMINE HOW TO SHARE YOUR RECORDINGS, VIDEO OR PLAYLIST

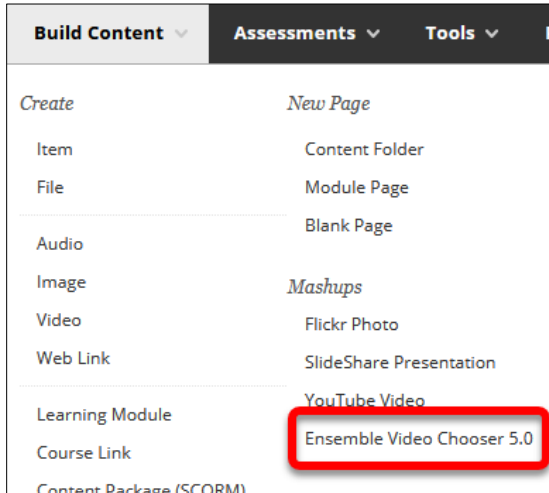
- To place a single recording in a specific folder or module in WTClass, use the **Share a Video** option. You can also share a single video with only selected users through email or course messages. [See How to Share an Ensemble Video with Select Student\(s\)](#)
- To place all of your recordings in one location within a course, use the **Share a Playlist** option. You must first create your playlist in Ensemble to access it in WTClass. You can also share a playlist with only selected users through email or course messages. See [How to Share an Ensemble Playlist with Select Student\(s\)](#)

STEP 4: SHARE YOUR RECORDINGS IN WTCLASS

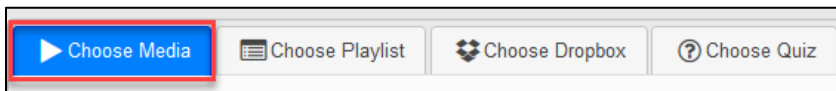
For faculty, Zoom meeting recordings are automatically migrated into the WT Streaming Media Server, Ensemble Video. All Zoom recordings are deleted from the Zoom Cloud and reside within Ensemble to save limited space available within the Zoom Cloud.

SHARE A VIDEO IN WTCLASS

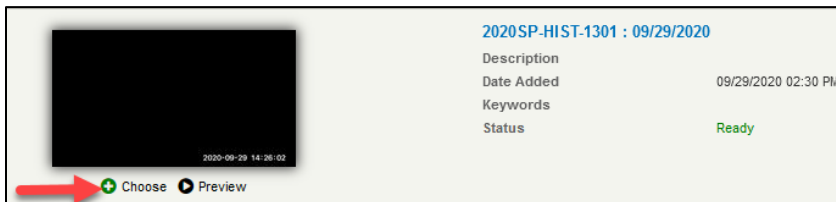
1. Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video Chooser 5.0**.



2. While in the **Choose Media** tab, locate the video.



3. Click the green plus button + **Choose** next to the video you want to insert.

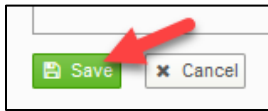


4. Select the desired option for how the video will display to students:

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

The screenshot shows a dialog box titled 'How would you like to return your selection?'. The 'Video Link' option is selected and highlighted with a red rectangular box. The 'Video Player' option is also visible.

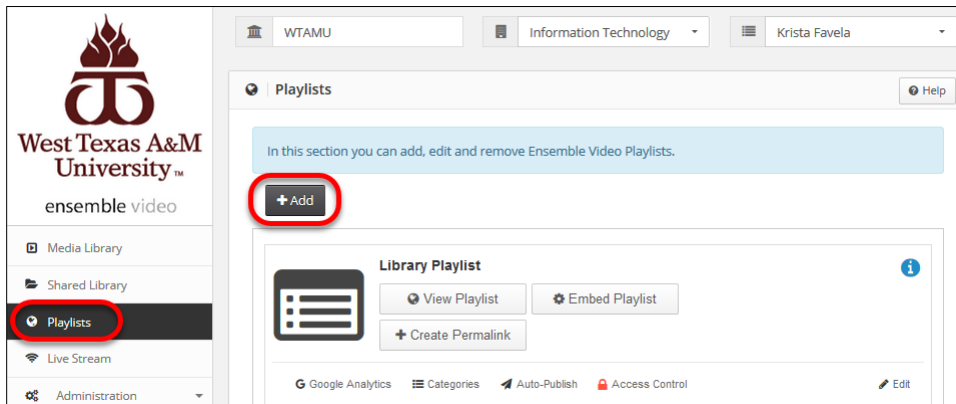
5. Click **Save** to insert the video into your WTClass course.



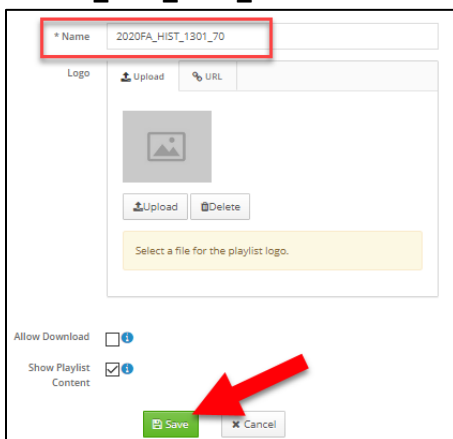
SHARE A PLAYLIST IN WTCLASS

STEP 1: CREATE A PLAYLIST IN ENSEMBLE

1. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
2. Click the **Playlists** button in the navigation column, and then click the **+Add** button.

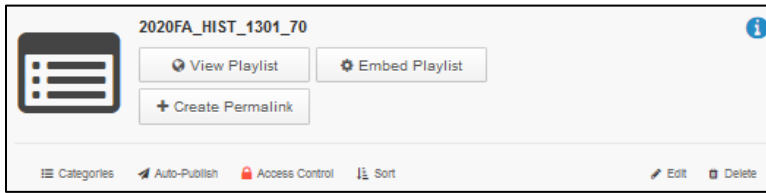


3. Enter a **Name** for the playlist **with your course details** so it is easy to identify, for example **2020FA_HIST_1301_70**



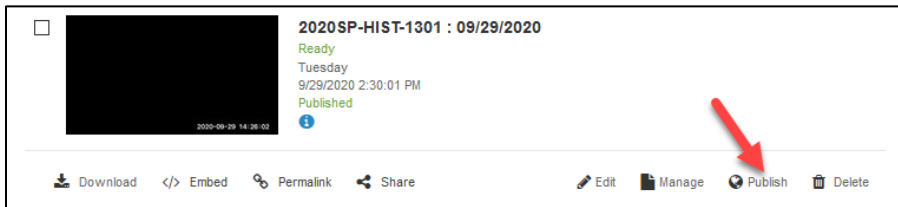
4. If you want to allow viewers to download the media file of the content they are viewing, click the "Allow Download" checkbox.
5. Click **Save**.

6. You will be returned to the Playlists menu, where your new playlist has been created:

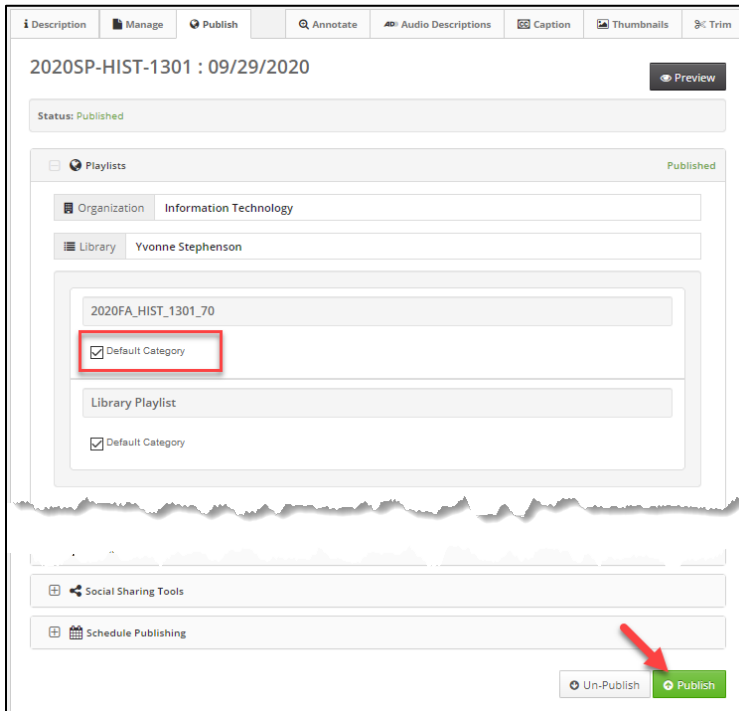


STEP 2: ADD YOUR VIDEO(S) TO THE PLAYLIST IN ENSEMBLE

1. Locate the video for the Zoom meeting you recently recorded.
NOTE: This may take up to 24 hours to render after your initial recording depending on the number of videos being recorded at any one time each day.
2. Under your video, click on the **Publish** button.



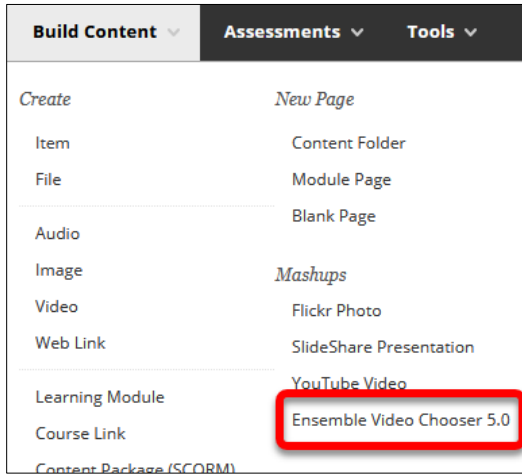
3. Select the checkbox for the specific class Playlist you created for this course.



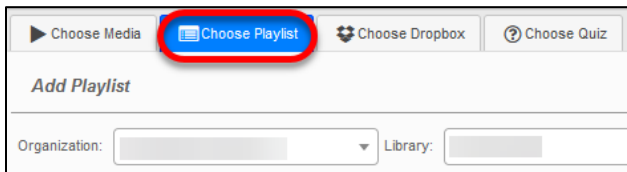
4. Click the **Publish** button to finalize your addition.
NOTE: Follow this process to add videos to this playlist.

STEP 3: ADD YOUR PLAYLIST TO WTCLASS

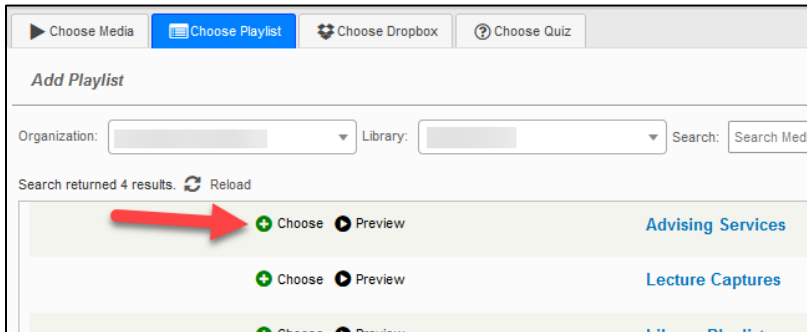
1. Go to the Lessons area (or other content area) in WTclass, click on the **Build Content** button and select **Ensemble Video Chooser 5.0**.



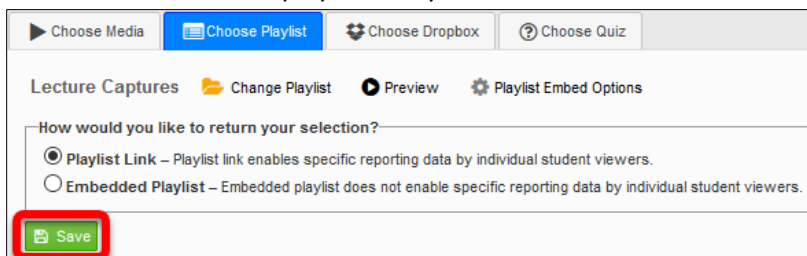
2. To select your course playlist, click the **Choose Playlist** tab.



3. Click the plus button (insert) next to the playlist you want to insert.



4. Click **Save** to insert the playlist into your WTclass course.



5. The playlist has been inserted into the WTclass content area, you and your students can now view the playlist.

NOTE: You only need to add a playlist once. Any videos you add to the playlist will be visible in your playlist within your course.