

RECORD AND SHARE A ZOOM MEETING IN WT ZOOM SITE

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.

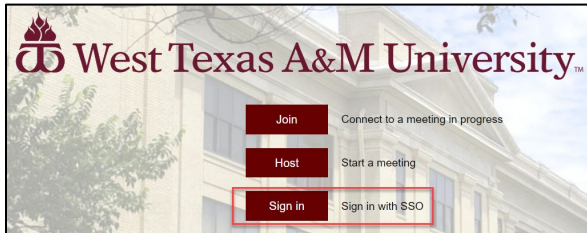
NOTE: *The final location for your recording will be in your Ensemble Library, not your Zoom cloud.*

STEP 1: RECORD YOUR MEETING, AUTOMATICALLY OR MANUALLY

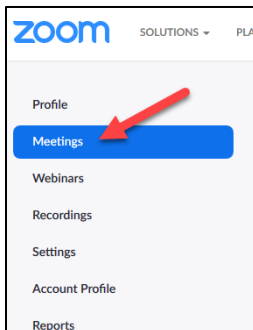
You may record you meeting automatically by setting it up when you schedule your meeting, or manually once you enter your Zoom meeting.

AUTOMATICALLY RECORD YOUR MEETING (PRIOR TO THE MEETING)

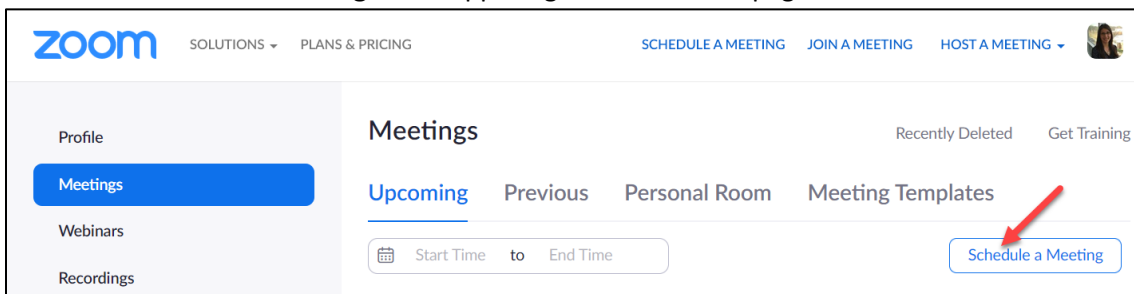
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.



3. Click **Schedule a New Meeting** in the upper right corner of the page.

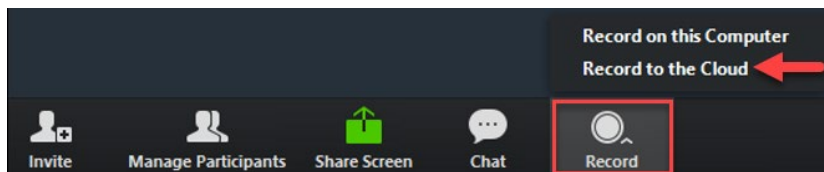


4. See [Schedule a Zoom Meeting in the WT Zoom Site](#) for a complete listing of recommended settings.
 5. Under **Meeting Options**, select **Record the meeting automatically** and the recording of your meeting will begin as you enter the meeting.
 6. Next, select the option to record **In the cloud** so that your recording is automatically placed into your Ensemble account within 24 hours for sharing.
- NOTE:** *Your recording will not be available in the Zoom cloud.*



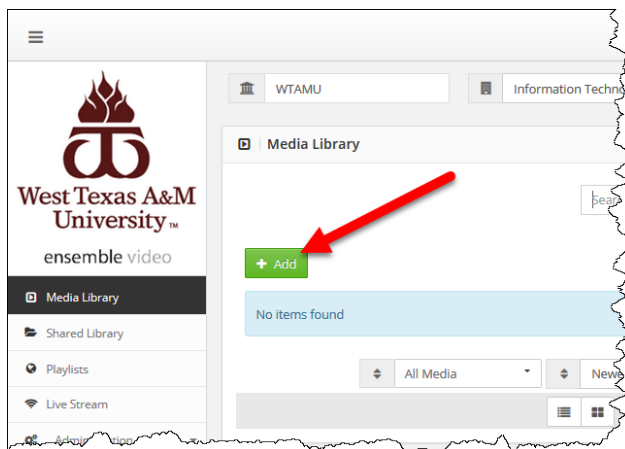
MANUALLY RECORD YOUR ZOOM MEETING (WHILE IN THE MEETING)

1. After entering your Zoom meeting, and ready to start recording, click on the **Record** button in the meeting controls.
 2. 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.*



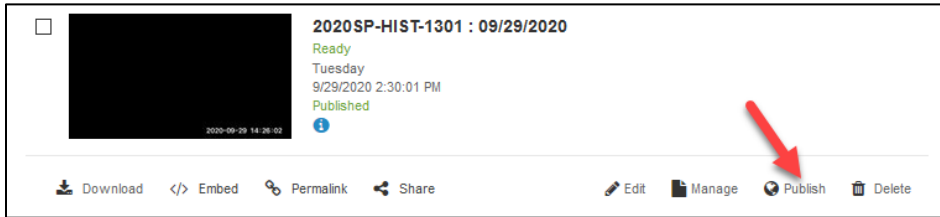
STEP 2: LOCATE & PUBLISH YOUR RECORDING IN ENSEMBLE

1. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
2. 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.

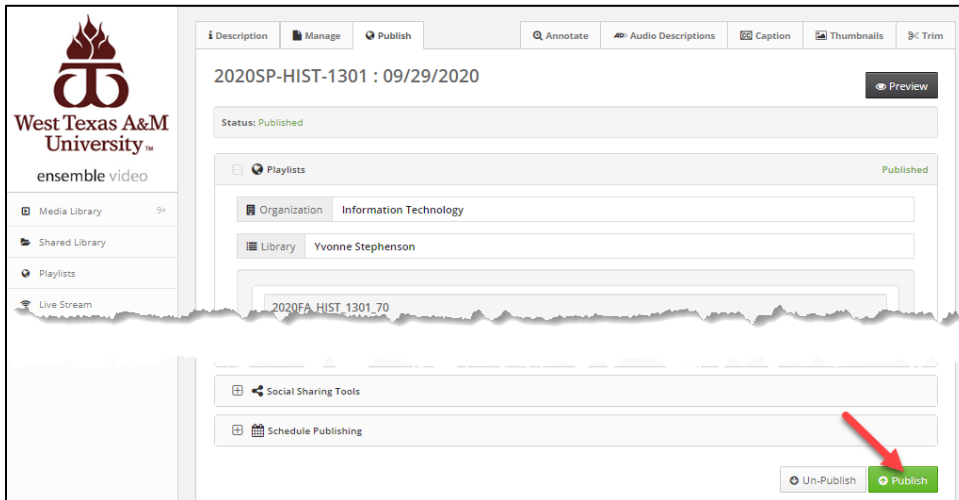


If you do not see a green **+Add button** on your home page in Ensemble—email itsc@wtamu.edu to request an Ensemble account.

4. Locate the video for the Zoom meeting you recently recorded.
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

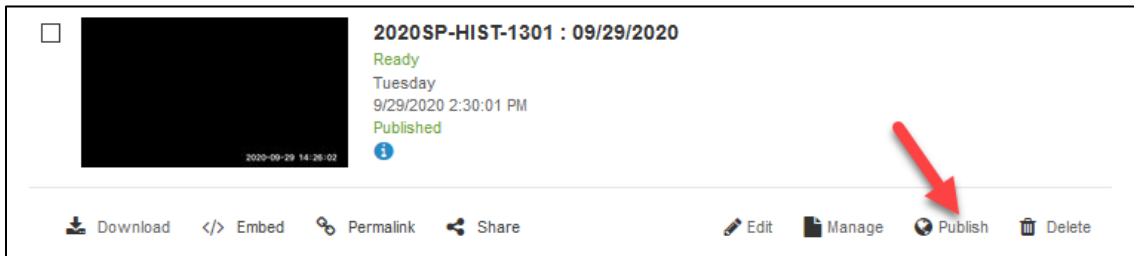
- **To place a single recording** in a specific folder or module in WTClass, use the **Share a Video** option. You can also share a single video with only selected users through email or course messages. See [How to Share an Ensemble Video with Select Student\(s\)](#)
- **To place all of your recordings**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

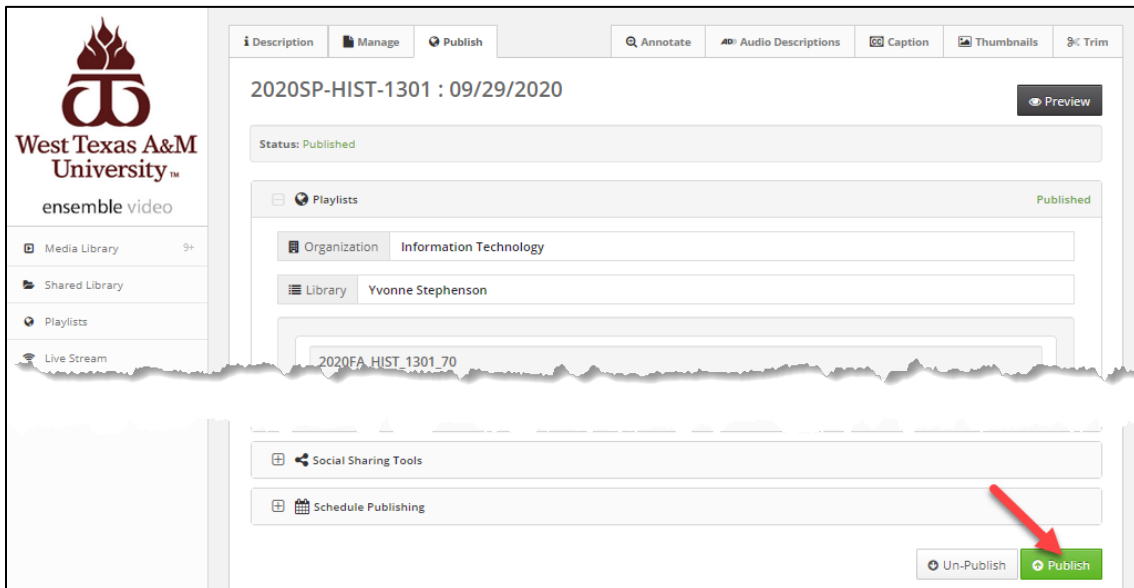
For faculty, Zoom meeting recordings are automatically migrated into the WT Streaming Media Server, Ensemble Video. All Zoom recordings are deleted from the Zoom Cloud and reside within Ensemble to save limited space available within the Zoom Cloud.

TO SHARE A SINGLE VIDEO WITH SELECT USERS IN WTCLASS

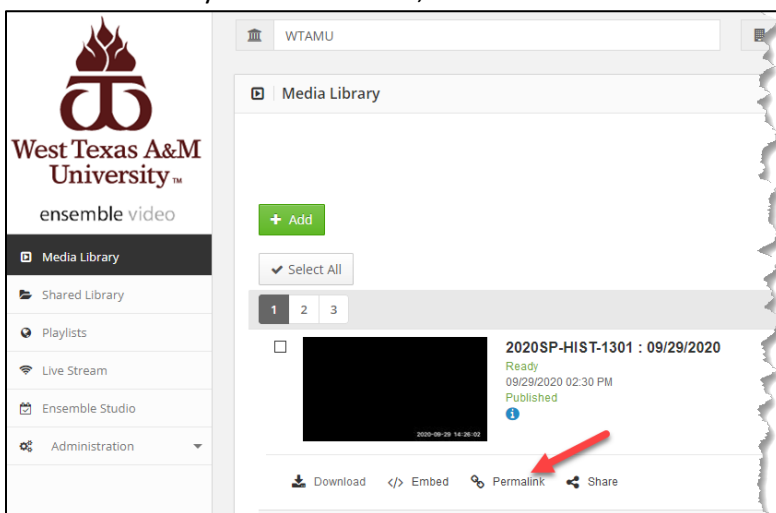
1. Access Ensemble and login at <https://ensemble.wtamu.edu/>.
2. Locate the **Video** you want to share.
3. Under you Video, click on the **Publish** button.



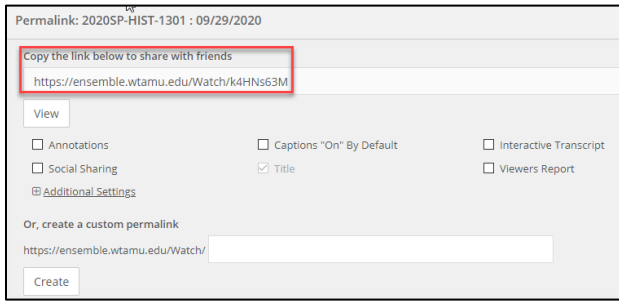
4. Scroll down to the bottom of the page and click the green **Publish** button to confirm.



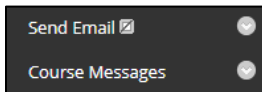
5. Below the video you want to share, click Permalink.



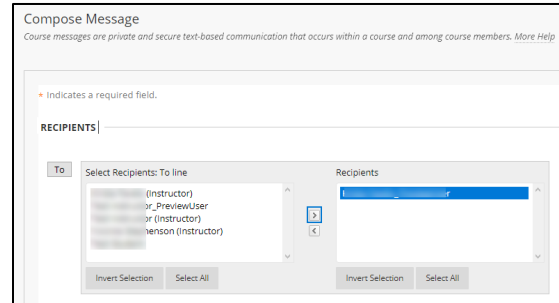
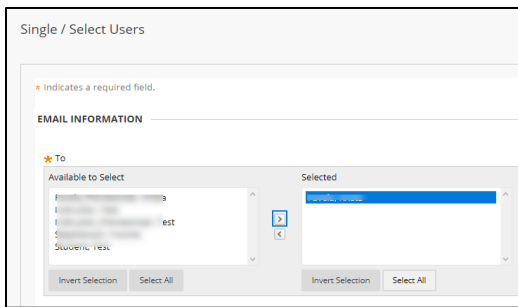
6. **Select and Copy (Ctrl + C)** the Video Permalink link to share.



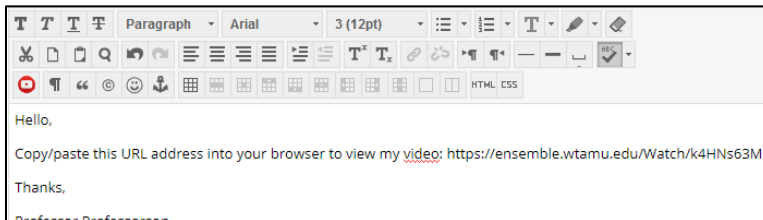
7. Go to your course in **WTClass**.
8. Select **Send Email** or **Course Messages** from your course menu.



9. Compose an Email or Course Message to your desired recipient(s).



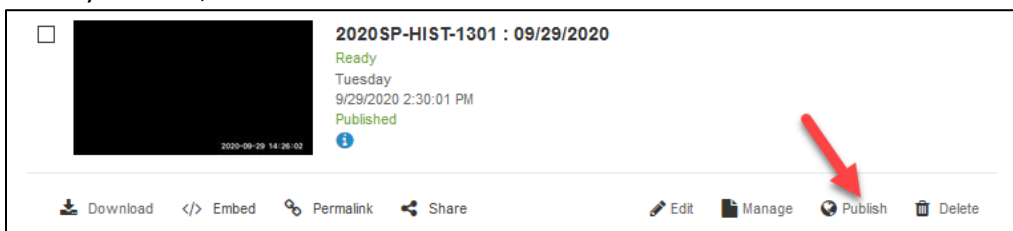
10. **Paste (Ctrl + V)** the Video Permalink into the body of the email or message



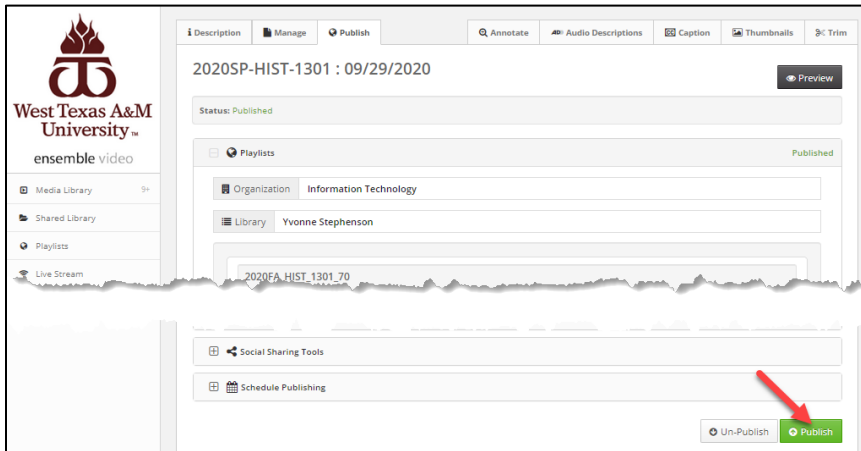
11. Click **Submit**.

TO SHARE A SINGLE VIDEO WITH SELECT USERS OUTSIDE OF WTCLASS VIA EMAIL

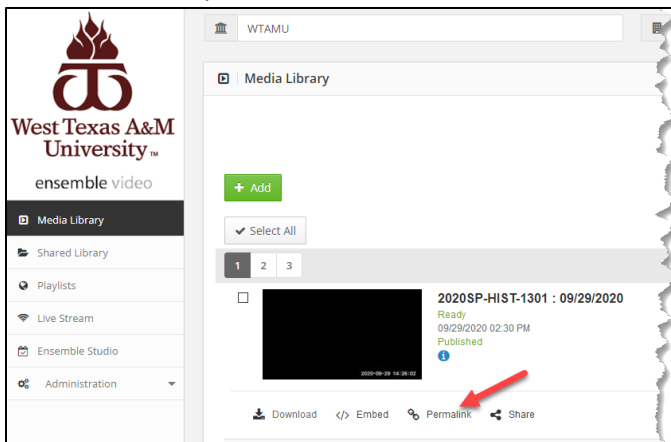
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2. Locate the **Video** you want to share.
3. Under you video, click on the **Publish** button.



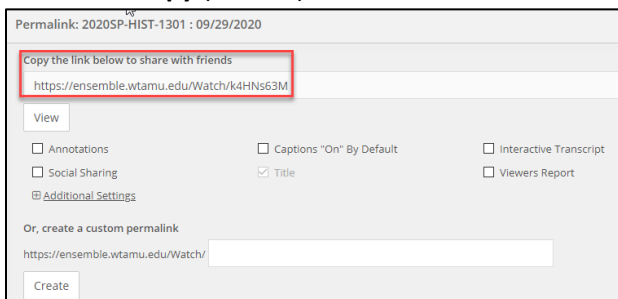
4. Scroll down to the bottom of the page and click the green **Publish** button to confirm.



5. Below the video you want to share, click Permalink.

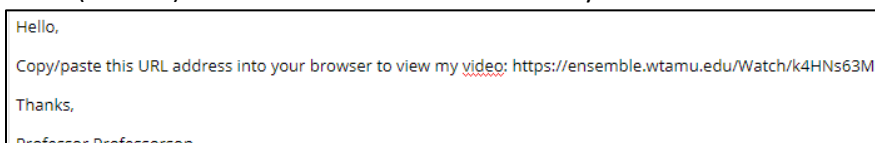


6. **Select and Copy (Ctrl + C)** the Video Permalink link to share.



7. Open your email and compose your message to your desired recipient(s).

8. **Paste (Ctrl + V)** the Video Permalink into the body of the email.



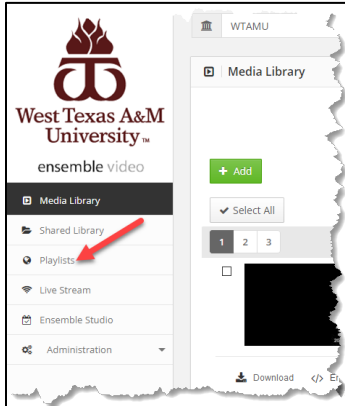
9. Click **Send**.



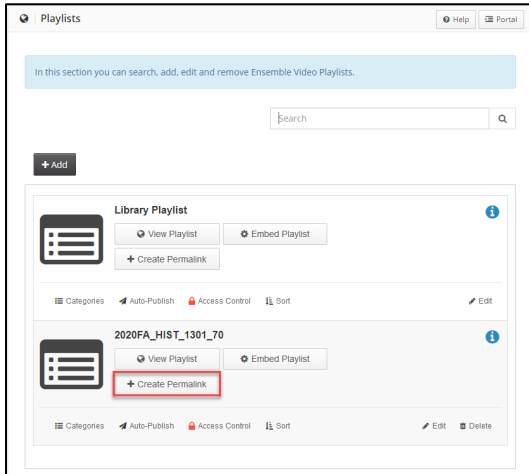
TO SHARE A PLAYLIST WITH SELECT USERS IN WTCLASS

12. Access Ensemble and login at <https://ensemble.wtamu.edu/>.

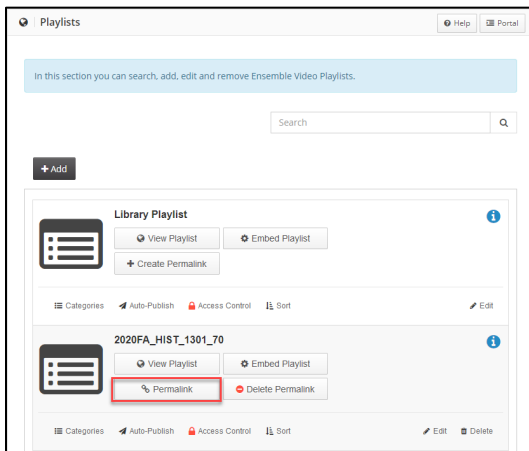
13. Click on **Playlists**.



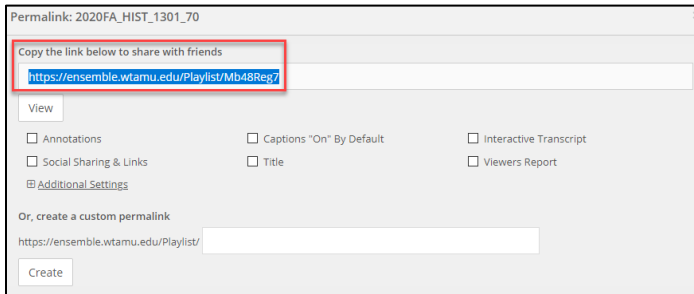
14. Locate the Playlist you want to share and click **+Create Permalink** to generate a permanent link.



15. Next click on **Permalink**.

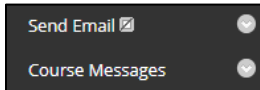


16. **Select and Copy (Ctrl + C)** the Playlist Permalink link to share.

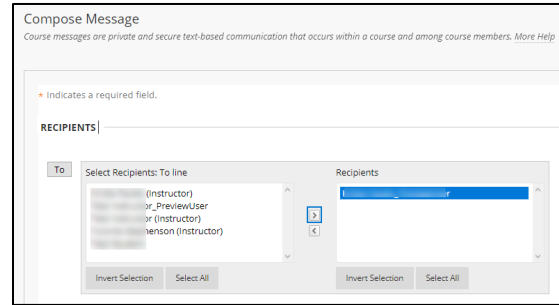
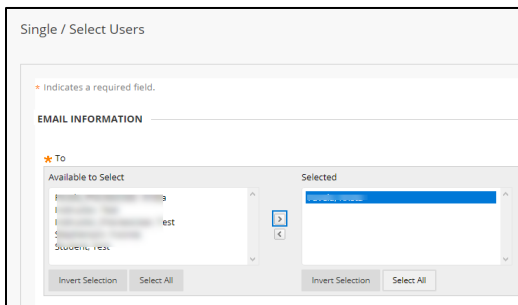


17. Go to your course in **WTClass**.

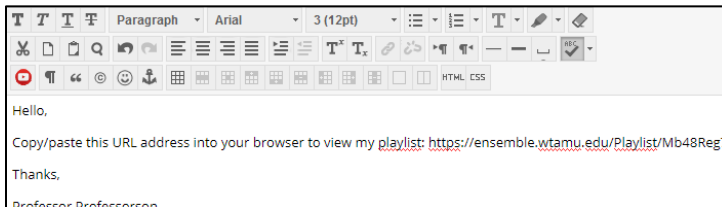
18. Select **Send Email** or **Course Messages** from your course menu.



19. Compose an Email or Course Message to your desired recipient(s).



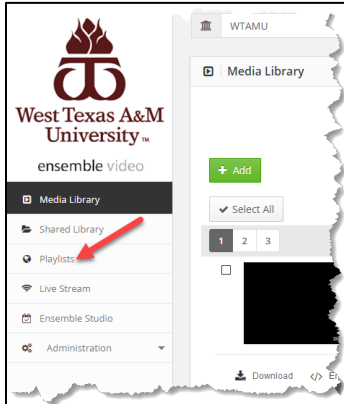
20. **Paste (Ctrl + V)** the Playlist Permalink into the body of the email or message



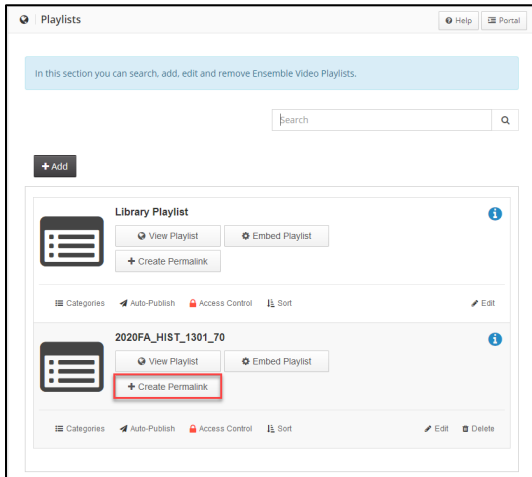
21. Click **Submit**.

TO SHARE A PLAYLIST WITH SELECT USERS OUTSIDE OF WTCLASS VIA EMAIL

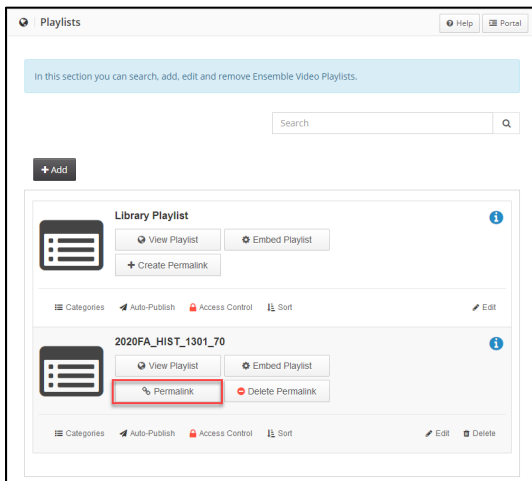
1. Access Ensemble and login at <https://ensemble.wtamu.edu/>.
2. Click on **Playlists**.



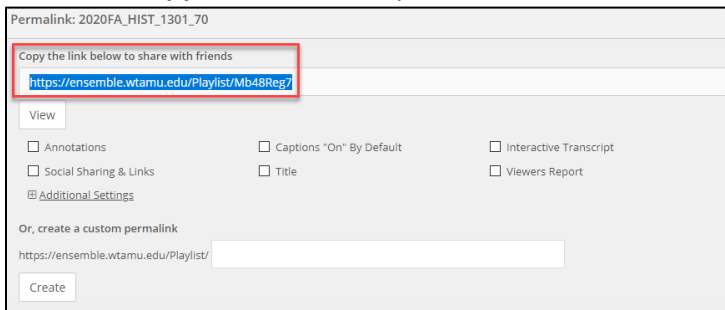
3. Locate the Playlist you want to share and click **+Create Permalink** to generate a permanent link.



4. Next click on **Permalink**.

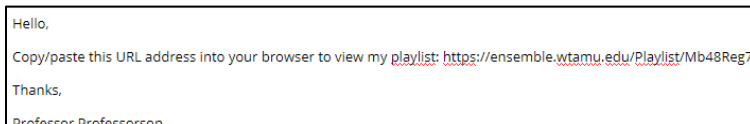


5. **Select and Copy (Ctrl + C)** the Playlist Permalink link to share.



6. Open your email and compose your message to your desired recipient(s).

7. **Paste (Ctrl + V)** the Playlist Permalink into the body of the email.



8. Click **Send**.

