

**Rationale:**

It is essential to be able to record in person or virtual lessons to help share content created in a hyflex learning environment. . By recording these sessions students who were unable to attend in person or virtually will be able to see what occurred during the class session.

At this time, integration with Brightspace is planned but not yet available. This will require instructors to manually schedule meetings and post links. Recorded meetings will need to be manually uploaded to Mediaspace for use directly in Brightspace.

Zoom is also a useful tool for departments to be able to keep social distancing by meeting virtually. The educational version of paid account may be requested through the request page at Purdue NW located at [Purdue NW Zoom Service \(Request form, guides, and FAQ\)](#). For the time being, the 40 minute time limit on free accounts is still waived although we do not know how long this benefit will continue.

If you think you will need transcription or other features, you will need to register for a paid account. If you are wanting a University funded program to use for meetings please consider using [WebEx](#).

**Creating your own account**

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your Purdue email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

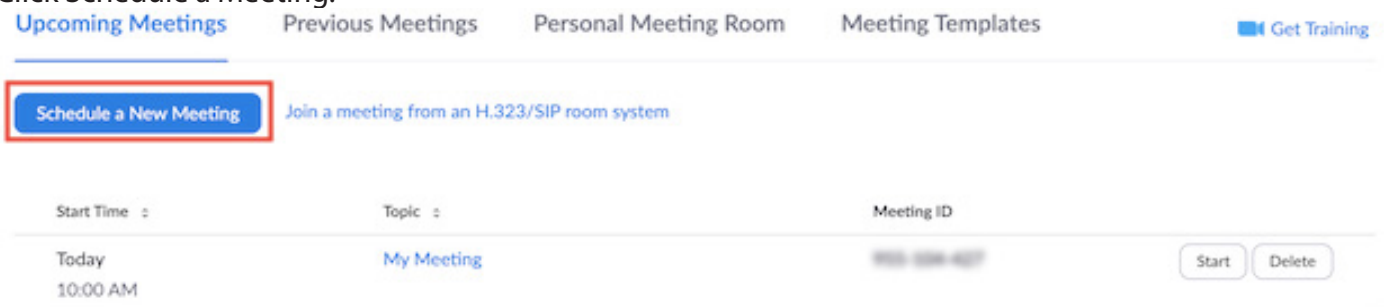
**Signing in to your Zoom account on the web**

Please visit [zoom.us/signin](https://zoom.us/signin) using your web browser such as Google Chrome, Firefox, Safari or Microsofts browser. Once logged onto the site there will be a panel on the left side where you can update your profile, schedule a meeting, edit your settings, and more.

**Scheduling a Zoom Meeting**

Sign in to Zoom via the web portal or Zoom application on your computer.

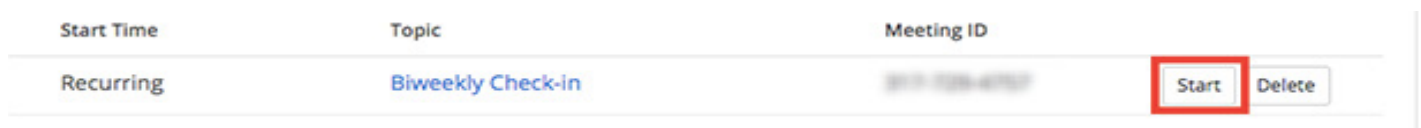
- 1. Click Meetings.
- 2. Click Schedule a Meeting.



- 3. Choose the date and time for your meeting.
- 4. Click Save.

**Hosting a Zoom Meeting**

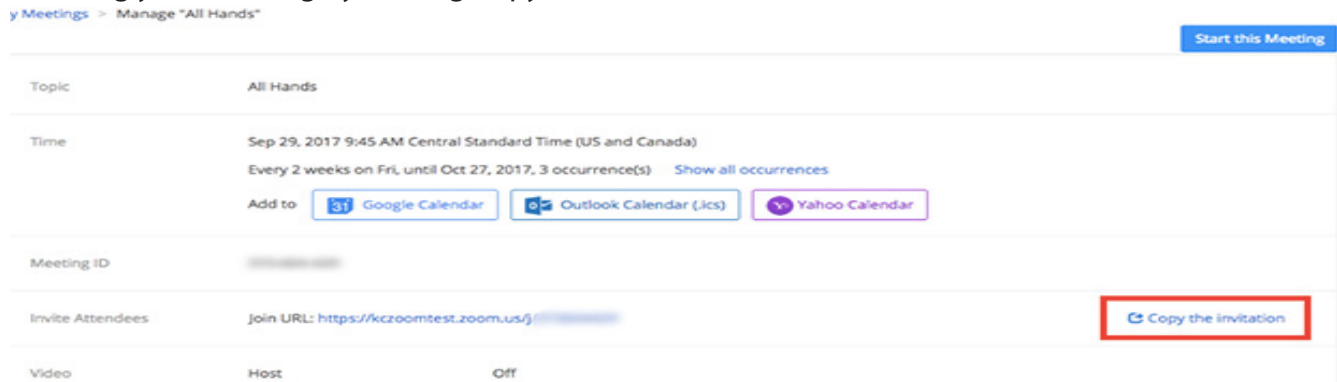
There are multiple ways to start the meeting that you are hosting. Upcoming meetings are listed in the Meetings tab within the desktop client, web interface or mobile app. By the meeting name there will be a start button, just click on this to intitiate your Zoom meeting.



The zoom client will start automatically once the Start button has been selected.

**Inviting others to join your meeting**

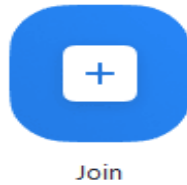
Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking Copy the Invitation.



Once you have copied the invitation link please use your email client to paste the link into your email that you will send out to your invitees.

**Joining another user's meeting**

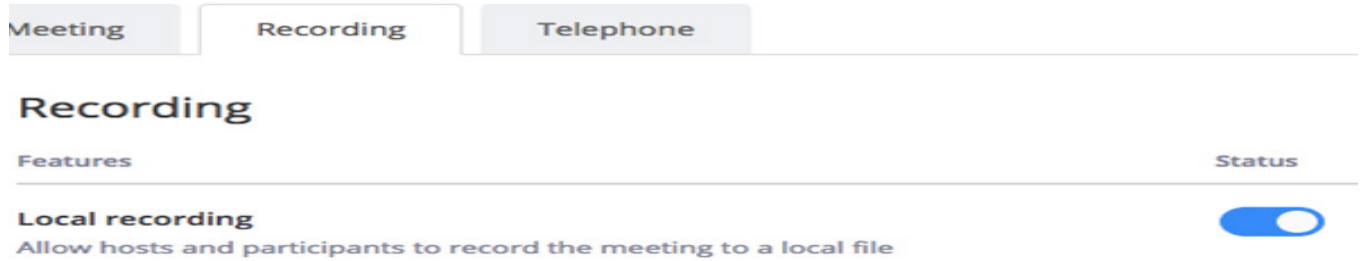
There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host has provided via email. You can also click Join in your Zoom client and enter the meeting ID.



**Recording Zoom Meetings**

In order to record a Zoom meeting you must make some changes within your account.

1. Sign into your Zoom account
2. Click Account Settings.
3. In the Recording tab, navigate to the Local Recording option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.



**Zoom Local Recording**

The host must record the meeting or grant the ability to record to a participant.

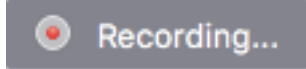
1. Start a Zoom meeting as the host.
2. Click the option to Record.



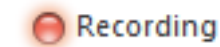
**Zoom Local Recording Continued..**

3. If there is a menu, select Record on this Computer.

Hosts will see the following recording indicator in the top-left corner while recording is active.

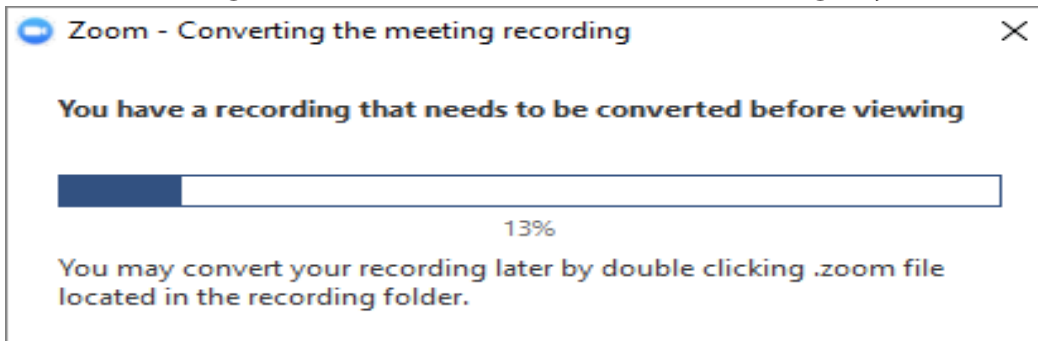


Participants will see the following indicator in the top-left corner while the recording is active.



4. Click Participants to see which participants are currently recording.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.

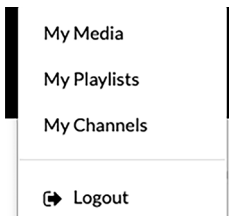


6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named Zoom\_0.mp4. The audio only file (M4A) is named audio\_only.m4a.

**Share your Meeting file via a link**

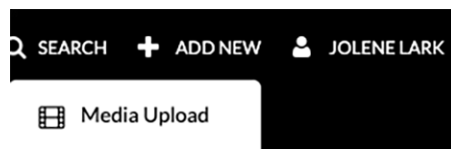
Login to MediaSpace via <https://mediaspace.itap.purdue.edu/>



- a. Click on the word Guest and click on the word Login
- b. Login with your Career Account login and password
- c. The word Guest has disappeared and you should now click on your name in the upper right corner and choose MyMedia.

**Adding Zoom Meeting File to MediaSpace**

1. Click the add new link and choose media upload



2. Drag or choose the file location of your Zoom meeting file onto the screen as shown below.

Drag & Drop a file here  
or



All common video, audio and image formats in all resolutions are accepted.

3. Another screen will appear and this is where you savewhat you want to name the recording as well as where you can enter a description about the Zoom meeting file.

**Share media file with others via direct link**

Once done filling those areas out please and choose unlisted option under the publishing status area.

- Publishing Status:
- Private - Media page will be visible to the content owner only.
  - Unlisted - Media page will be visible to anyone with a link to the page.
  - Published - Media page will be visible to individuals according to entitlements on published destinations

Then please click the save button.



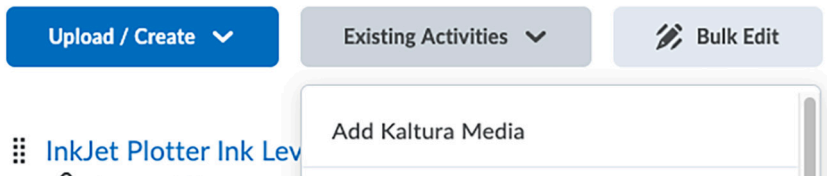
[Go To Media](#)

[Go To My Media](#)

Then click on Go To My Media to verify the file you uploaded is there.

**How to share within Brightspace**

1. Login to brightspace via <https://purdue.brightspace.com/>
2. Go under the course content menu and choose the module you want to add the Zoom recording to.
3. Check the box to the left of the Zoom meeting you are wanting to post to your class.
4. Click on Existing Activities menu and choose add Kaltura Media



5. A window will appear showing all your Kaltura Media files.
6. Find your Zoom file and then click on the embed button.



Once processed your file will then show up under the module and your students will be able to view the recording.

**Additional Resources:**

Purdue NorthWestern Zoom: <https://www.pnw.edu/information-services/services/zoom/>  
 iTap Brightspace Information: <https://www.purdue.edu/learning-management/>

**Need Additional Assistance?**

Please contact CLA IT at [ithelp@purdue.edu](mailto:ithelp@purdue.edu) or via phone at (765)496-6333.  
 Additional assistance is available at <https://www.cla.purdue.edu/facultyStaff/it/>  
 CLA IT is available Monday-Friday from 7:30am until 5pm.