

Zoom Recordings Workflow

1. Go to <https://art.zoom.us/> to access your Zoom Profile:

Video Conferencing

Join

Connect to a meeting in progress

Host

Start a meeting

Sign in

Configure your account

Read

Academy of Art University Zoom resources

2. Login with your LMS username/password:



ACADEMY *of* ART
UNIVERSITY®
FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS

Sign in with your organizational account

Sign in

Azure Multi-Factor Authentication

Please remember to use your Academy of Art issued email address as your user name (Academyart.edu, i.Art.edu, or Art.edu respectively) to the end of your username when logging in. For example, if your username was JDOE1 you would log in as JDOE1@art.edu.

© 2016 Microsoft

3. Click on Recordings tab on the left (Cloud Recordings should be selected).

Filter out dates (in red), and click on Search to decrease number of recordings shown to one semester:

The screenshot shows the Zoom Recordings interface. On the left is a navigation menu with 'Recordings' selected. The main area has tabs for 'Cloud Recordings' and 'Local Recordings'. A date filter is set from '09/01/2020' to '12/31/2020', with the dates highlighted in red. Below the filter is a search bar and an 'Export' button. A table of recordings is displayed with columns for Topic, ID, Start Time, and File Size. Each row includes a 'Share...' button and a 'More' dropdown menu.

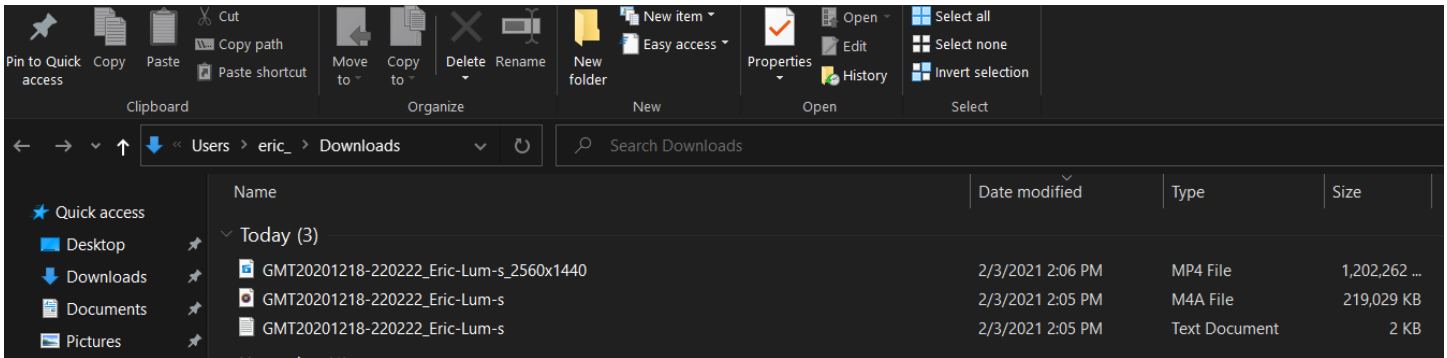
Topic	ID	Start Time	File Size
Eric Lum's Personal Meeting Room	425 792 0625	Dec 18, 2020 01:57 PM	3 Files (1.36 GB)
Eric Lum's Personal Meeting Room	425 792 0625	Dec 18, 2020 08:44 AM	3 Files (1.25 GB)
Eric Lum's Personal Meeting Room	425 792 0625	Dec 10, 2020 02:01 PM	3 Files (143 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Nov 19, 2020 04:59 PM	3 Files (633 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Nov 12, 2020 02:00 PM	3 Files (972 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Nov 5, 2020 03:02 PM	3 Files (411 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Oct 29, 2020 02:56	3 Files (1.16 GB)

4. Look at the dates to see which recordings you want to save (if you think it's important to save all the recordings you can do so). For the recording(s) you wish to save, go to More – click on 'Download (3 files)' – this will save to your local computer download folder.

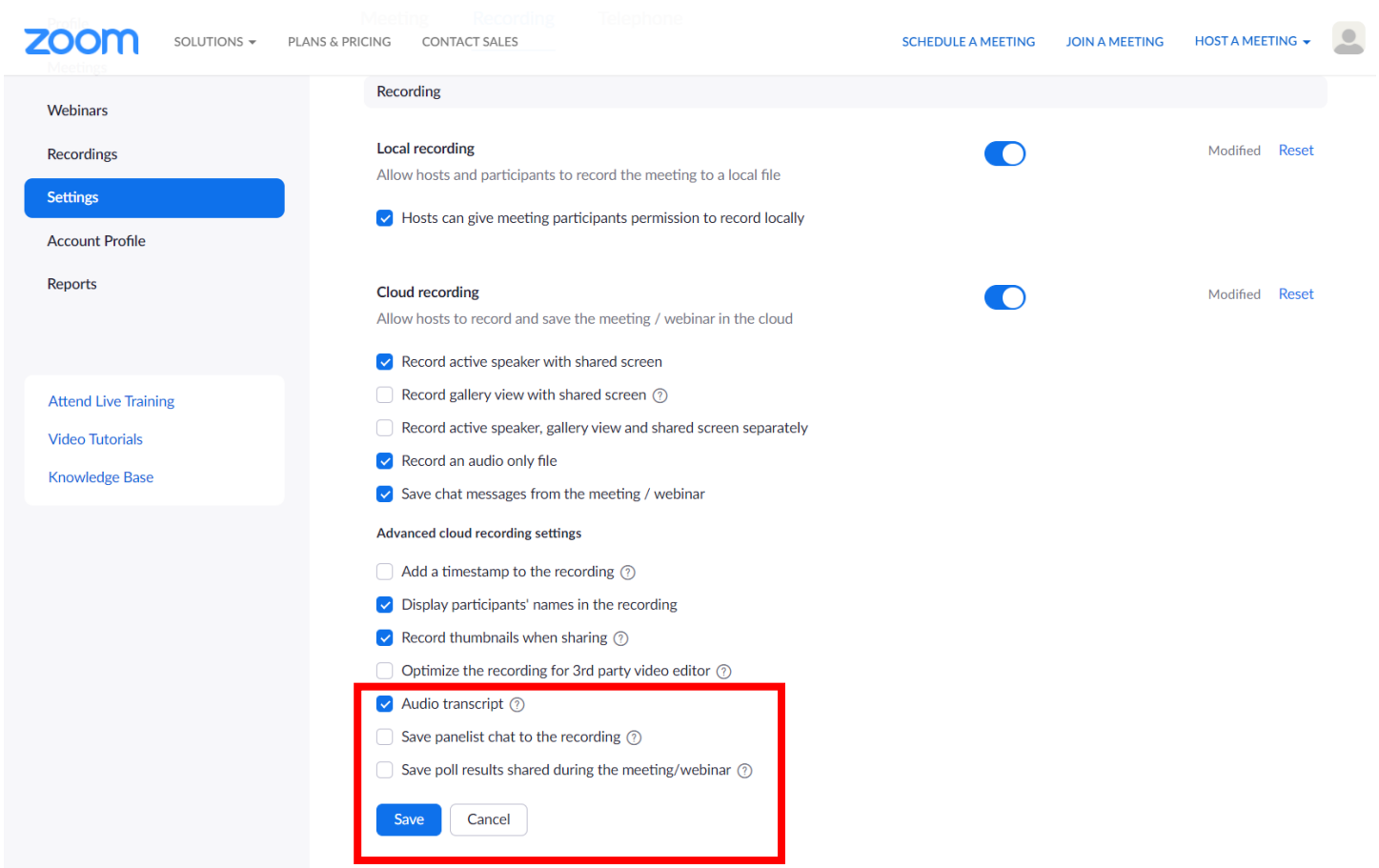
This close-up shows the 'More' dropdown menu for a recording. The menu is open, showing options: 'Share...', 'Download (3 files)', and 'Delete'. The 'Download (3 files)' option is highlighted, indicating it is the action being taken.

Topic	ID	Start Time	File Size
Eric Lum's Personal Meeting Room	425 792 0625	Dec 18, 2020 01:57 PM	3 Files (1.36 GB)
Eric Lum's Personal Meeting Room	425 792 0625	Dec 18, 2020 08:44 AM	3 Files (1.25 GB)
Eric Lum's Personal Meeting Room	425 792 0625	Dec 10, 2020 02:01 PM	3 Files (143 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Nov 19, 2020 04:59 PM	3 Files (633 MB)
Eric Lum's Personal Meeting Room	425 792 0625	Nov 12, 2020 02:00 PM	3 Files (972 MB)

5. For each recording, there will be 3 files:
 - XXX.txt file – this is a print out of the chat messages during the meeting (should not be needed unless specific notes need to be saved)
 - XXX.M4A file – this is a recording only of the audio portion of the meeting; this should be discarded
 - XXX.MP4 file – this is the actual video recording (with audio) that you should save. Note the first part of the file name refers to the time, followed by the record



6. There may be an additional file labeled xxx.transcript.vtt (not shown here) – you may have this file if you turned ‘audio transcripts’ on, otherwise this will not appear. It is a transcription of the meeting automatically generated by Zoom – if you have this file, please save it also. Beginning this Spring semester 2021, this will be a requirement for all Zoom meetings. To turn this feature on, in your Zoom profile, go to Settings > Recording > Audio transcript (remember to save):



7. *For NAAB related recordings or other events which should be stored on the ARH OneDrive for department use, please follow these directions:*

Please put each recording set (recording + transcript if available) in a separate folder that is clearly labeled with its contents and date (ex. ARH 650 OL1 FA20 Midterm Review 20201015 [YEARMONTHDAY]), and store in a shareable cloud link. This can be your own Dropbox if you have one or use the Microsoft OneDrive that you have available as an AAU Instructor (to access your Microsoft 365 account, see <https://office.com/>). Note that a semester's worth of recordings can be rather large (at least 15 – 20 GB if recorded weekly), so you may be selective in terms of what you or the Academy want to save.

8. Send your shared folder links to Erin Berta (eberta@academyart.edu), and please cc: Iryna Moskalenko at IMoskalenko@academyart.edu.