

Moving a Zoom Recording

After recording a meeting in Zoom, the recording will automatically be placed inside your “Meeting Recordings” folder in the My Folder area. This document will show you how to move the video from that folder to the corresponding course folder.

Please Note: Recording a session in Zoom using the Cloud Recording option will automatically send a copy of the recording to Panopto. If you are given the option to choose between recording to the cloud and recording to your computer, make sure to select “Record to Cloud”. You will need to locate and manually upload the recording to Panopto if you select “Record to Local Computer.”

Locating and Moving the Recording

Once you’ve recorded in Zoom, you can locate the recording in Panopto.

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Log in with your TU **NetID and Password**. You will be directed to your **My Folder** area
3. Click on the **Meeting Recordings** subfolder.

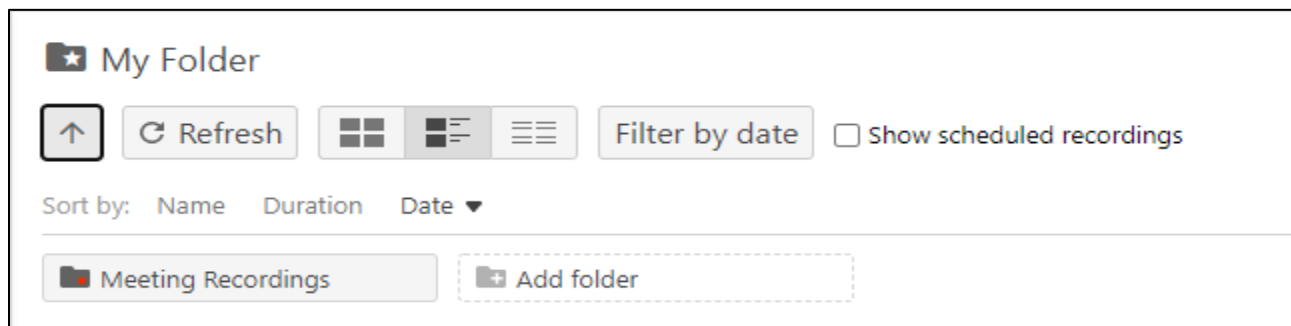


Figure 1

4. Locate the recorded session. The name of the video will be the session name and the session information will be listed below.

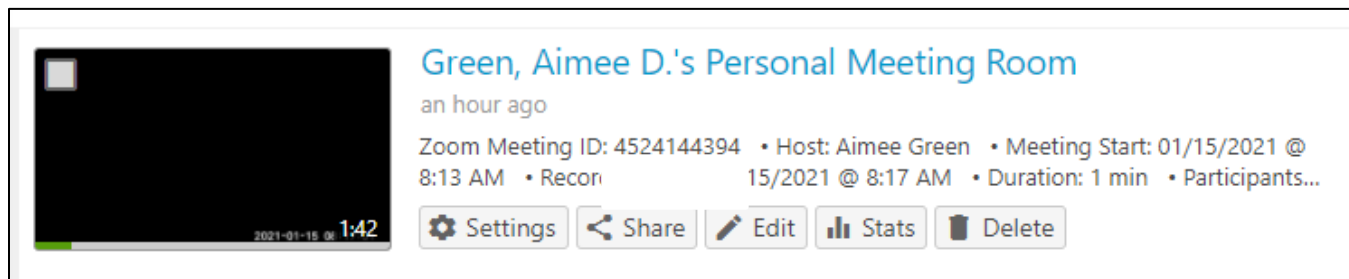


Figure 2

5. Click **Settings**
6. Next to the **Folder** name, click on **Edit**
7. In the drop down, select the corresponding course folder, then click **Save**
8. The video will now be moved to that folder

In a Zoom recording, there are separate files for transcripts and chat messages. In Panopto, the transcript becomes the captions, and the chat messages are added to the discussion section of the video.

Zoom Recording Default Folder

1. Navigate to <http://towsonu.hosted.panopto.com/>
2. Enter your Towson **Username** and **Password**
3. Click on your **Name** in the top right corner
4. Click on **User Settings**
5. Scroll down to **Zoom Recording Import Settings** and click the **Edit** link
6. Click the **Dropdown Arrow** and select the **Folder** where you want all of your recordings to be saved
7. Click **Save**

*Note: These steps will send **all** recordings from Zoom into the selected folder. You only want to change the default folder if you are sure that all videos you record in Zoom can be accessed by those who have access to the selected folder. You can also create folder mappings under this section to send videos to different folders automatically based on meeting ID.*