

Zoom

Zoom and Panopto

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Recording a session in Zoom using the Cloud Recording option, will automatically send a copy of the recording to Panopto. This document will walk you through how to locate and move the Zoom recording in Panopto, how to share with others outside of Panopto, and how to delete the recording in both Zoom and Panopto.

NOTE: Once the Spring 2021 semester ends, recordings will only be saved in Panopto. Any recording in Zoom older than six months will be deleted starting on March 29, 2021. On that date, recordings from Sept. 29, 2020 & earlier will be deleted. This will be an ongoing maintenance process and will remove Zoom videos six months and older from the current date. **Panopto recordings will remain on the system up to 3 years after their last view date.**

Download Recordings from Zoom

1. Navigate to <https://zoom.towson.edu> and click **Sign In**
2. Log in with your TU **NetID and Password**
3. Click **Recordings** on the left
4. Locate the recording you wish to download
5. Under the **File Size** heading, click on the number of recordings listed
6. On the next page, select which recording you'd like to download. Panopto will only accept video files so you cannot upload the chat or audio transcriptions.
7. Save the video(s) to your computer. You can now upload them to Panopto.

Deleting a Zoom Recording

The steps below will show you how to delete a recording from Zoom. If you have recorded a meeting in Zoom and wish to delete it, you will need to delete both the Zoom recording and the recording in Panopto.

1. Navigate to <https://zoom.towson.edu/>
2. Click **Sign In**
3. Log in with your TU **NetID and Password**
4. On the left menu, click **Recordings**

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Green, Aimee D's Personal Meeting Room		Jan 15, 2021 08:13 AM	5 Files (8 MB)	Share... More ▾
<input type="checkbox"/>	Aimee Test 2		Jan 12, 2021 08:43 AM	4 Files (5 MB)	Share... More ▾

Figure 3

Zoom: Zoom and Panopto

5. Locate the recording you wish to delete
6. Click **More** next to that recording
7. Select **Delete**
8. On the pop up window, click **Yes**

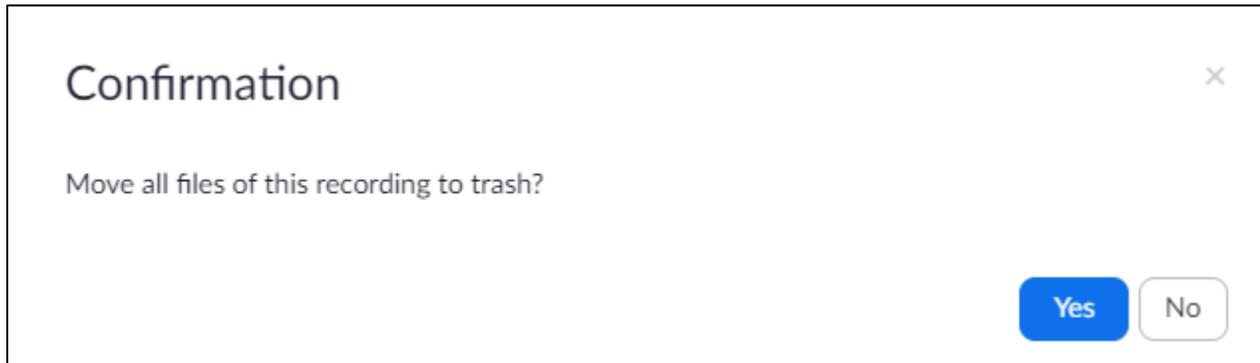


Figure 4

9. The recording is now deleted.

Upload Videos through Panopto Website

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Select **Blackboard** from the drop down and click **Sign In**
3. Log in with your **NetID and Password**
4. Locate the folder you would like to upload the video to
5. Click **Create** at the top, then select **Upload Media**
6. Locate the file (or files) to upload and click Submit

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. Select **Blackboard** from the drop down and click **Sign In**
3. Log in with your TU **NetID and Password**. You will be directed to your **My Folder** area
4. Click on the **Meeting Recordings** subfolder.

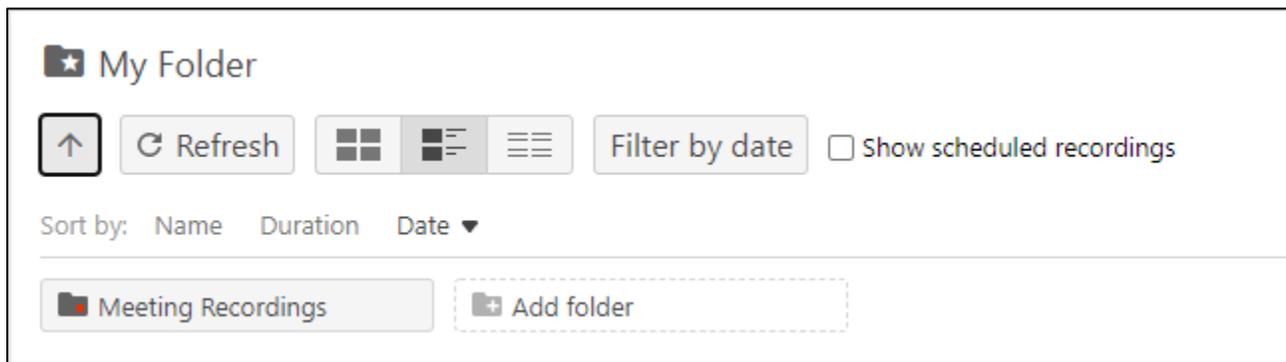


Figure 1

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

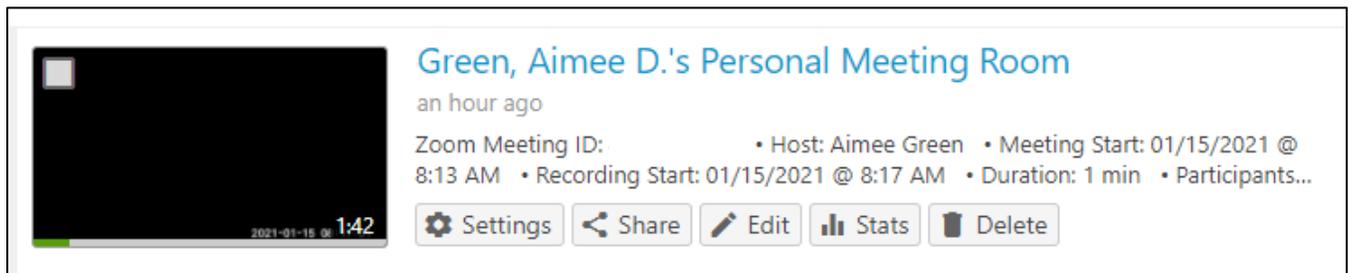


Figure 2

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

Before you share:

When you share a video, you have the option to share either the video itself, or the folder the video is located in. If you share a video, the users will only be able to see the video. If you share the folder, the users will be able to see any videos located inside that folder, as well as any subfolders.

Please Note: *If the video has student's names, faces, or voices, and you are sharing the video outside the class the student is in (i.e. to another class, another instructor, outside user, etc.), you will need permission from all students in the video to share it. For more information, see the "Instructional Lecture Capture Guidelines and Release Form" at the bottom of the [TU Panopto webpage](#).*

How to Share

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Select **Blackboard** in the drop down and click **Sign In**
3. To share a video, locate the video, then click **Share** underneath the video name.
4. To share a folder, enter the folder, click the **Settings** option in the top right, then click the **Share** option on the left menu.
5. Once you've selected the share option, click the **Save** button at the bottom of the page.

6. Copy the URL from the top of the Share page and send to the users to share.

Sharing Options

Specific People: This allows you to share the video with specific people, allowing them to view the video. You will need the user's email to proceed.

Anyone at your organization with the link: This allows you to send the video link to anyone at Towson and let them view the video. They will need to log in to view the video.

***Please Note:** This will allow the user to forward the link to other Towson users and they will also be able to view the video. If you do not want people to be able to forward the link, please use the Specific People option.*

Anyone with the link: This allows you to send the video link to anyone and they will be able to view the video, regardless of whether or not they have a Towson Panopto account. Users are not required to log in to view the video with this option.

***Please Note:** This will allow the user to forward the link to anyone else and they will also be able to view the video. If you do not want people to be able to forward the link, please use the Specific People option.*

Deleting a Video on the Panopto site

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Select **Blackboard** from the drop down, then click **Sign In**
3. Enter the folder that the video is in and locate the video
4. Hover your mouse over the video name and select **Delete**
5. Click **Yes** or **OK** on the pop up to verify you want to delete the video
6. The video has now been deleted