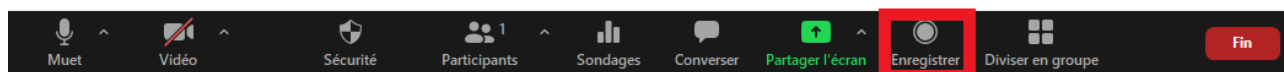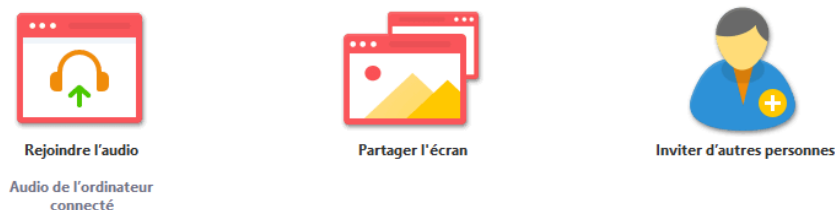# RECORDING YOUR VIRTUAL CLASS

You can launch the audio and video recording of your virtual class in order to save it and then share it with your students.
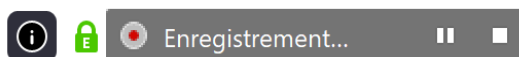
1 - Launch the recording

- Click on "Record" in the toolbar, bottom right:

- The recording starts and will be stored automatically in the Zoom Cloud.

In the top left of the window, you will see that your session is being recorded:
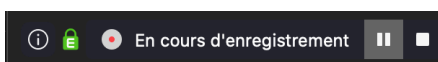
NB: the students will receive an alert when you are recording a virtual class. They are invited to switch off their camera and microphone if they do not wish to be recorded.
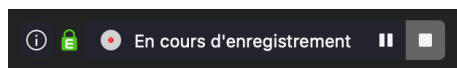

2 - Pause the recording

● Click on "Pause" to interrupt the recording and "Play" to resume the recording

3 - End the recording

To end the recording, click on the button "Stop"

Your recording will be available once you have closed your virtual class. To do this,

● Click on the button "End the meeting" in the toolbar, bottom right:


4 - Find your recording

● After recording a virtual class on Zoom, you will receive an email with a link to a direct download. Click on the link or go directly to your Zoom account page and click on the **download** tab.
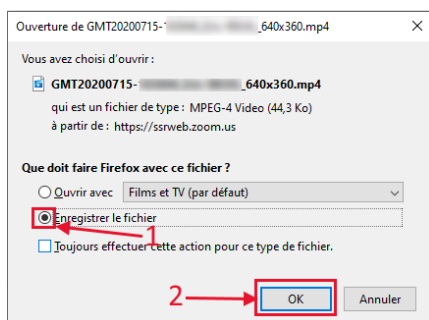
● Processing can take a long time and you may not receive the email for several hours. Plan on 24 hours between the time that you record your session and the time when you will be able to publish it.

- Click on the "**Download**" button that corresponds to the video that you would like to share.
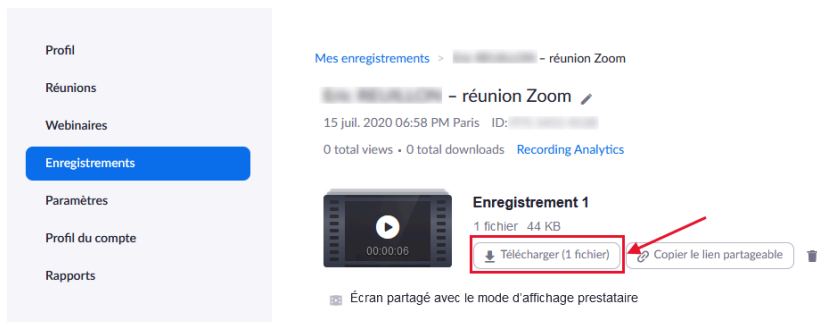
- A new window will open. Click on the "**Save file**" button (1) and then click on "**OK**" (2),

- Your video is now available in the "**Downloads**" file on your computer.

- You can now share it with your students on Moodle (5) or on the Google Drive (6).

Want to improve security for your recording? See this information sheet.

5 – Upload your recording to Moodle

In order to have all your teaching materials in the same place, teachers who already use Moodle can publish their video in their Moodle course space.

- Tutorial: Publish a recording made with Zoom

SciencesPo

6 - Upload your recording to Google Drive

- Connect to your Sciences Po Google Drive Sciences Po Drive.
- Login using your Sciences Po account (firstname.lastname@sciencespo.fr) and your password.
- Click on "My Drive" and then click once on the folder where you would like to store your video (for example, in a dedicated folder for a particular class).
- To upload the video to the folder, click on "New" (1) and then "File upload" (2):
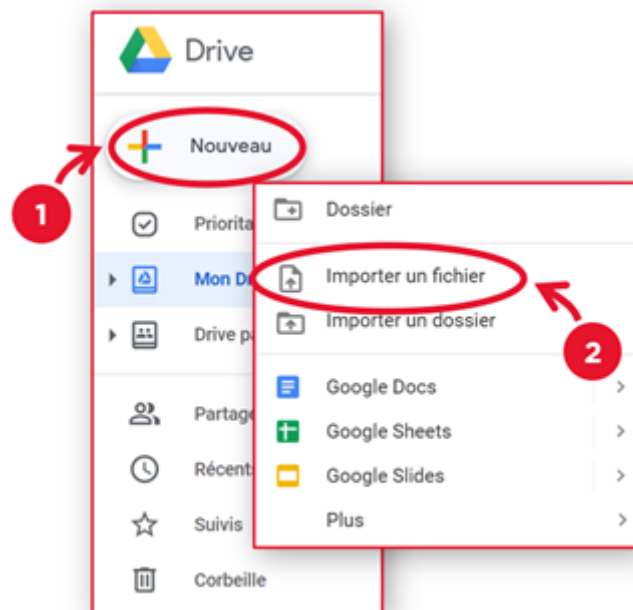
- Access the folder on your computer containing the video file that you downloaded from the Zoom Cloud, then double click on the file (1):

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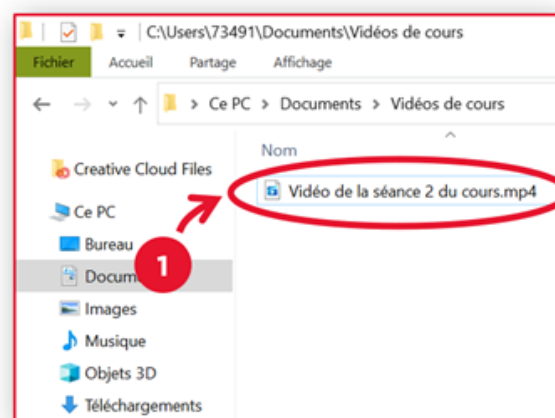
- Once it is on the Drive, share the video by clicking right on the file and choosing "Share" from the pulldown menu.
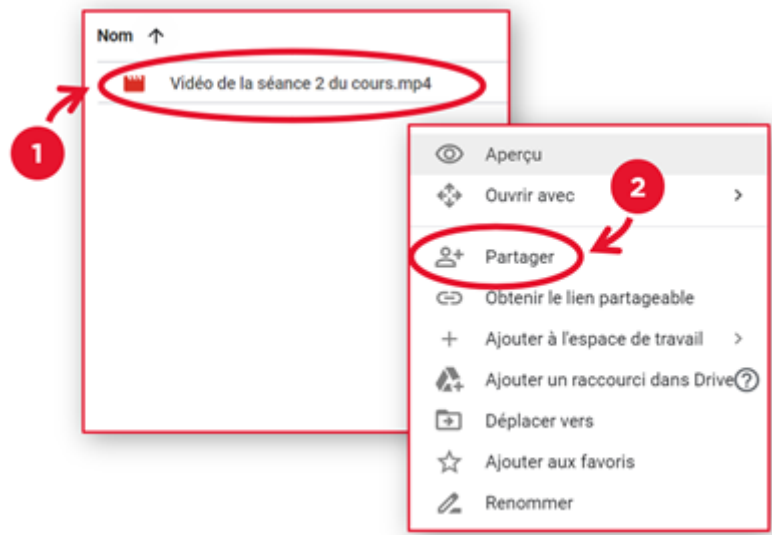
- In the "Share with people and groups" field (1), add the group that corresponds to your course. To find the group, type your name or your class number directly in the field and click on the appropriate group:
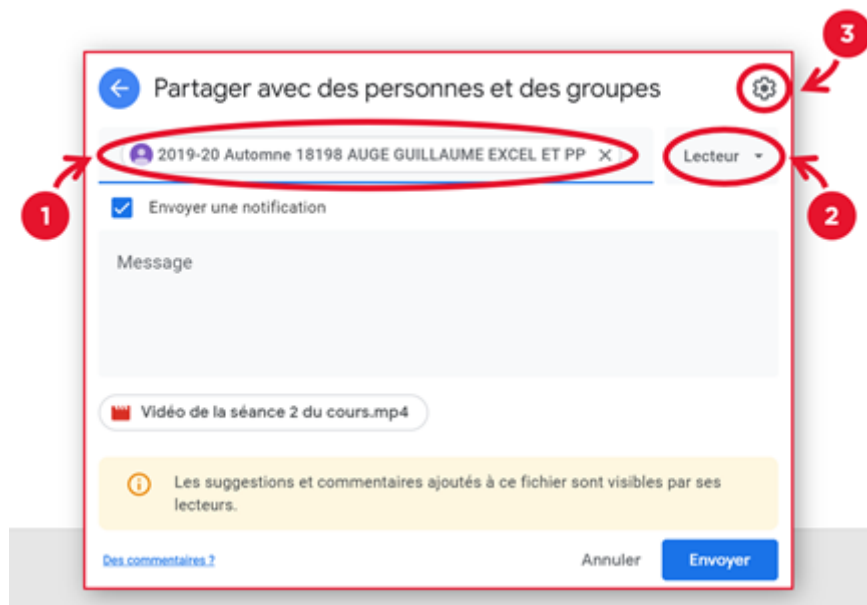
- Choose the "viewer" role (2), then click on the "Share settings" button (3) at the top right of the window.

- **Uncheck the box** **"viewers and commenter can see the option to download, print, and copy"** (4).

- To return to the preceding screen, click on the "Back" arrow.
- Finally, click on "Send." By default, an email is automatically sent to each student to let him or her know that the video is available on the Drive.