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.

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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:





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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.

Cette réunion est enregistrée
Si vous ne souhaitez pas être enregistré, vous pouvez couper votre caméra et/ou votre micro. Pour toute question : ingenum@sciencespo.fr, Droits RGPD : cnil@sciencespo.fr.
Plus d'information lire mentio Continuer Quitter la réunion

2 - Pause the recording

• Click on "Pause" to interrupt the recording and "Play" to resume 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:



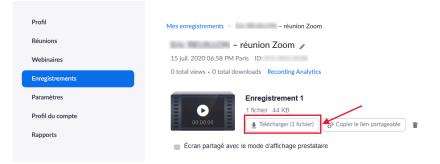
4 - Find your recording

• 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),

Ouverture de GMT20	200715-1640x360.mp4	×
Vous avez choisi d'o	uvrir :	
GMT2020071	5640x360.mp4	
qui est un fich	ier de type : MPEG-4 Video (44,3 Ko)	
à partir de : h	tps://ssrweb.zoom.us	
Que doit faire Fire	fox avec ce fichier ?	
○ <u>O</u> uvrir avec	Films et TV (par défaut) \checkmark	
Inregistrer le	fichier	
<u> </u>	ctuer cette action pour ce type de fichier.	
	2 — OK Annuler	

- 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.

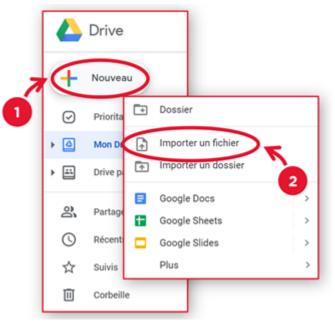
5 – Upload your recording to Moodle

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

6 - Upload your recording to Google Drive

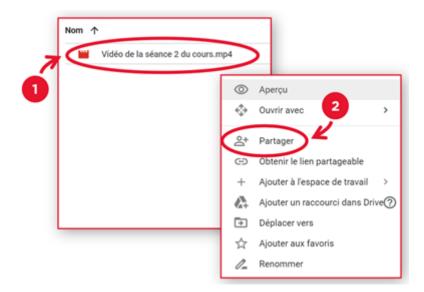
- Connect to your Sciences Po Google Drive Sciences Po Drive.
- Login using your Sciences Po account (firstname.lastname@sciencespo.fr) and your password.
- Click on "My Drive" and then click once on the folder where you would like to store your video (for example, in a dedicated folder for a particular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



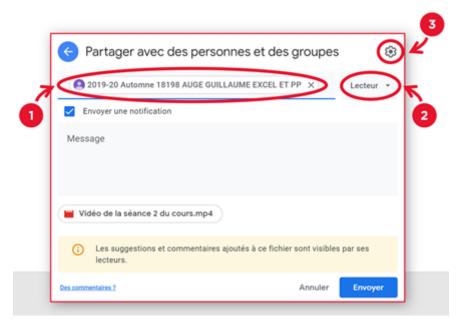
• Access the folder on your computer containing the video file that you downloaded from the Zoom Cloud, then double click on the file (1):

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Creative Cloud Files		
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🖊 Téléchargements		

• Once it is on the Drive, share the video by clicking right on the file and choosing "Share" from the pulldown menu.

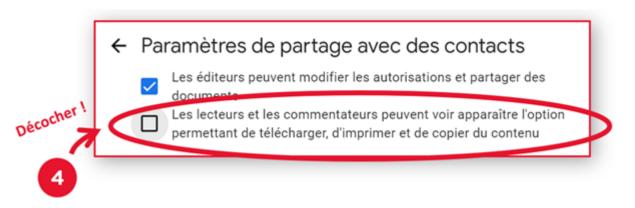


• In the "Share with people and groups" field (1), add the group that corresponds to your course. To find the group, type your name or your class number directly in the field and click on the appropriate group:



• 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.