

# Copy a Zoom Cloud Recording to Mediasite

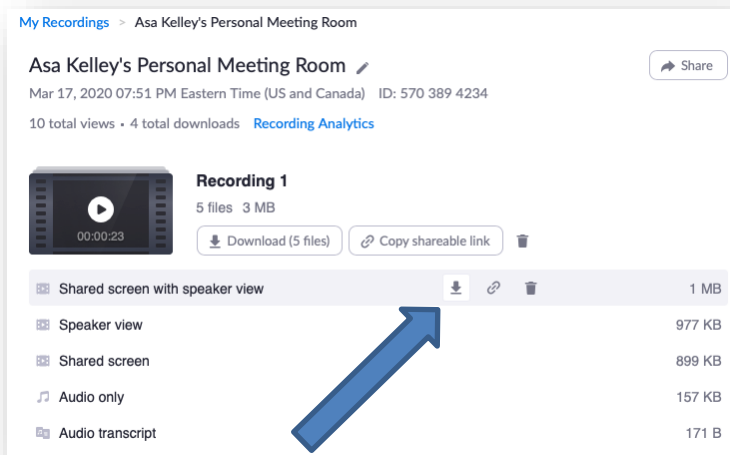
Why copy a Zoom Cloud Recording to Mediasite? Zoom does get purged every few months, and if you created class content using Zoom, and you want to reuse it for another semester, you should copy and share through Mediasite.

1. Begin in the Zoom Web Portal Recordings page: <https://bloomu.zoom.us/recording>
2. Click the Topic of the presentation you want to copy.
3. Choose **one** video file to download:
  - a. Shared screen with speaker view: shows both active speaker view and shared content.
  - b. Shared screen with gallery view: shows both gallery view and shared content.
  - c. Active Speaker: shows the active speaker view only.
  - d. Gallery View: shows the gallery view only.
  - e. Shared Screen: shows the shared screen only.

**NOTE:** Shared screen options will not be available if content was not shared during the recorded portion of the meeting. Gallery options will not be available if more than one webcam was not active at any one time during the recorded portion of the meeting.

More details and samples are available here: <https://support.zoom.us/hc/en-us/articles/360025561091>

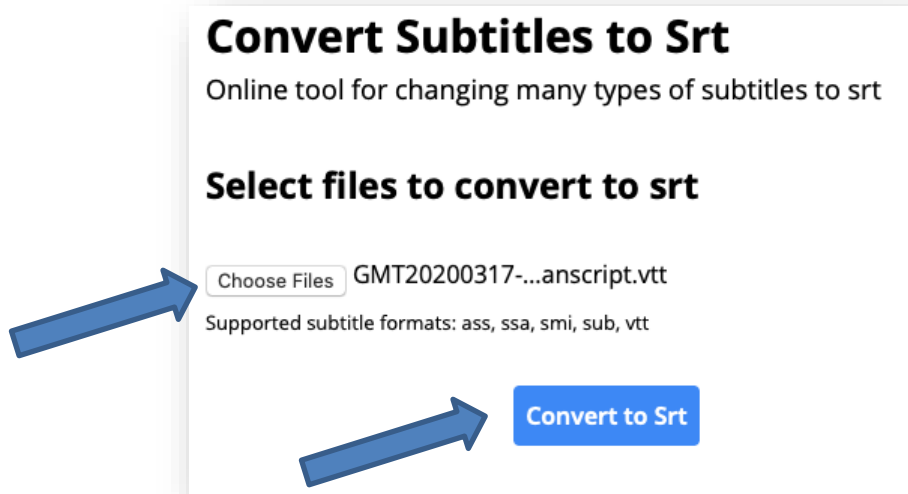
4. Hover over the desired video option and click the download icon.



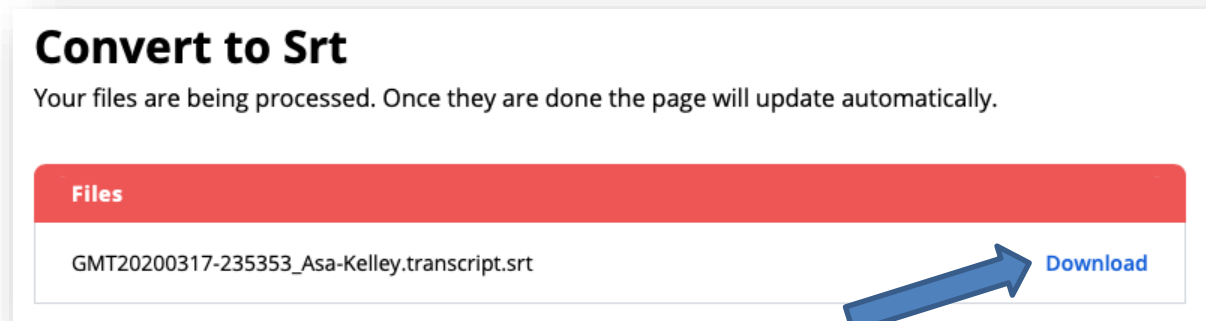
5. If desired, also download the Audio transcript in order to create Closed Captions.



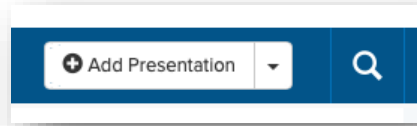
- Zoom and Mediasite use two different formats for transcript/caption files. A free online utility must be used to convert the file. Open <https://subtitletools.com/convert-to-srt-online> in a web browser.
- Choose the vtt file you downloaded in step 5.
- Click "Convert to Srt"



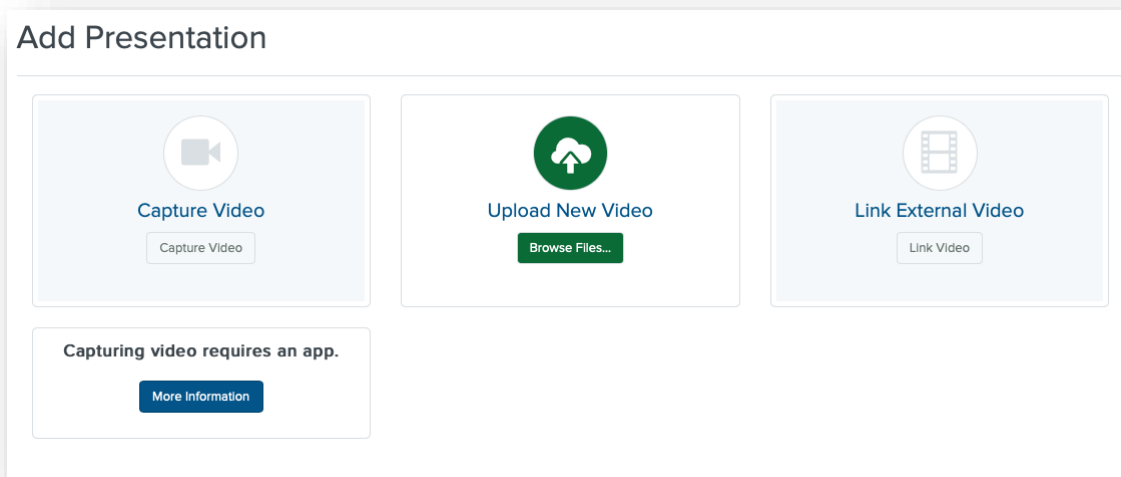
- Click "Download"



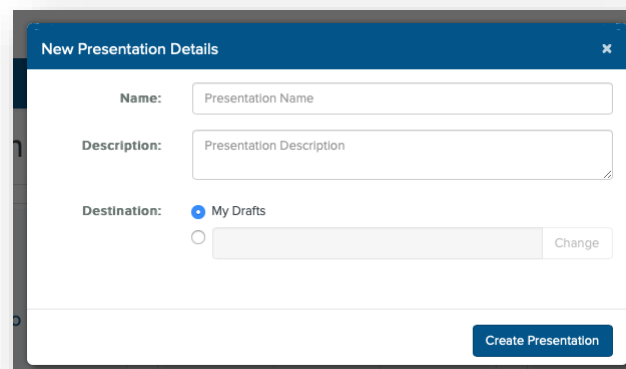
10. Open MyMediasite via the Resources menu in a BOLT course or directly at <http://mymediasite.bloomu.edu>.
11. Click “Add Presentation” in the top right corner.



12. Click “Upload New Video”

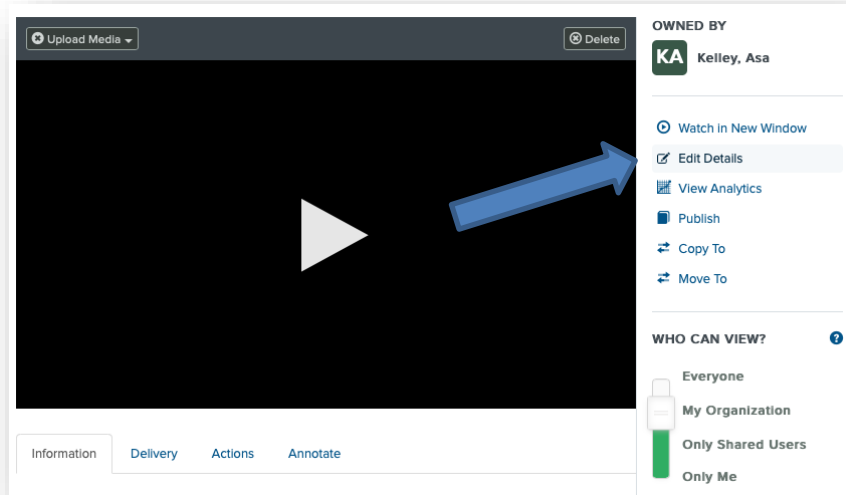


13. Choose the mp4 file you downloaded in step 4.
14. Enter a name for the presentation and a description if desired. Choose a destination if desired.
15. Click “Create Presentation”.



16. Wait for upload progress bar to finish.  
After the upload completes, the status should read “Queued for Processing” or “Currently Working”.

17. Click “Edit Details” in the right side menu bar.



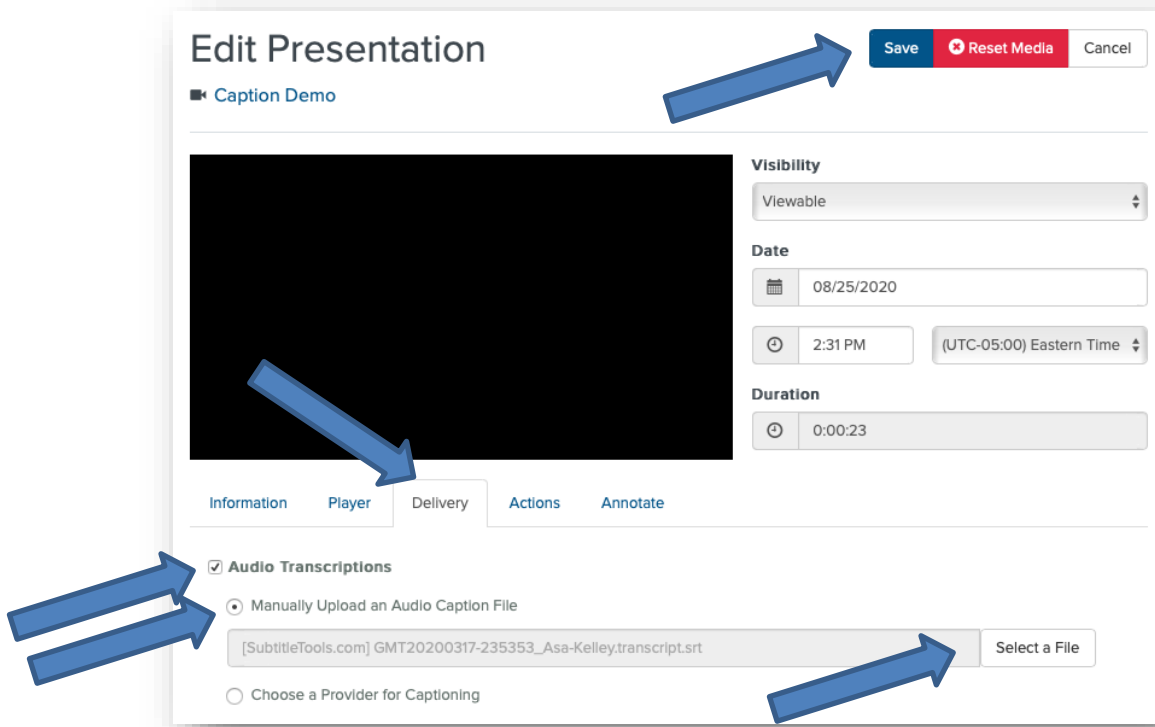
18. Click the “Delivery Tab”

19. Check the “Audio Transcriptions” box.

20. Choose “Manually Upload an Audio Caption File”

21. Choose the srt file you downloaded in step 9.

22. Click “Save”



23. Share the presentation as desired.