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: <u>https://support.zoom.us/hc/en-us/articles/360025561091</u>

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

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	PM Eastern Time (US and Canada) ID: 570 389 4234	
0 total views • 4 to	otal downloads Recording Analytics	
-	Recording 1	
00:00:23	5 files 3 MB	
00:00:23	Download (5 files) 🖉 Copy shareable link	
Shared screen	with speaker view 👱 🧷 📋	1 MB
Speaker view		977 KB
Shared screen		899 KB
Audio only		157 KB
Audio transcrip	t i i i i i i i i i i i i i i i i i i i	171 B

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



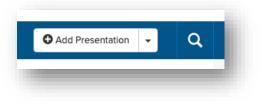
- 6. Zoom and Mediasite use two different formats for transcript/caption files. A free online utility must be used to convert the file. Open https://subtitletools.com/convert-to-srt-online in a web browser.
- 7. Choose the vtt file you downloaded in step 5.
- 8. Click "Convert to Srt"



9. Click "Download"

Convert to Srt Your files are being processed. Once they are done the page will update	te automatically.
Files	
GMT20200317-235353_Asa-Kelley.transcript.srt	Download

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



12. Click "Upload New Video"

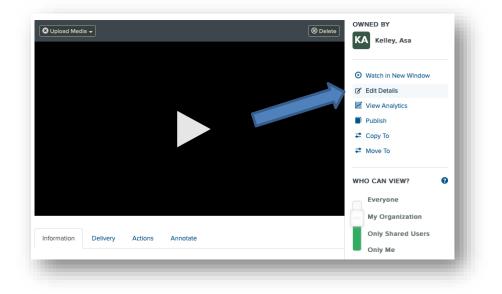
Capture Video	Upload New Video Browse Files	Link External Video
Capturing video requires an app.		
More Information		

- 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".

Name:	Presentation Name	
Description:	Presentation Description	
Destination:	 My Drafts 	
	0	Change
		Create Presentation

16. Wait for upload progress bar to finish.

After the upload completes, the status should read "Queued for Processing" or "Currently Working".



- 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"

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Information	Player Delive	ery Actions	Annotate			

23. Share the presentation as desired.