

Linking Zoom recordings or mp4 files into Blackboard-

If you stored recordings made in Blackboard or otherwise on your computer, you should upload those into Echo for viewing by your students.

If you have used Zoom for a class, you can record the meeting within Zoom, which will produce several files, stored on your computer.

om > 2020-02-07 14.01.27 Randy Tyndall's Zoom Meeting 36243... Search 2020-02-07 14.01.27 Ra... 🔍

<input type="checkbox"/> Name	Date modified	Type	Size
 audio_only.m4a	2/7/2020 2:07 PM	M4A Audio File (V...	1,704 KB
 playback.m3u	2/7/2020 2:07 PM	M3U Other File (V...	1 KB
 zoom_0.mp4	2/7/2020 2:07 PM	MP4 Video File (V...	24,118 KB

By default, the audio/video file (MP4) will be named zoom_0.mp4.

If you have other mp4 files, please follow the following instructions.

Upload via Echo360-

Login to Echo 360 [<https://echo360.org>], with your UML credentials. Please follow the following tutorial for the rest:

<https://echo360.org/media/5d4f47e7-1342-439c-ab67-3b13544a6068/public>

note: Please alert classroomtech@uml.edu if you have trouble logging in.

You can copy the link and share that within Blackboard.

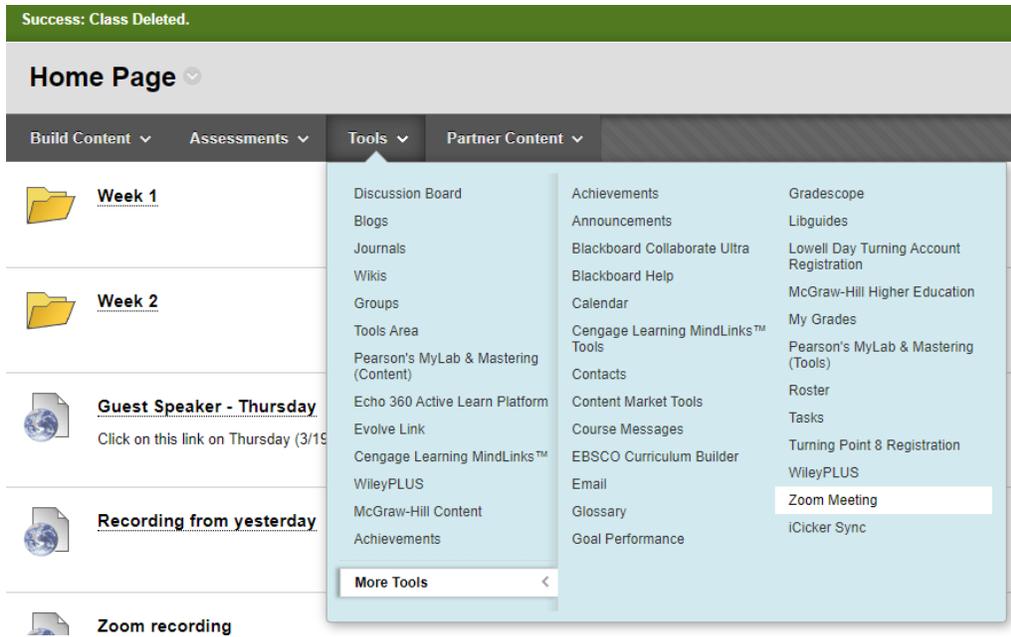
Using Zoom within Blackboard-

Once you have linked your Zoom account with Blackboard, you can schedule Zoom meetings via Blackboard. Note: recordings made in the cloud via Zoom are placed into your Blackboard account.

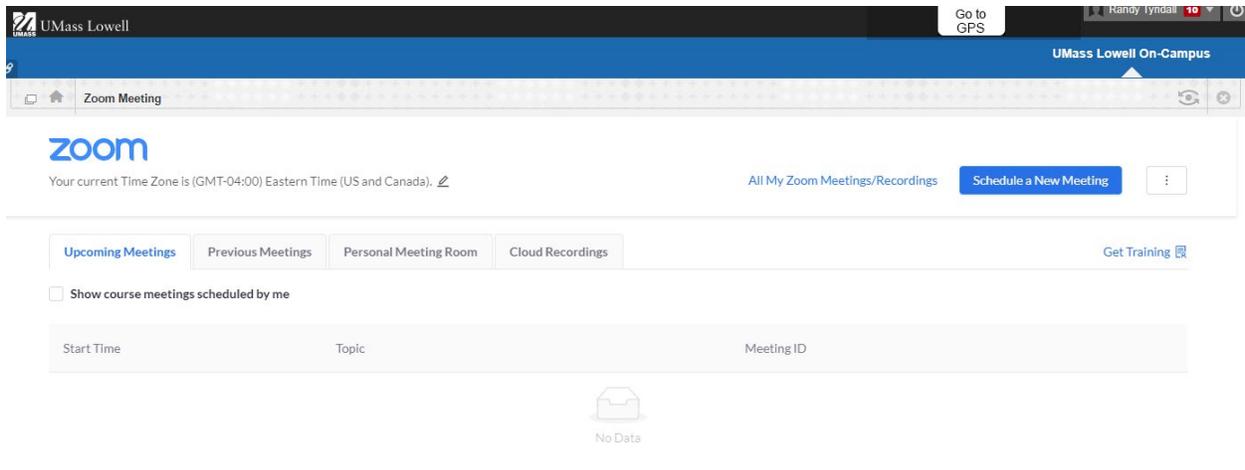
1. Make sure that you have a Zoom account.

Your account is tied to your UML credentials, so if you log into <https://uml.zoom.us> and don't get an error message, you have a Zoom account.

2. Log into your Blackboard course.
3. Go to your Home Page for your course. Select Tools, then More Tools.
4. Choose Zoom Meeting.



5. Title the Zoom Meeting. It can be Class Recordings or Live class. If you want, you can enter more info in the Text area (example- Join this class live every MWF at 9am).
6. Hit Submit.
7. Click on the Zoom Meeting icon now in your Home Page.
8. You can now schedule meetings and see previous meetings, as well as cloud recordings.



Schedule an upcoming meeting by clicking on the blue Schedule a Meeting icon on the right. Enter the usual meeting info, such as when and for how long. You can schedule recurring meetings (like my example) by clicking on Recurring Meeting, then telling it how often. In my case, I selected Weekly and also selected which days I am meeting.

Time Zone GMT-04:00 Eastern Time (US and Canada) ▾

Recurring meeting **Every week on Mon,Wed,Fri, until Apr 30,2020, 18 occurrence(s)**

Recurrence Weekly ▾

Repeat every 1 ▾ week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By 04/29/2020 After 7 occurrences

Before you hit Save, if you want to record your meetings, click on the box telling Zoom to record the meeting. You should choose in the cloud, which will upload the recording to Zoom.

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically On the local computer In the cloud

You will then see a confirmation of your scheduled meeting(s). Click on Course Meetings at the top now to see all scheduled meetings.

The screenshot shows the Zoom web interface. At the top, there is a Zoom logo and a message: "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).". To the right, there are links for "All My Zoom Meetings/Recordings" and a "Schedule a New Meeting" button. Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". Under the "Upcoming Meetings" tab, there is a checkbox "Show course meetings scheduled by me". Below this is a table of scheduled meetings:

Start Time	Topic	Meeting ID	
Today (Recurring) 4:00 PM	Randy's Test Course	391-373-686	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Mon, Mar 23 (Recurring) 4:00 PM	Randy's Test Course	391-373-686	<input type="button" value="Delete"/>
Wed, Mar 25 (Recurring) 4:00 PM	Randy's Test Course	391-373-686	<input type="button" value="Delete"/>

Now, when the day comes for your meeting, click on Start Meeting (shown above) and Zoom should launch.

If recording the meeting in the cloud, the finished meeting will now appear back in the main Zoom page, under Cloud Recordings:

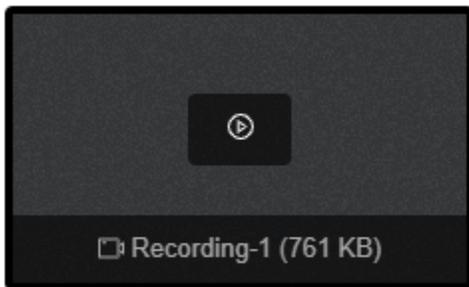
Upcoming Meetings Previous Meetings Personal Meeting Room **Cloud Recordings** [Get Training](#)

From To Search By Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Randy's Test Course	362-786-882	Mar 20,2020 14:35	2 Files (837 KB)	<input type="button" value="Delete"/>
<input type="checkbox"/>	Randy's Test Coud	230-750-979	Mar 18,2020 14:45	4 Files (4 MB)	<input type="button" value="Delete"/>

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Click on a title of the recording will show several files. Choose to share the file marked Recording and select Share.



[Download](#)

[Share](#)

Share info is posted and can be copied and posted within BB.