# Record and Make Zoom Meetings Available

1. **How do I create a Zoom recording and how can I access it?**

2. **How can I share an audio or video recording with my students?**
   a) **SWITCHcast in ILIAS**
   b) **Zoom-Cloud**
   c) **Audio in ILIAS**

iLUB

1 Record a Zoom-Meeting

Personal settings for recording

First check your recording settings in your personal Zoom account. Log in via SIGN IN on https://unibe-ch.zoom.us/:
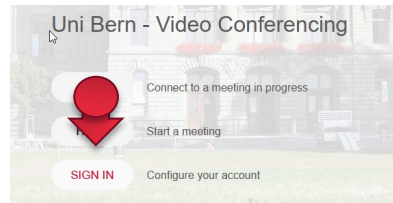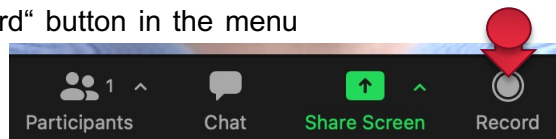
On the web interface of your personal account select Settings -> Recordings. To only record the shared screen and audio track the following settings are recommended*:

- Make sure that „Cloud recording" is activated.
- Deactivate "Record active speaker with shared screen".
- Instead activate "Record active speaker, gallery view and shared screen separately".
- Select only "Shared screen" from the three options.
- Deactivate the checkbox „Record thumbnails when sharing"
- Save your settings.
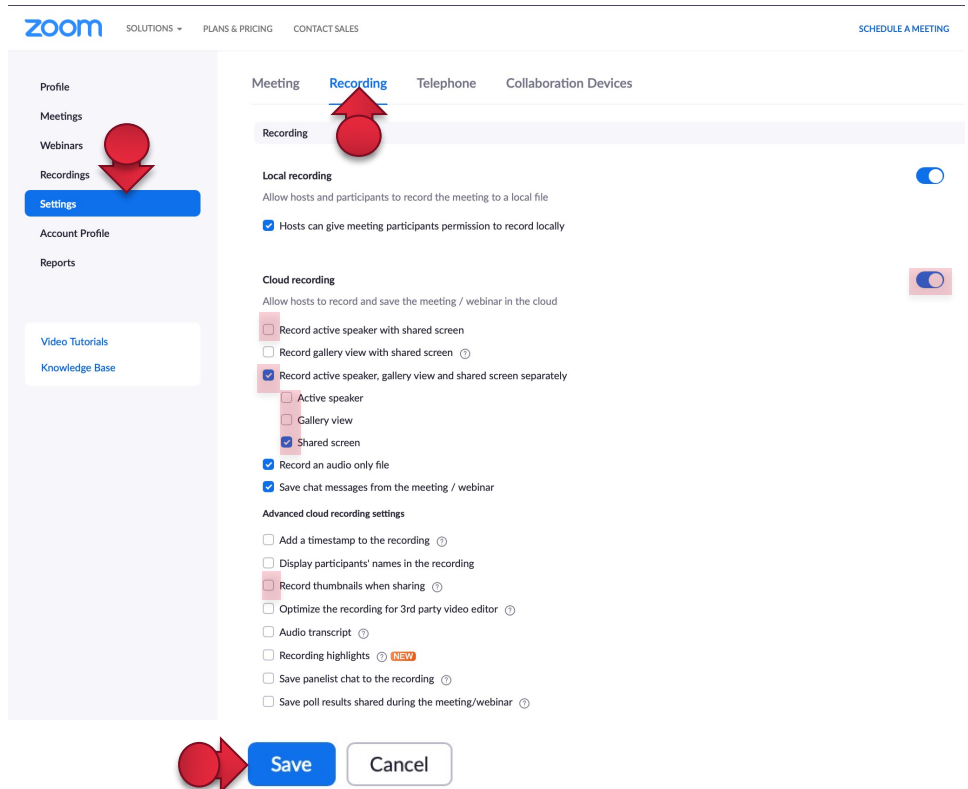
Start the recording

After you have started your meeting, find the „Record" button in the menu bar and use it to start, stop or pause your recording.
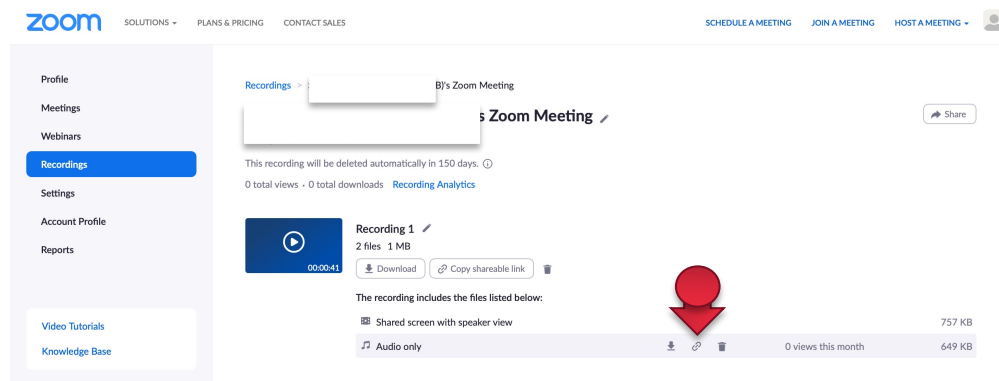
Find the recording

After finishing your meeting, you as host of the meeting will receive an email with two access links. The first one (for hosts) leads you directly to the menu „Recordings" on the web interface of your own account. There you find each of the following:

- The video recording (slides and audio) as mp4
- The audio recording as mp3.

You can download them individually or copy the link.

2 a) Make a video and audio recording available in a SWITCHcast series on ILIAS

The best way to provide video and audio recordings to students is the tool "Video (SWITCHcast Serie)" in ILIAS. Once uploaded and processed students can directly play the recordings of your meetings in ILIAS without having to download them.

We recommend to only create one "Video (SWITCHcast Serie)" per ILIAS course and to upload all recordings of the semester in it. In our detailed instructions "SWITCHcast Serie anlegen und Video hochladen" you will find all the information needed on the procedure and editing options. ilias.unibe.ch/link/SWITCHcastSerie (German only)
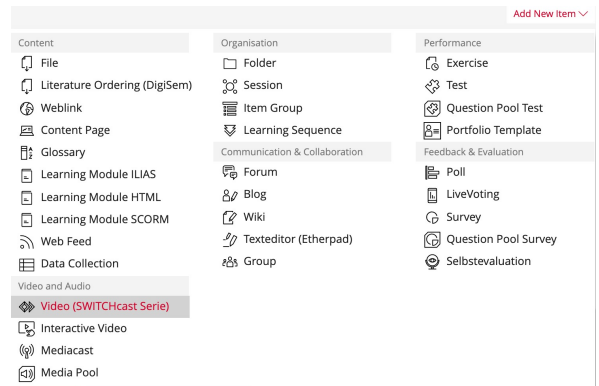
Here is a short instruction:

Create a new SWITCHcast series

As a Course Administrator you can create a SWITCHcast series in ILIAS

> Add New Item > Video (SWITCHcast Serie)

① Enter the title of your series.

② Activate the checkbox „Online"

③ Here you can write your work instructions.

④ With "License" you can decide under what conditions you want to allow further use of your video.

⑤ If the videos are to be be viewed only online and should not be downloaded, this checkbox must be activated.
!!! Special Corona-Note !!!:

Please leave the checkbox deactivated. By doing so, you help reduce the load on the systems.

⑥ Save the settings.
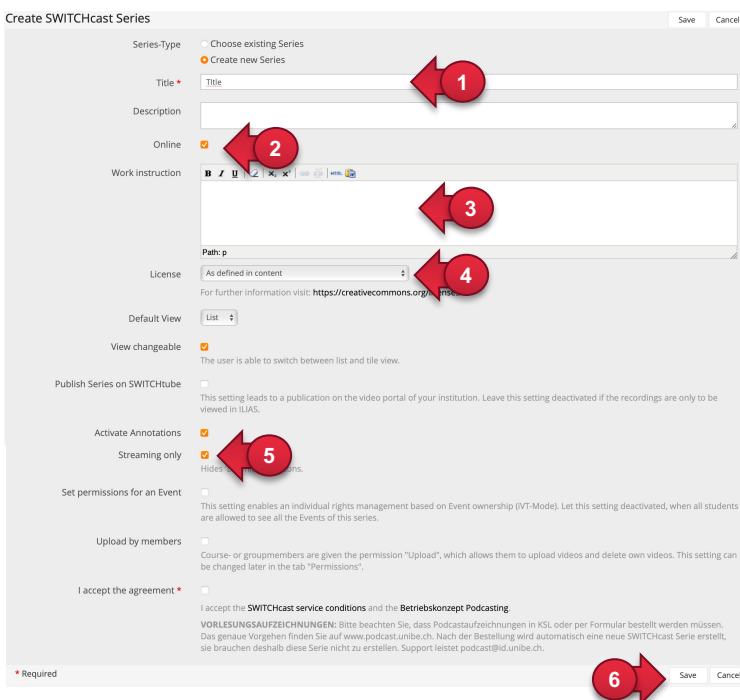
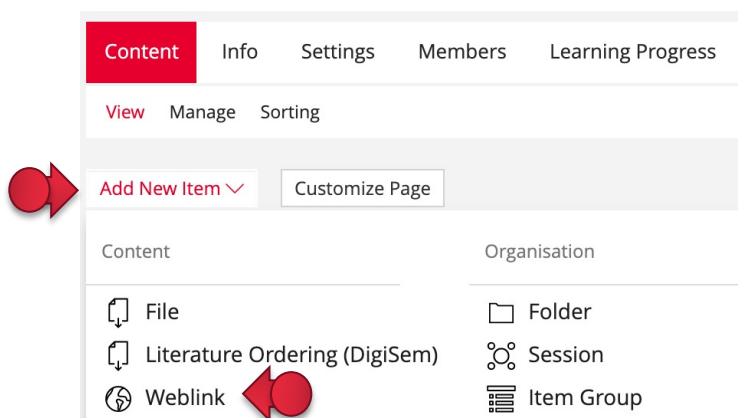## Upload recordings in a „SWICHcast" series.
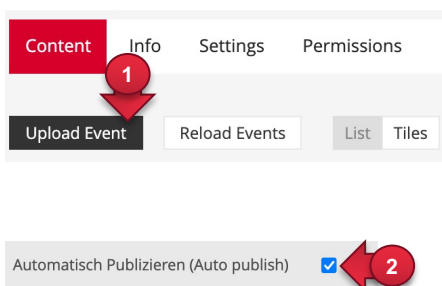
① Open the SWITCHcast series, select the tab „Content" and click on the button „Upload Event". A new upload window opens. Enter the title of your session.

② IMPORTANT (!): Leave this checkbox activated. The video will automatically be published after the upload and can be viewed by the students.

③ Start the upload of your video. The provision can take up to one hour.

2 b) Make recordings available in the Zoom-Cloud as a link in ILIAS

The advantage of this procedure is that recordings are immediately available and the data does not have to be downloaded and uploaded and processed again on another platform.
Please note that Zoom recordings will be automatically deleted after 150 days.

Create a weblink in ILIAS

Open ILIAS (www.ilias.unibe.ch), sign in, navigate to the desired course and add a new item „Weblink".

| Content | Info | Settings | Members | Learning Progress |

View   Manage   Sorting

Add New Item ∨   Customize Page

Content   Organisation

🗋 File   📁 Folder
🗋 Literature Ordering (DigiSem) ⚙ Session
🌐 Weblink   ☰ Item Group

Option 1: Add New Weblink

Type *	● Single Weblink
	Weblink Target ● World Wide Web
	URL https://unibe-ch.zoom.us/rec/share/V-UTVD1sv1SHN_xmOlfts6GRUf9nrvl
	○ Inside ILIAS
	○ Weblink List
Weblink Name / Weblink List Name *	Recording 20.09.
Description	Passcode: 3!hAqq.%

* Required   Add Weblink   Cancel
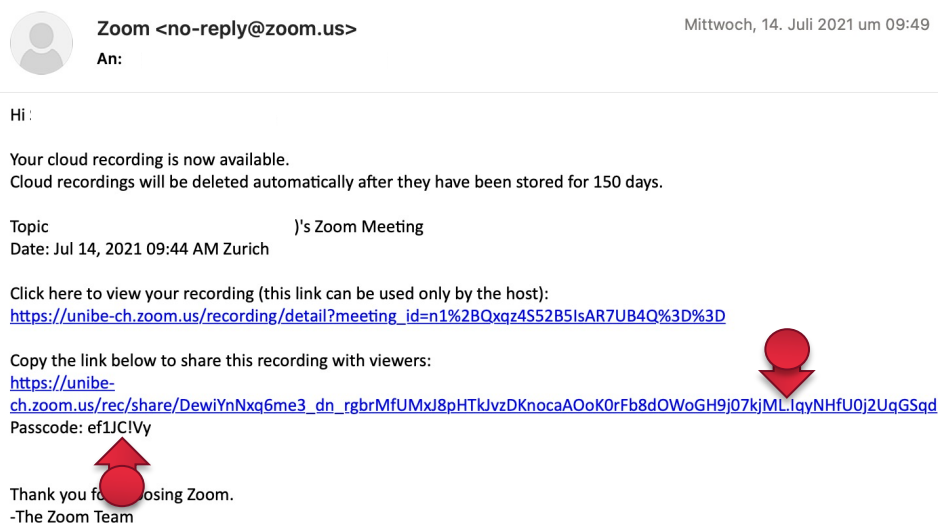
Option 2: Import Weblink

Option 3: Copy Weblink

- Choose the type „Single Weblink" and then „World Wide Web".
- Copy the access link of the recording (see below) into the input box.
- Enter any name for the recording.
- ⚠ Make sure to insert the passcode needed to access the recording!

Identify the access link and passcode

You find the access link and required passcode in the mail you received from Zoom („Share this recording with viewers"). Alternatively, you can log in to the web interface and click on recordings to only link your audio file for example (again, the same passcode is required)

> Zoom <no-reply@zoom.us>   Mittwoch, 14. Juli 2021 um 09:49
> An:
>
> Hi :
>
> Your cloud recording is now available.
> Cloud recordings will be deleted automatically after they have been stored for 150 days.
>
> Topic   )'s Zoom Meeting
> Date: Jul 14, 2021 09:44 AM Zurich
>
> Click here to view your recording (this link can be used only by the host):
> https://unibe-ch.zoom.us/recording/detail?meeting_id=n1%2BQxqz4S52B5IsAR7UB4Q%3D%3D
>
> Copy the link below to share this recording with viewers:
> https://unibe-ch.zoom.us/rec/share/DewiYnNxq6me3_dn_rgbrMfUMxJ8pHTkJvzDKnocaAOoK0rFb8dOWoGH9j07kjML.lqyNHfU0j2UqGSqd
> Passcode: ef1JC!Vy
>
> Thank you for choosing Zoom.
> -The Zoom Team

There are many ways to integrate the link into a course. This is only one option. If you prefer a Weblink List, an individual page, a forum or a WIKI to make the Zoom link available and need help, the iLUB support center will be happy to help.

2 c) Make audio files available on ILIAS

Download audio file from Zoom

Follow the link you received in the e-mail and sign in to Zoom on the website if necessary. You are now on the web interface of your account (if you do not have the e-mail anymore, log in directly to Zoom and navigate to the menu Recordings. Select the desired recording by clicking on the name of the meeting.

Move your cursor over the line „Audio only" for the function buttons to become visible. Select „Download" and, if necessary, specify the location where the MP3 audio file should be saved on your computer.
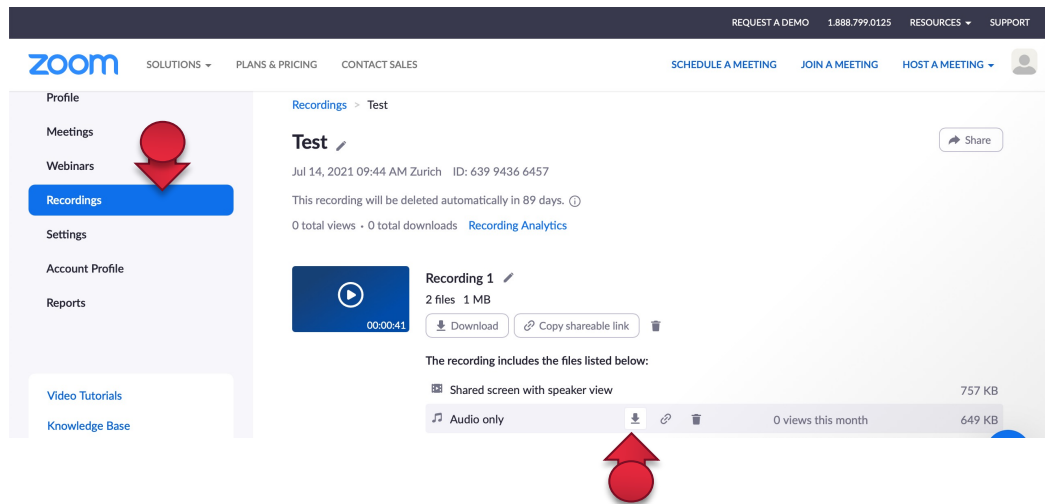
Add audio file directly to ILIAS course
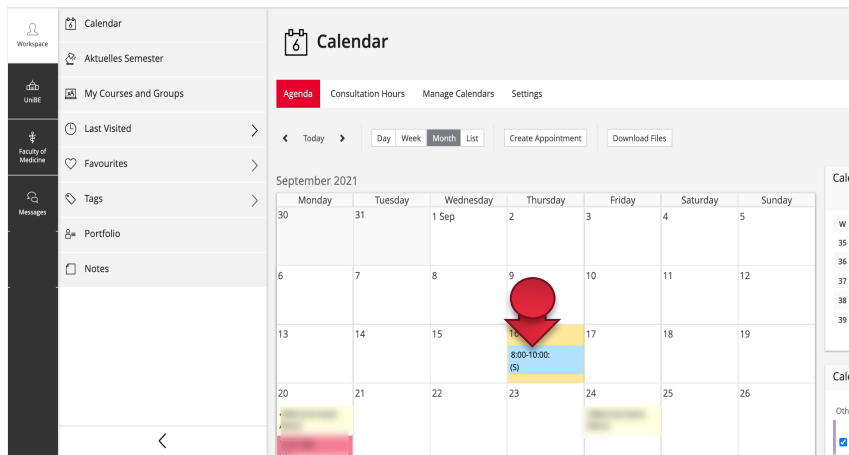
Open ILIAS (www.ilias.unibe.ch) and select „Workspace" -> „Calendar". Click on the date of the session for which you created the recording.

In the window that opens, click „Select files from your computer". Select the just downloaded audio file from your computer and upload it.
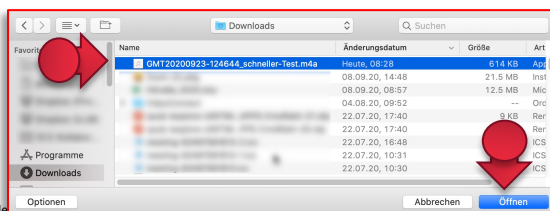
Upload exclusively small audio files (or other documents) directly to a session. If you want to upload a large video file, follow the instructions „Make a video and audio recording available in a SWITCHcast series on ILIAS"