

Key Steps in Sending Link of Zoom Meeting Recording to Students

This summarizes the most importance steps in copying a hyperlink to a Zoom meeting recording and sending it to students. These instructions assume that the Recording Settings in Zoom are set to record to the Cloud, and that an expiration date has been applied to the meeting recording (e.g. 30 days until the meeting recording is automatically deleted).

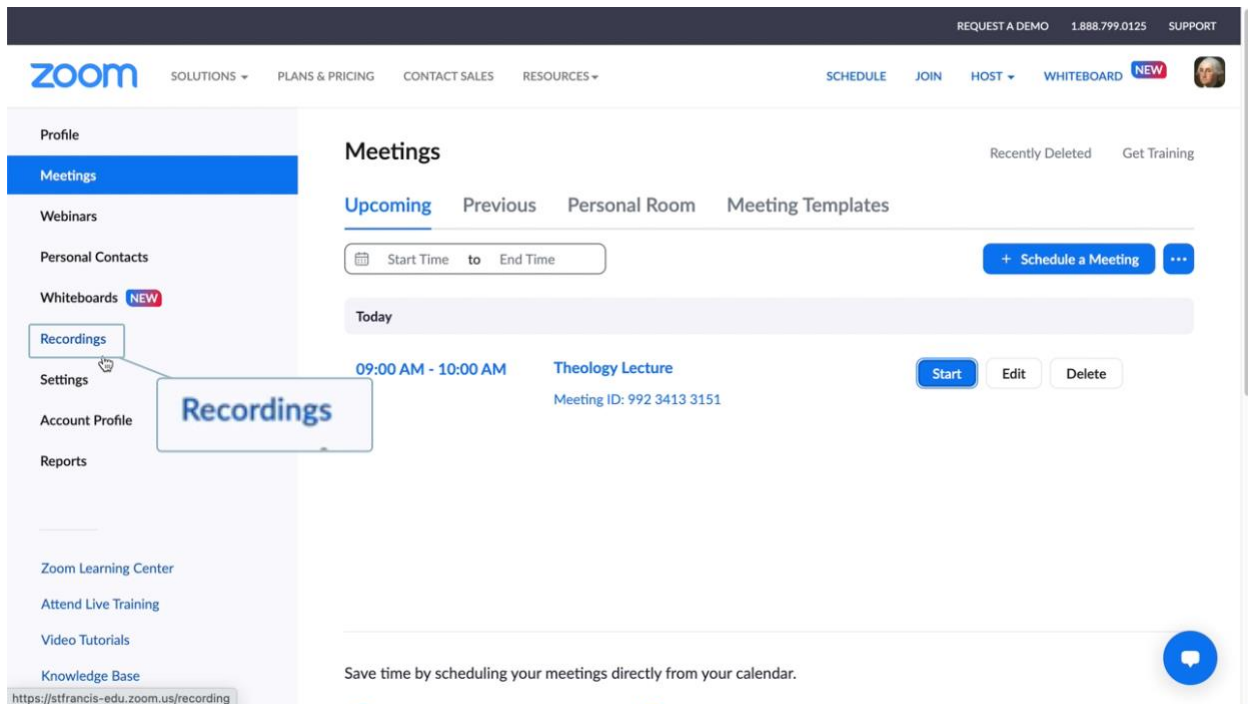
When the meeting window opens, choose Record from the tool bar and the option “Record to the Cloud.”



Stop the recording at the end of the recording session, or just end the meeting and the recording will stop automatically. The recording will now commence “processing” in the background.

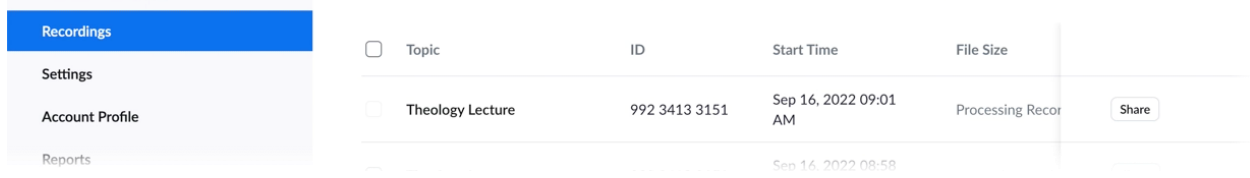
Go to your Zoom account through the MyUSF portal.

Select “Recordings” from your Zoom home page (showing your ID in the upper right corner). The illustration shows Recordings magnified for your convenience

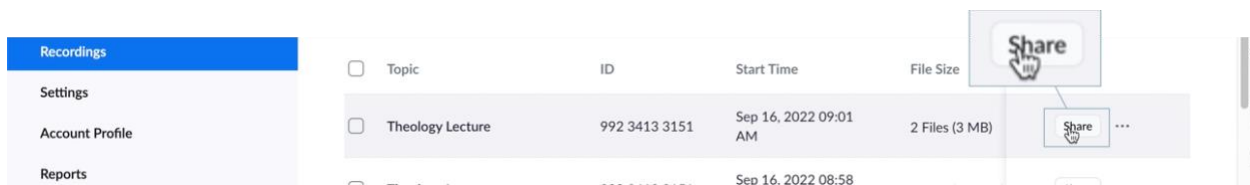


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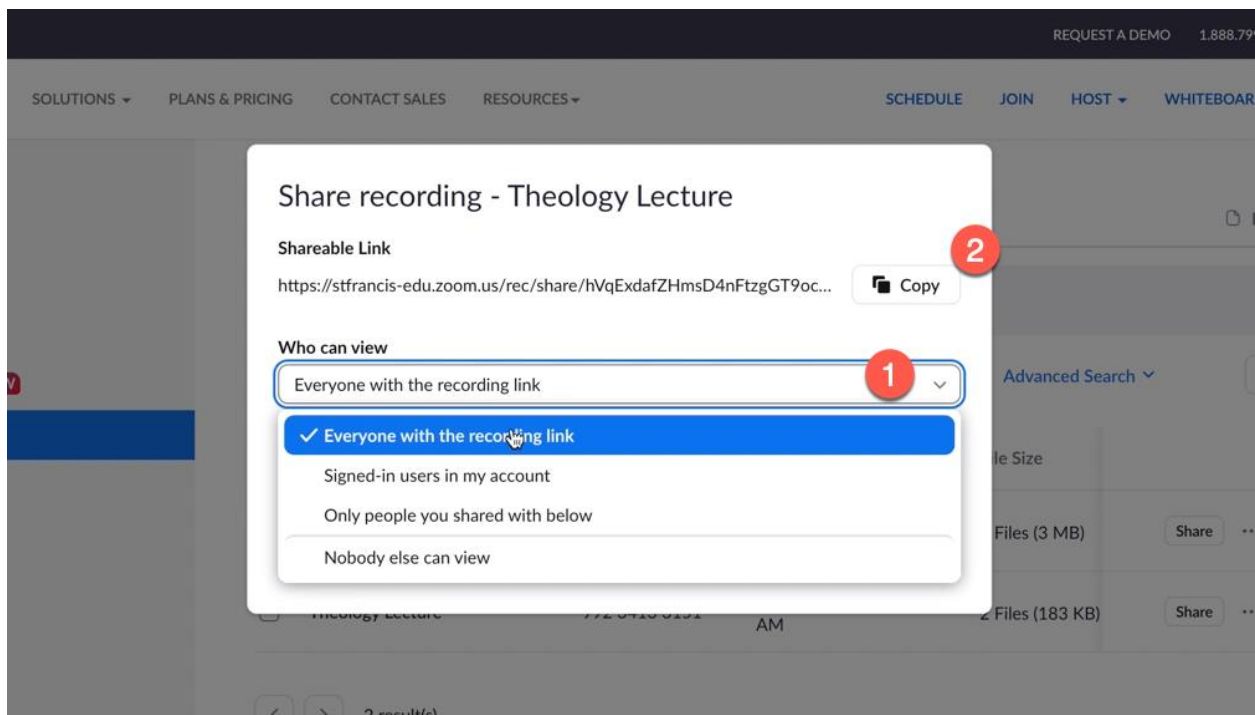
If you go to your Zoom account too soon, the meeting recording will be displayed as “Processing” as in the example shown below:



So, just leave for a few minutes and come back. Refresh your browser window, and you will see the recording has finished processing. Click the “Share” button (magnified for your convenience).



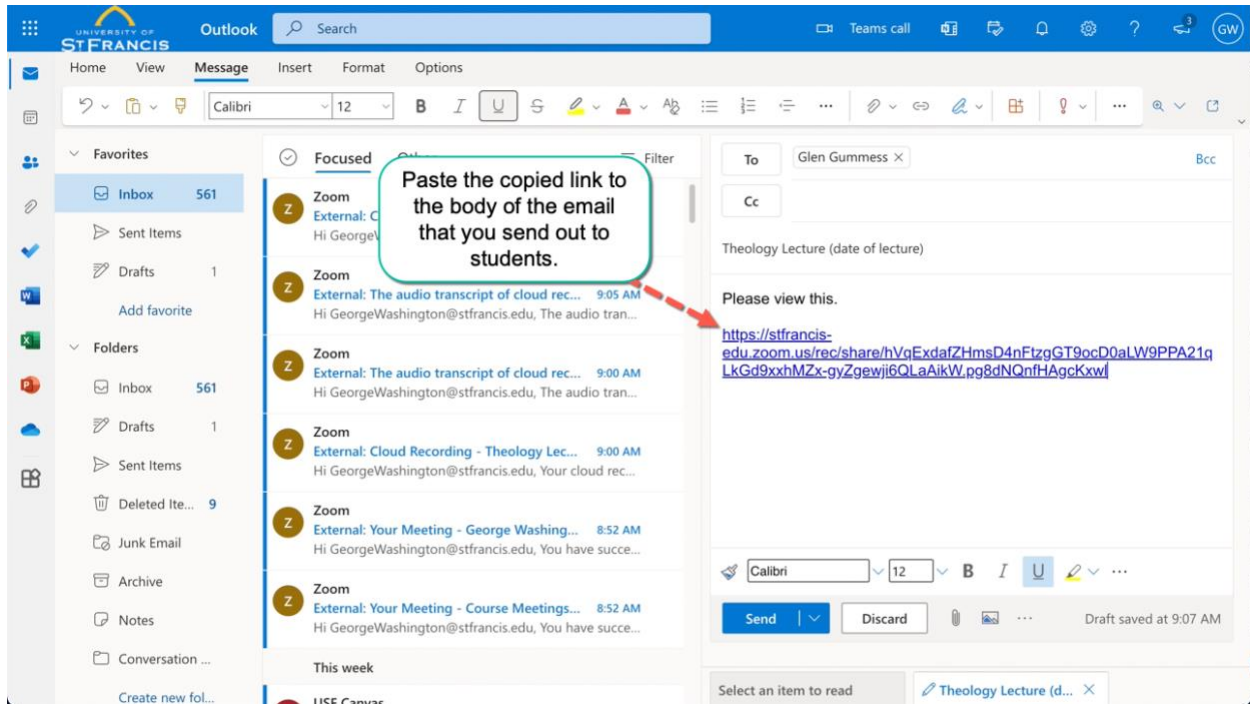
The “Share recording – *meeting title*” window will open. Two steps: First, under “Who can view” select “Everyone with the recording link” (1); then copy the link to the meeting (2).



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Almost done.

Finally, open your email or choose the command to send a message to all students from your class listed in the portal, and paste the link into the message with appropriate instructions to view the video. An Outlook message is shown to exemplify this step.



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