

Recording and Sharing Zoom Sessions + FERPA

zoom

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MediaSpace

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WorldClass

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Record in Zoom

- **REVISED FERPA Action:** Inform students you will be recording the session.
- In Zoom, click on **Record** -- Select **Record to Cloud**
- Stop Recording at the end of your session.
- **Note:** To create short videos of certain sections of a Zoom session, start and stop recording.
- **Note:** To create a longer video without unwanted sections of a Zoom session, pause and restart recording.

zoom

To Change Names

- Hover over their video panel in Zoom
- Click on the three dots beside the "Mute" button in the top right
- Select "Rename"

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Publish/Share Recording & Edit Closed Captions in MediaSpace

Publish/Share Video Recording

- Go to MediaSpace.Regis.edu
- Click on **Guest** (top right) – Select **Login** – Enter Regis credentials
- Click on **Your Name** (top right) – Select **My Media**
- Click on the **video** you want to publish and share
- Click on **Actions** – Select **Publish**
- **REVISED FERPA Action** – Select **Unlisted (no login required with shared link)** or **PRIVATE (Login Required)** as Publishing Status – Click **Save**
- Click on **Share**
- Copy the Link to paste into WorldClass

Edit Closed Captions

- Login to MediaSpace.Regis.edu (see above)
- Click on **the recording you want to edit**
- Click on **Actions** – Select **Caption & Enrich**
- Click on **the Pencil icon under Status**
- Click into the text boxes to edit
- Click **Save** then click **Back**



Do not use the Zoom Recording link sent to you by Zoom

Do not download the transcript from the link sent to you from Zoom and post it into WorldClass with the video

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Post in WorldClass -- FERPA ACTION (do not send in email)

- In your course, click on the **Content** tab
- Click ***Course Recordings** module
- Click **Upload/Create** -- Select **Create a Link**
- Type name of recording in **Title**
- Paste link copied from MediaSpace into **URL**
- Click **Create**
- **NOTE:** If the recording is ever used for a purpose other than sharing the class session (e.g., evidence of poor student behavior), then it should be taken down from WorldClass.



*Create Course Recording Module in WorldClass

- In course, click on the **Content** tab
- Click **Add a module...**
- Type **Course Recordings**

Resources

[ID&T Website](https://www.regis.edu)

idt@regis.edu

[Virtual Support](#)

ID+T

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