# **Archiving Zoom Recordings to Echo360**

You can archive Zoom cloud recordings and upload Zoom recordings to the computer to Echo 360 to edit and share the videos. Remember that you will need to request an Echo360 account by emailing itt@usfca.edu

### **Download Zoom Cloud Recordings**

Here's how to download your Zoom cloud recordings.

1. Sign into your USF zoom account at <u>https://usfca.zoom.us</u> with your USF username and password and click on the **Recordings** icon on the left side of the page.

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> User Management	Secure your Zoom Meeting	893 5583 6622	Oct 16, 2020 09:54 AM	4 Files (988 MB)	Share	More -	

2. Click on the link in the Topic column for the recording you want to download.

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On the recording details page place your cursor over the video information and click on the Download icon to begin the download process.

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 Once the download completes, locate the video in your Downloads folder.



### Locating Zoom Recordings to the Computer

 Open your Documents folder on your Mac or PC. In this folder you will have a folder simply marked Zoom.

 Open the Zoom folder and look for the folder with the date of the recording you would like to upload. The file you want is always labeled as zoom\_0.mp4.



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## Uploading Zoom Recording files to Echo360

Now you can upload the Zoom recording files to Echo360. First login to your Echo360
account at <u>https://echo360.org</u> by entering your USF email address and then signing in
with your USF username and password.

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2. In your Echo360 Library page, click on the Create button at the top left of the page and select Upload Media.

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3. In the upload window click on the icon in the center of the window to select a file.



4. Now search for your local Zoom recording or your downloaded cloud recording. Select the file and click Open.





 Click the button Upload to upload the recording to your Echo360 Library. The uploaded file will need time to process before the uploaded video is ready for sharing.



#### Viewing and Sharing Echo Recordings as Public Links

The email for the published recording will confirm that the video is ready for viewing; to obtain the link to share the video click on the **Echo360 logo** to login to the Echo360 Active Learning Platform site at <a href="https://echo360.org/">https://echo360.org/</a>.



Enter your USF email address and login through the myUSF login page. Your Echo360 account page will default to the **Library** to access your recordings.



Once in your Library, single click on the **published content** you wish to share to view the recording.

Once in the View window, click on the Share link to access the Share Settings.

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Click on the **Links** tab and click on the button **Add Link** in the Links area.



ALP will generate a **link** that you can click on to copy and send via email to share the recording.

Remember that this link is a public link, requiring no login to view.



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YouTube to actually embed the recording on a web page. Click on **Embed** to show the code for the recording.

Finally, you can also generate an embed code similar to

In the Embed window, click on the **Copy** button to copy the code that can then be pasted into any web page that allows HTML editing, like a Canvas page.

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If you are embedding a video in a Canvas page, first click **Edit** to edit the page. Then click on the icon in the Rich Text Editor to Insert App.  $[\because]$ 

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Finally, click **Save** or **Save and Publish** at the bottom of the page to finish.