

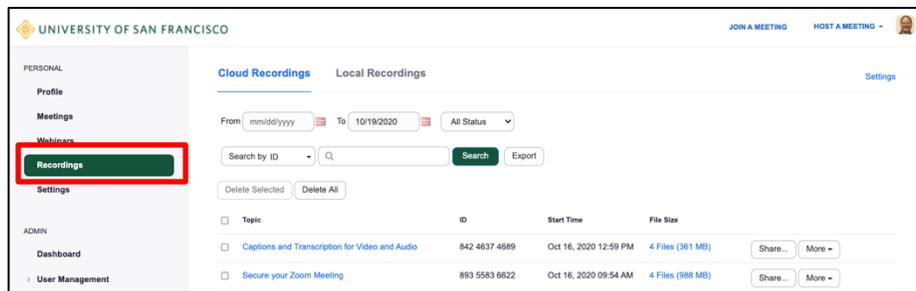
Archiving Zoom Recordings to Echo360

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

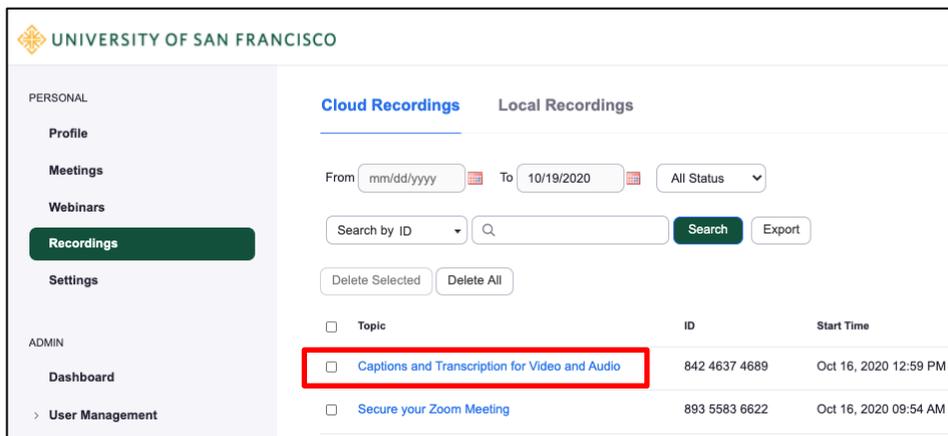
Download Zoom Cloud Recordings

Here's how to download your Zoom cloud recordings.

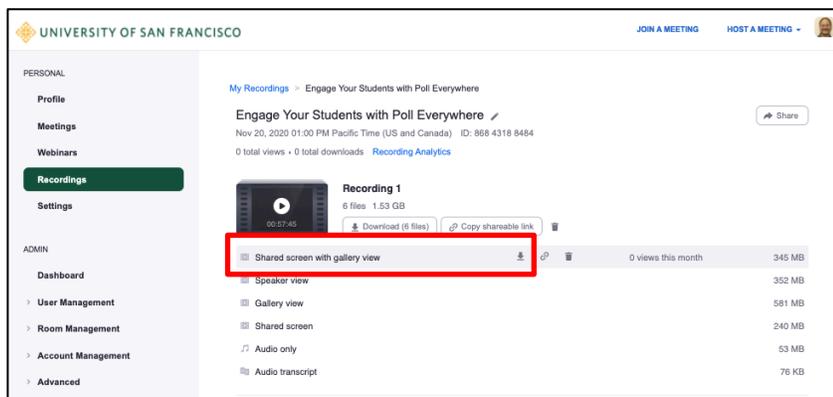
1. Sign into your USF zoom account at <https://usfca.zoom.us> with your USF username and password and click on the **Recordings** icon on the left side of the page.



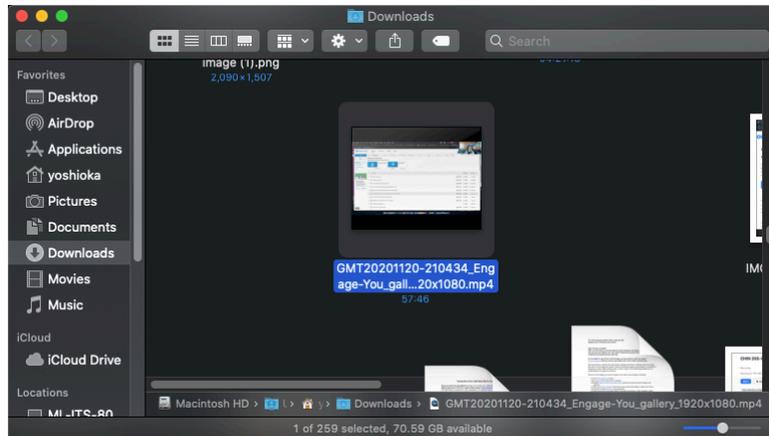
2. Click on the **link** in the Topic column for the recording you want to download.



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

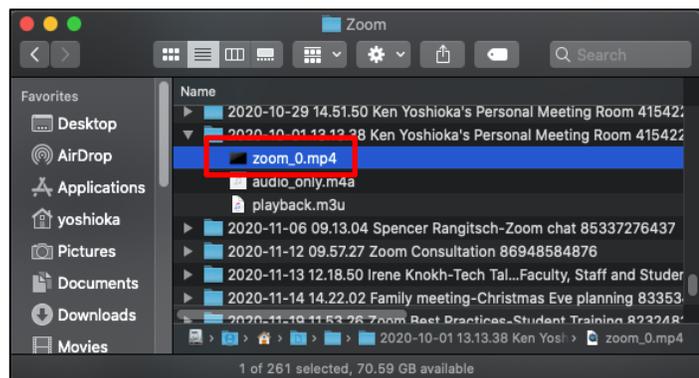
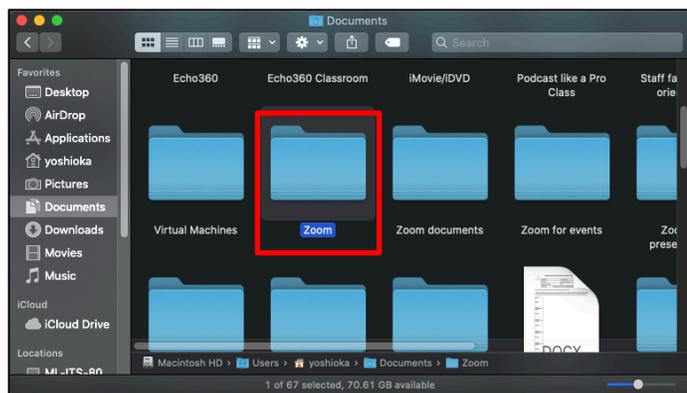


- Once the download completes, locate the video in your Downloads folder.



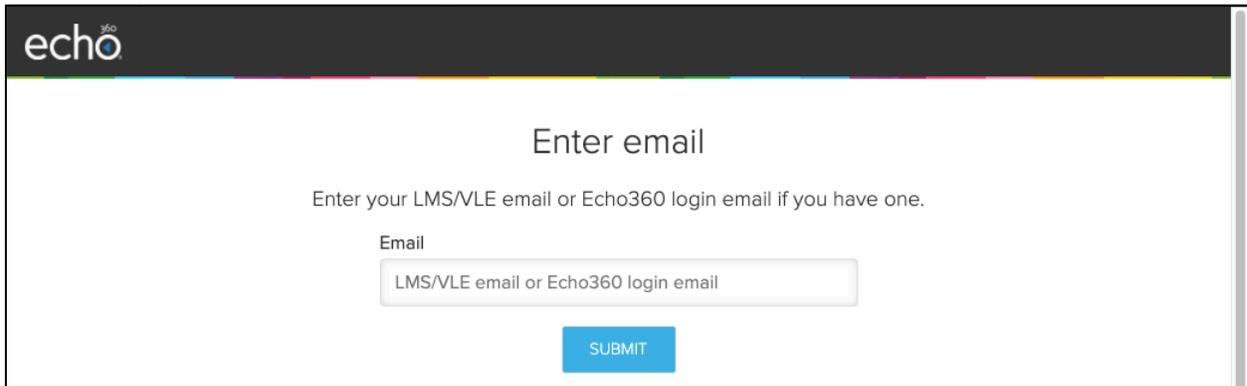
Locating Zoom Recordings to the Computer

- 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**.

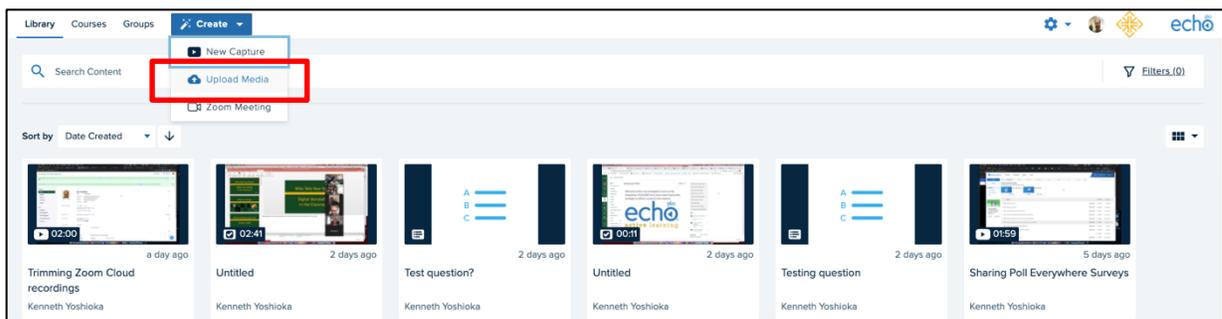


Uploading Zoom Recording files to Echo360

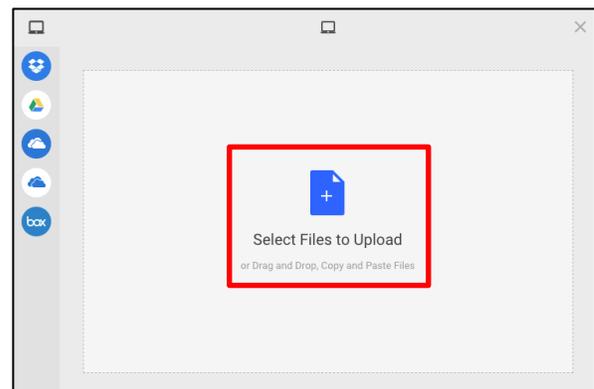
1. Now you can upload the Zoom recording files to Echo360. First login to your Echo360 account at <https://echo360.org> by entering your USF email address and then signing in with your USF username and password.



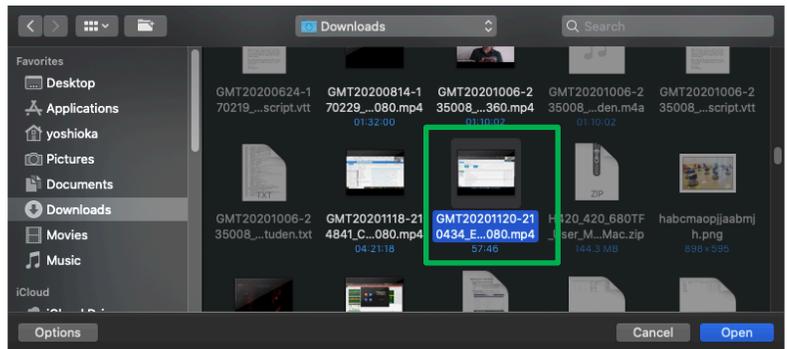
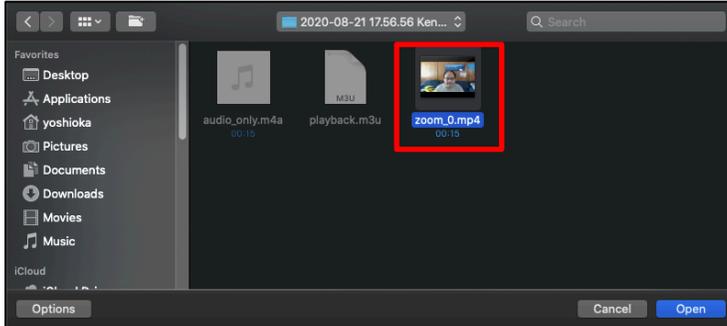
2. In your Echo360 Library page, click on the Create button at the top left of the page and select Upload Media.



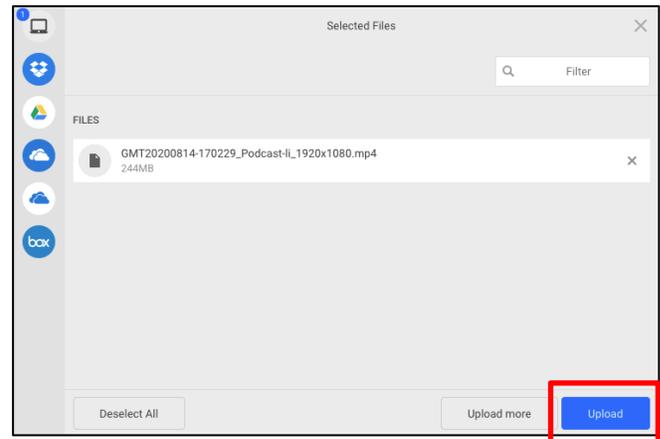
3. In the upload window click on the icon in the center of the window to select a file.



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

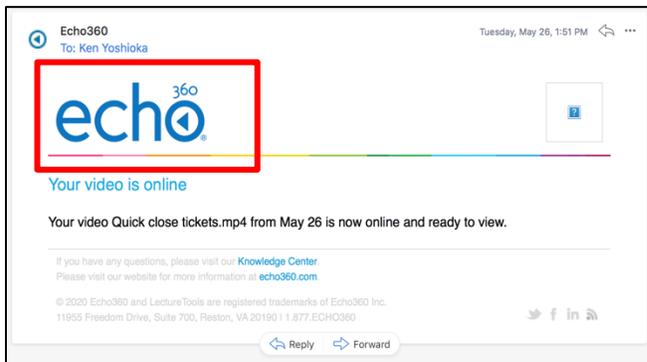


5. Click the button **Upload** to upload the recording to your Echo360 Library. The uploaded file will need time to process before the uploaded video is ready for sharing.

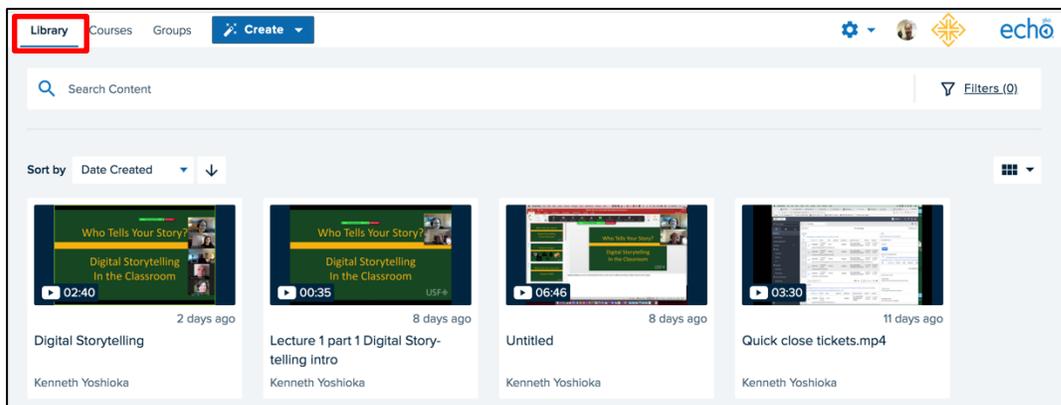


Viewing and Sharing Echo Recordings as Public Links

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 <https://echo360.org/>.

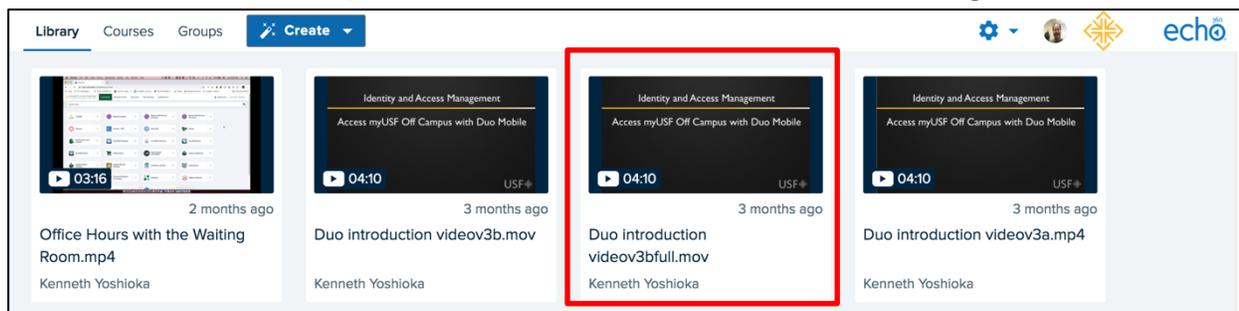


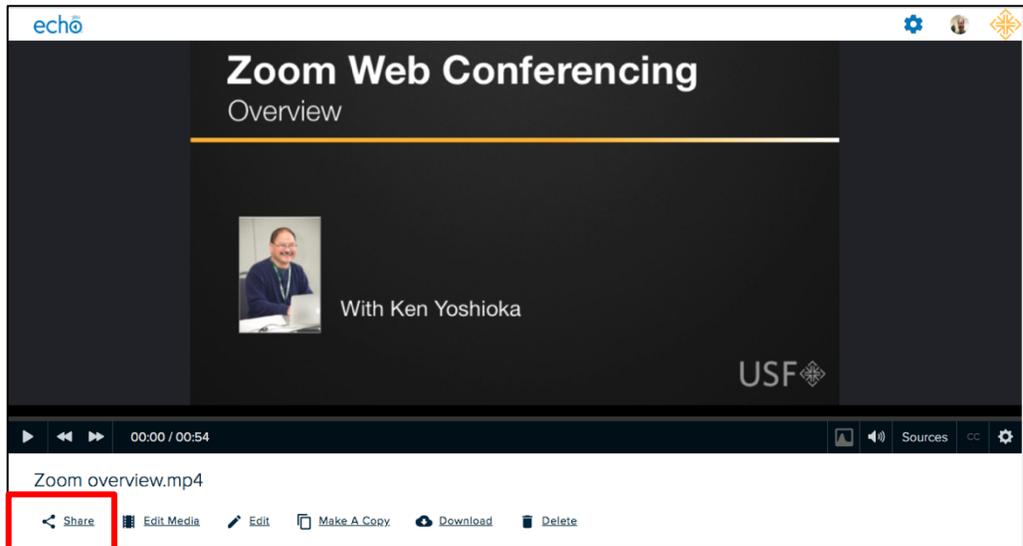
Enter your USF email address and login through the myUSF login page. Your Echo360 account page will default to the **Library** to access your recordings.



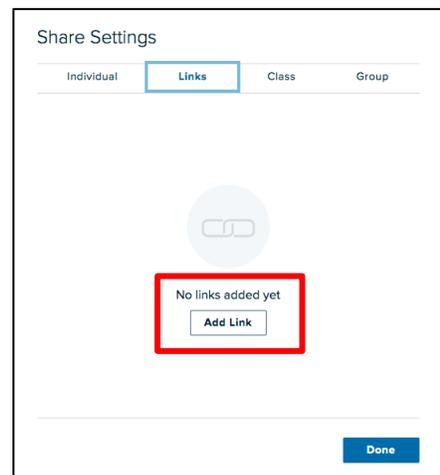
Once in your Library, single click on the **published content** you wish to share to view the recording.

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

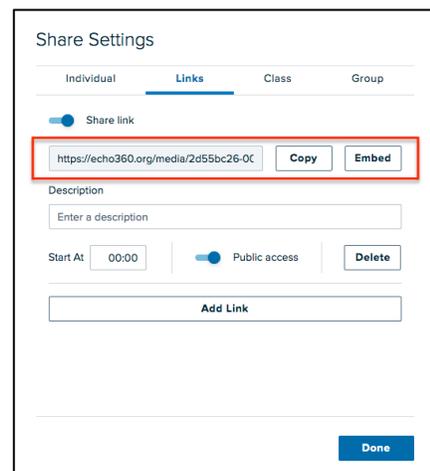




Click on the **Links** tab and click on the button **Add Link** in the Links area.



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.



In the **App** icon menu Select view all.

The screenshot shows a rich text editor with a toolbar and a text area. The text area contains the text "Duo Introduction video:". A context menu is open over the text, showing the "Echo360" app icon and a "View All" button. Another "View All" button is visible below the context menu. The editor also shows a status bar with "3 words" and a "Users allowed to edit this page" dropdown menu set to "Only teachers".

In the Insert App dialog box select Echo360.

The screenshot shows the "All Apps" dialog box with a search bar and a list of apps. The "Echo360" app is highlighted with a red box. The list includes "Commons Favorites", "Echo360", and "educations".

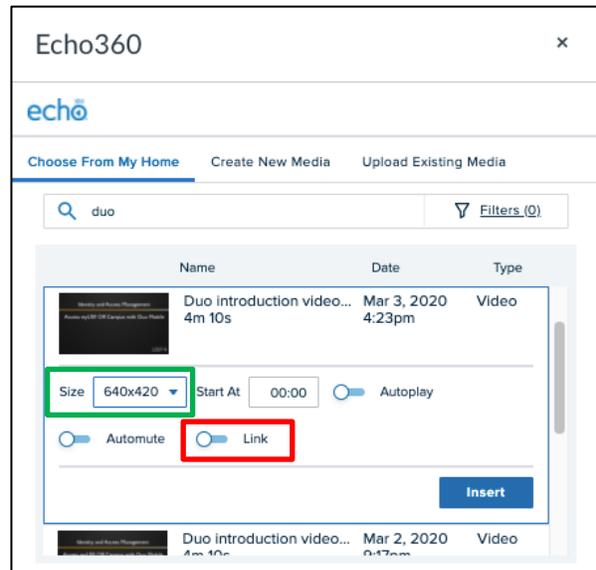
In the Echo360 dialog, you can search for the video you would like to insert. Single click on the choice.

The screenshot shows the "Echo360" dialog box with a search bar containing "duo". Below the search bar is a table of video results:

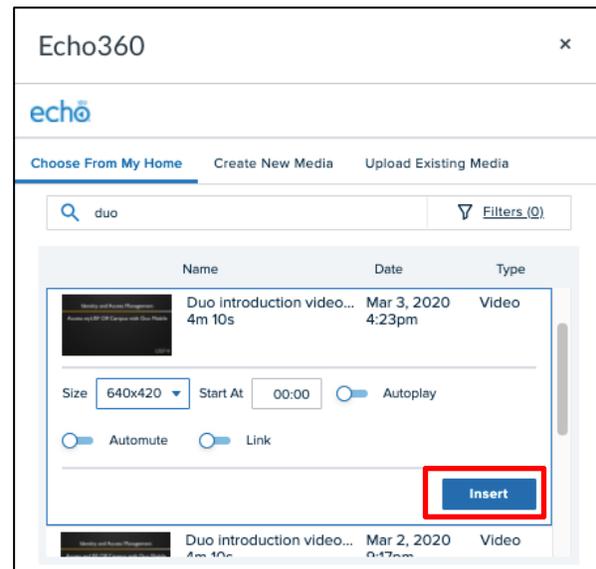
Name	Date	Type
Duo introduction video... 4m 10s	Mar 8, 2020 7:39pm	Video
Duo introduction video... 4m 10s	Mar 3, 2020 4:23pm	Video
Duo introduction video... 4m 10s	Mar 2, 2020 9:17pm	Video
Duo introduction video... 4m 10s	Mar 2, 2020 3:42pm	Video

You can now configure how the video is inserted.

- Adjust the **player size**
- Insert as an **embedded video or as a link**



Click **Insert** to embed the video.



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

The screenshot shows a LMS page editor interface. At the top, the breadcrumb path is "ECHO ALP TEST > Pages > ALP Embed test". On the left is a navigation sidebar with items like Home, Announcements, Modules, Assignments, Discussions, Grades, Pages, Zoom, Syllabus, Google Drive, Accessibility Report, Rubrics, Flipgrid, Chat, Quizzes, LockDown Browser, Echo360 ALP, New Analytics, Files, Collaborations, and Conferences. The main editor area has a title field containing "ALP Embed test" and a rich text toolbar with options for font size (12pt), paragraph style, bold, italic, underline, text color, background color, text alignment, link, unlink, insert video, insert audio, insert image, insert table, and list. A video player is embedded, showing a video titled "Duo Introduction video:" with a thumbnail that reads "Identity and Access Management" and "Access myUSF Off Campus with Duo Mobile". Below the video player, there are options for "Users allowed to edit this page" (set to "Only teachers") and a checkbox for "Add to student to-do". At the bottom right, there are three buttons: "Cancel", "Save & Publish", and "Save".