

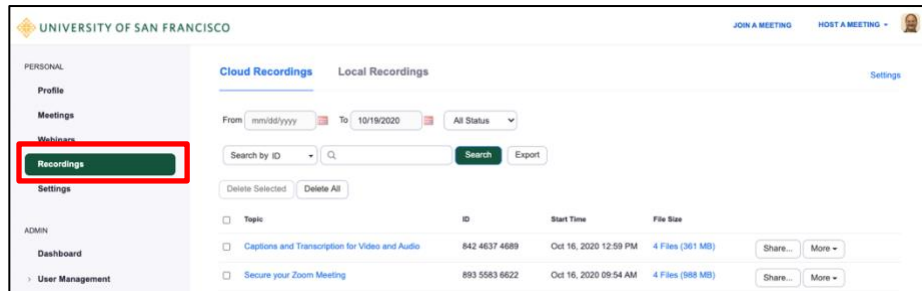
Archiving Zoom Recordings to Panopto

You can archive Zoom cloud recordings and upload Zoom recordings to the computer to Panopto to edit and share the videos. Remember that you will need to activate your panopto account by signing in on the USF Panopto site at: <https://usfca.hosted.panopto.com>.

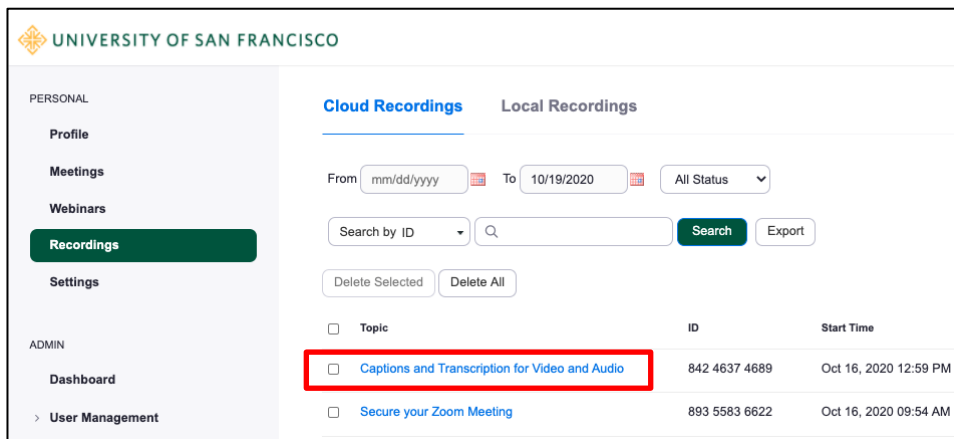
Download Zoom Cloud Recordings


Here's how to download your Zoom cloud recordings.

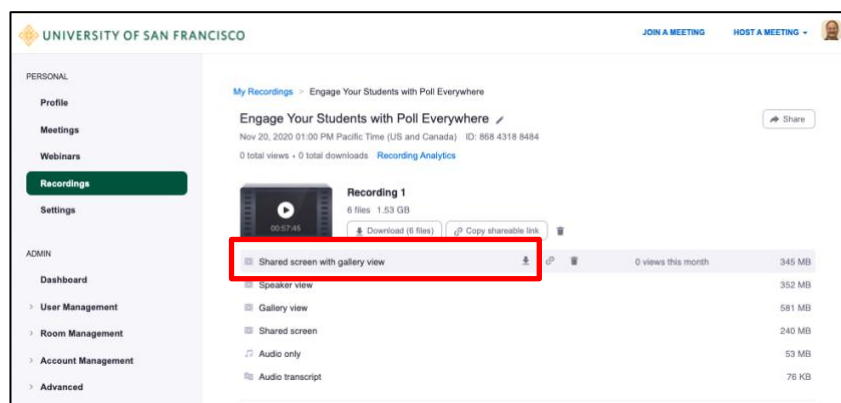
1. Sign into your USF zoom account at <https://usfca.zoom.us> with your USF username and password and click on the **Recordings** icon on the left side of the page.



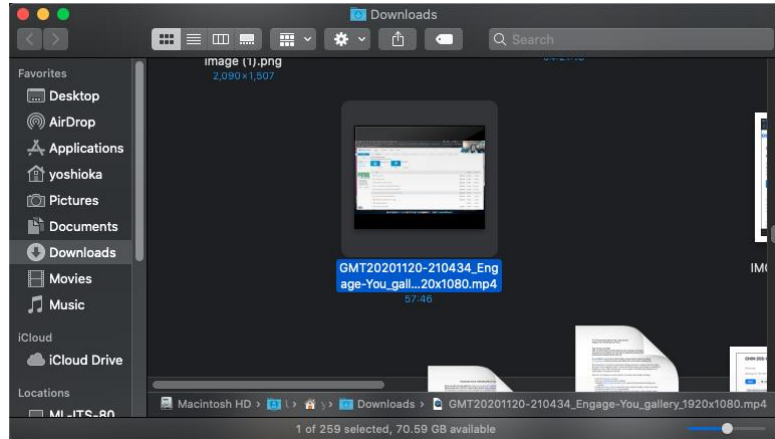
2. Click on the **link** in the Topic column for the recording you want to download.



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

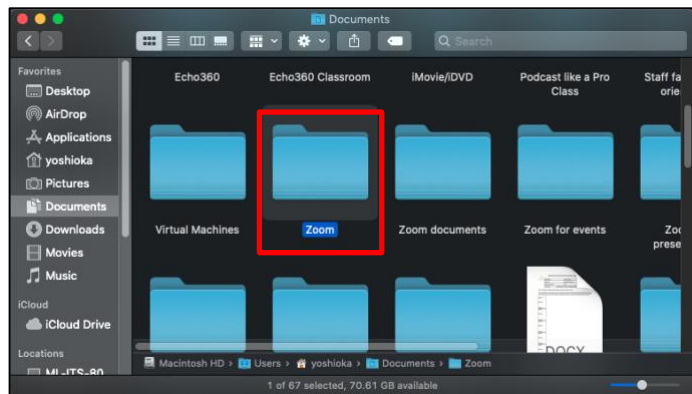


- Once the download completes, locate the video in your Downloads folder.

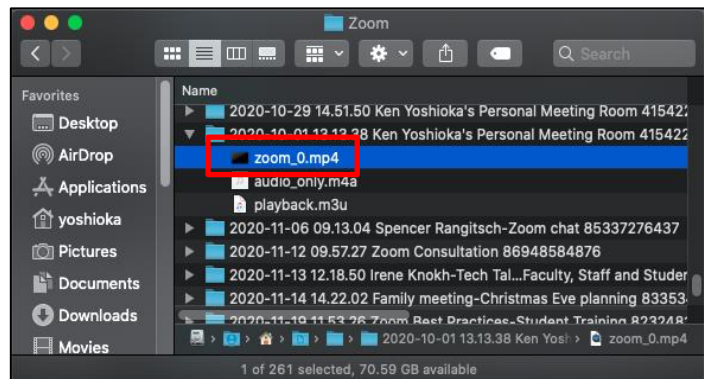


Locating Zoom Recordings to the Computer

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

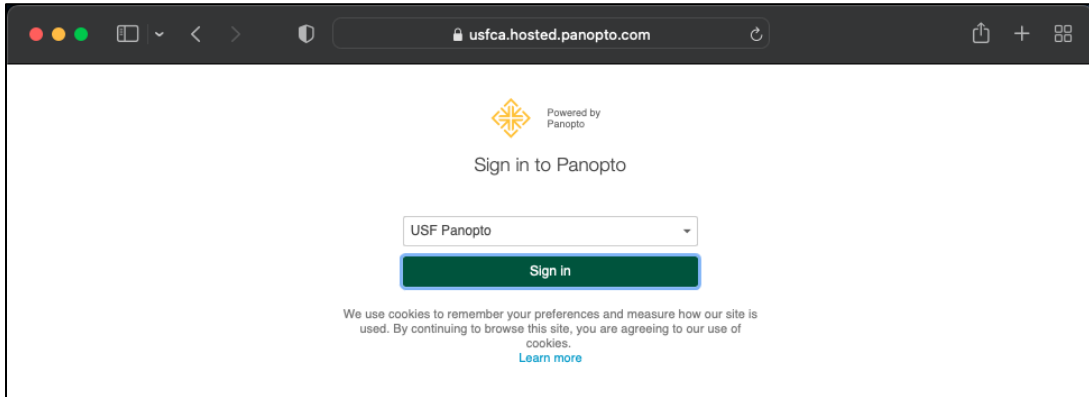


- Open the Zoom folder and look for the folder with the date of the recording you would like to upload. The file you want is always labeled as **zoom_0.mp4**.

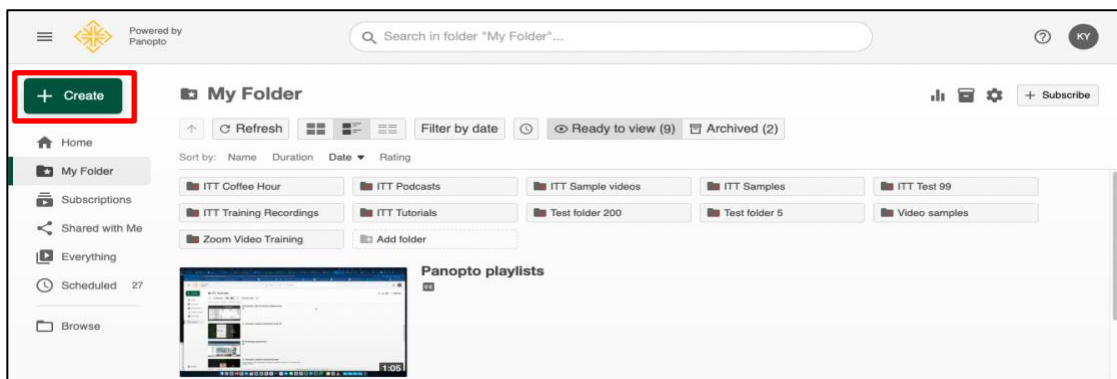


Uploading Zoom Recording files to Panopto

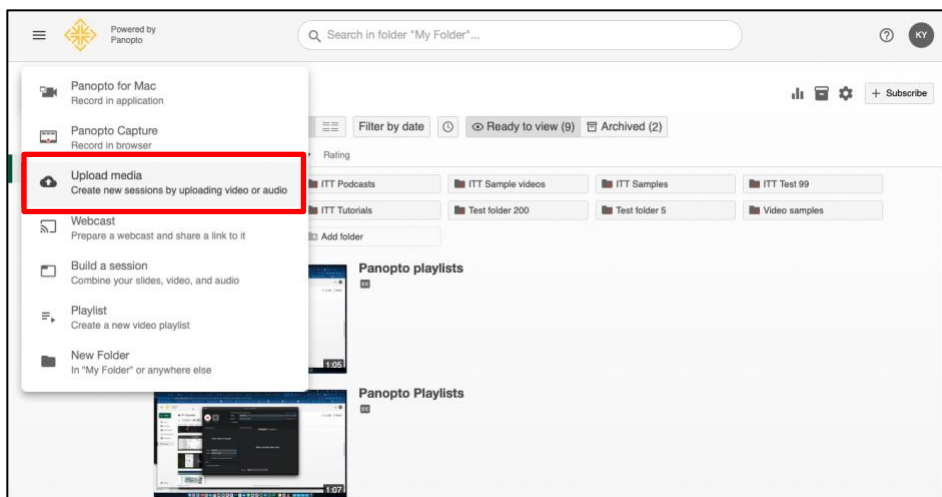
1. Now you can upload the Zoom recording files to Panopto. First login to your Panopto account at <https://usfca.hosted.panopto.com/>; click the **Sign in** button and then enter your USF username and password to login and activate your account.



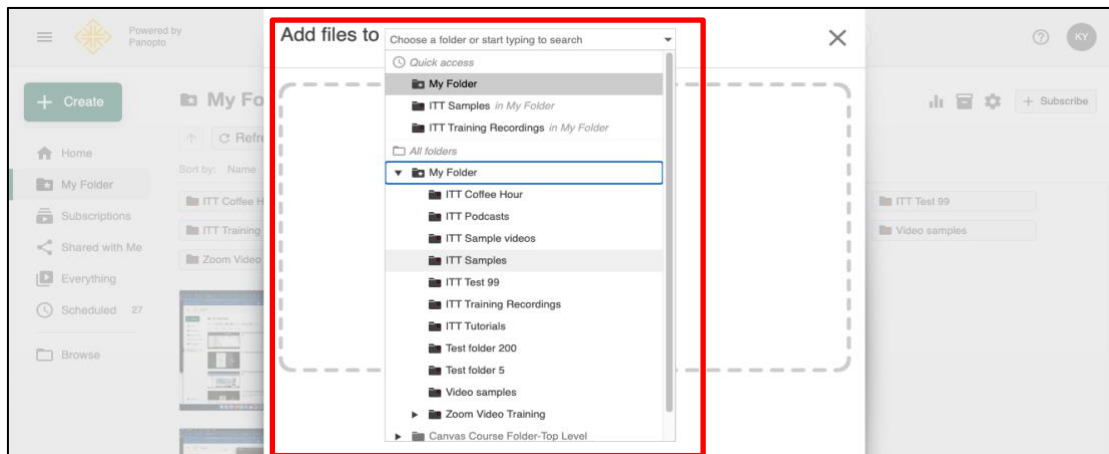
2. In your Panopto Library page, click on the **Create** button at the top left of the page.



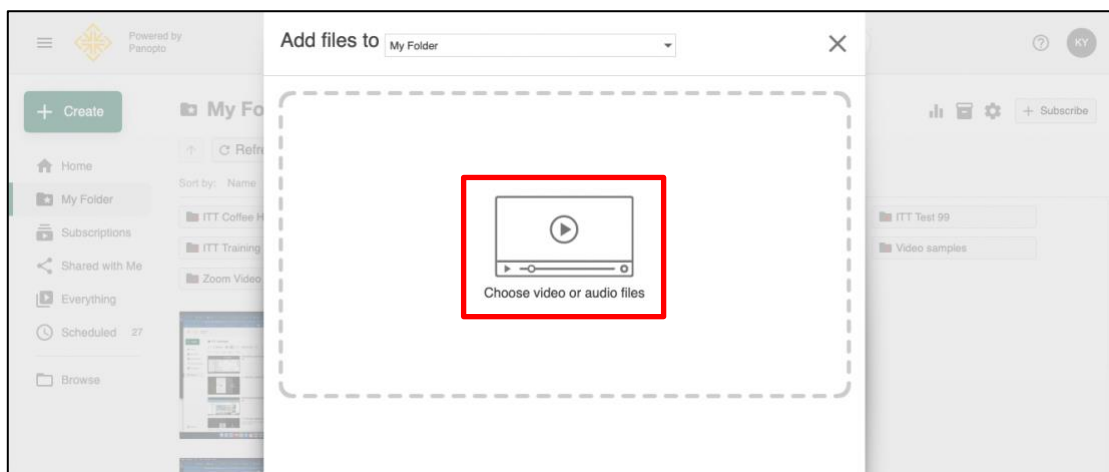
3. From the Create menu, select **Upload media**.



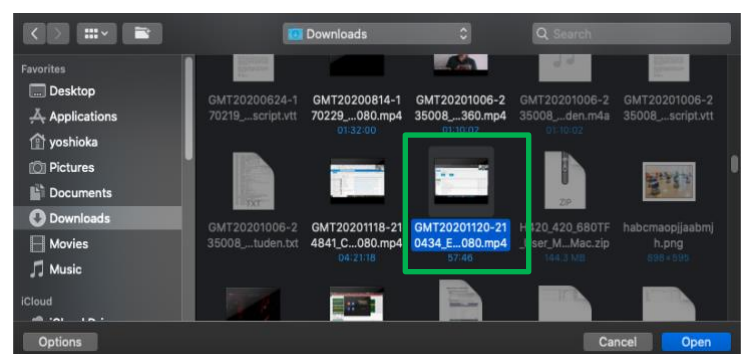
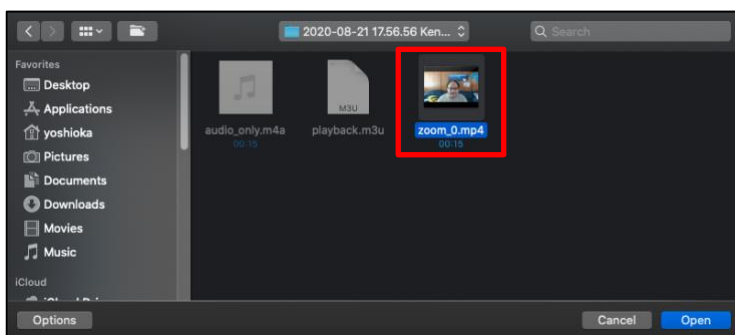
4. The destination of the uploaded file will default to your My Folder but if you had created additional folders, you can select that folder as a destination in the **Add file to** menu.



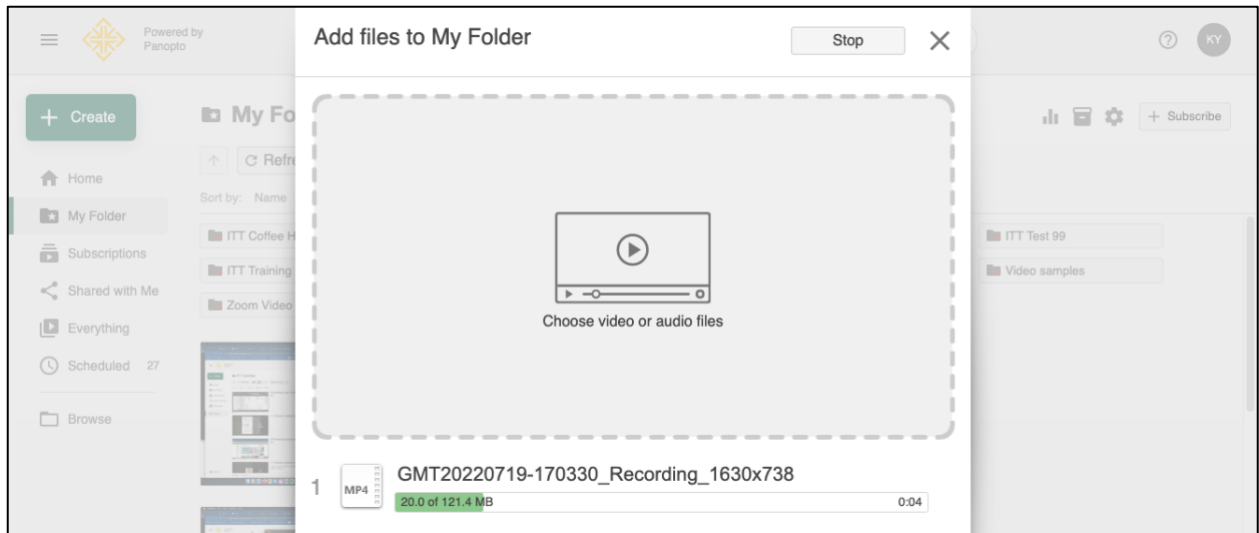
5. In the upload window click on the icon in the center of the window to select a file.



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



7. Once selected, the file will begin uploading automatically to your Panopto Library.



8. Once you see the upload is completed, you can close the window. The uploaded file will need time to process before the uploaded video is ready for sharing.

