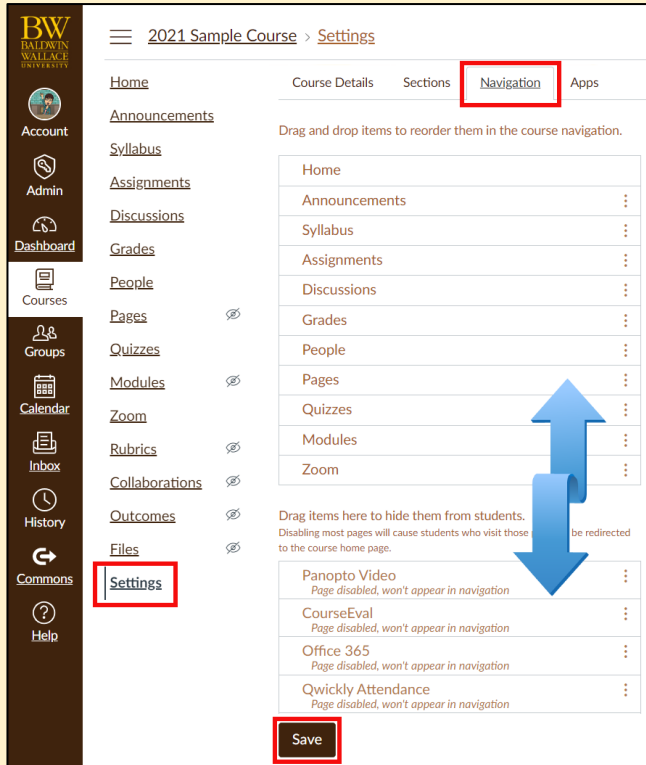


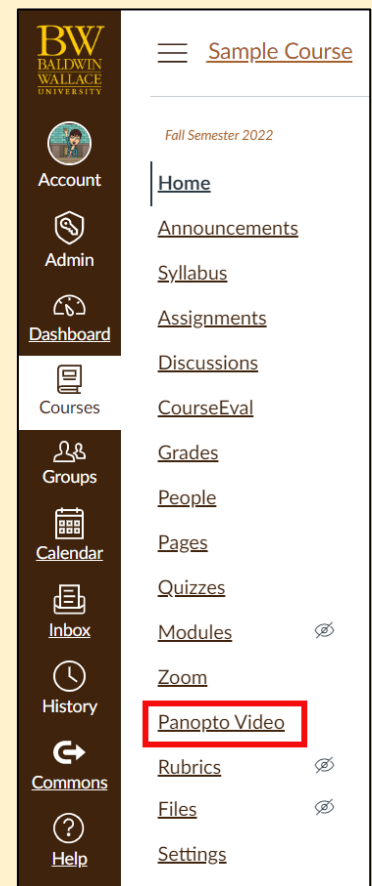
Virtual Classroom – Recording Sessions in Zoom and Saving to Panopto

You can use Zoom to provide live access to remote students in your course and record the session. Zoom recordings are saved in Panopto.

Step 1: Add Zoom and Panopto to your course navigation menu.



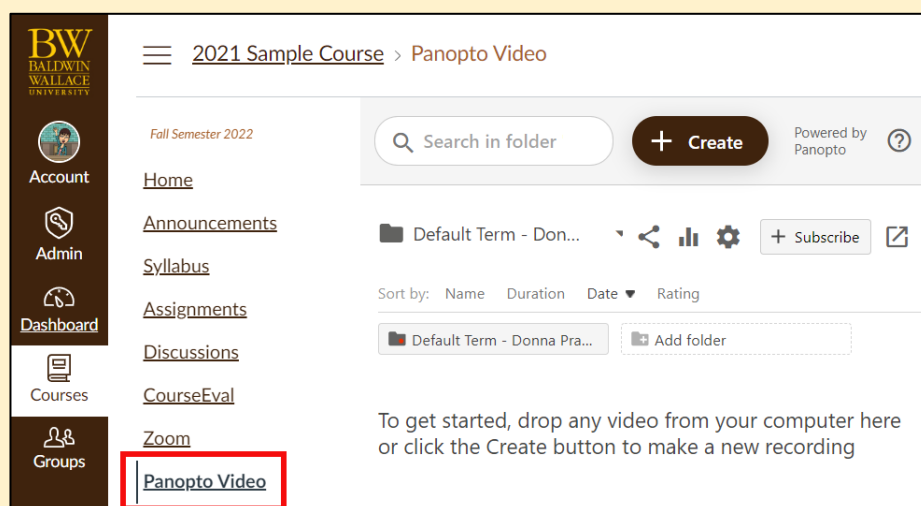
Enter your course. Click on “Settings.” Next, click the “Navigation” tab. Then, make sure that the links for **Zoom** and **Panopto** are both moved to the top section so that they are visible on the navigation menu. If they are not, drag and drop them into the top section. Click “SAVE” when you are done!!



Step 2: Open Panopto.

Return to your course menu and click on the Panopto link.

Simply opening the link to Panopto will create a folder where any of the Zoom recordings in this course will be saved!



Step 3: Set up a recurrence in Zoom for your course meeting time.

Open **Zoom**. Your course name will appear in the “**Topic**” field. The description field is optional. In the “**When**” field, select the first date to start recording and the time. In the “**Duration**” field enter the length of the recording time. The Time Zone field should default to EST. **Check the box for “Recurring meeting.”** Then, in the “**Recurrence**” field, select WEEKLY. Set the “**Repeat every**” field to 1 week and in the “**Occurs on**” field, choose the days your class meets. Set the “**End Date**” to the last day of the semester.

The screenshot displays the Zoom meeting scheduling interface within a course management system. The sidebar on the left contains navigation options, with 'Zoom' highlighted by a red box. The main content area shows the 'Schedule a Meeting' form. The 'Topic' field is set to '2021 Sample Course'. The 'When' field is set to '08/25/2022' at '9:00 AM'. The 'Duration' is set to '1 hr 0 min'. The 'Time Zone' is set to '(GMT-04:00) Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is checked, and the recurrence is set to 'Weekly' on 'Tue, Thu' starting '12/01/2022'.

(To continue, refer to next image below...)

The “**Security**” settings are optional. You can choose to use a Passcode that students need to join the room. (This prevents unauthorized “Zoom-Bombing.”)

The “**Video**” settings are defaulted to “off.” You can change these here to “on” or you can change them DURING your recording by turning cameras ON or by sharing your screen. If you leave these on “off” you will only capture audio – nothing else.

Choose the “**Meeting Options**” you wish to utilize by checking/unchecking the boxes. **If you check “Record the meeting automatically,” choose “In the cloud” (not on the local computer).**

CLICK SAVE when you are done.

Security

Passcode
 Only users who have the invite link or passcode can join the meeting

Waiting room
 Only users admitted by the host can join the meeting

Only authenticated users can join meetings

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry

Breakout Room pre-assign

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

Tracking Field

panopto_folder_context

Step 4: Return to your course menu; click Zoom. Links for each course session will be displayed. Click the Start button to begin recording. (The “Delete” button is only visible to the instructor!)

BW BALDWIN WALLACE UNIVERSITY

2021 Sample Course > Zoom Meetings

Fall Semester 2022

zoom

Your current Time Zone and Language are (GMT-04:00) Eastern Time (US and Canada), English

All My Zoom Meetings/Recordings

[Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 9:00 AM	2021 Sample Course	982 9202 6316	<input checked="" type="button" value="Start"/> <input type="button" value="Delete"/>
Tue, Aug 30 (Recurring) 9:00 AM	2021 Sample Course	982 9202 6316	<input type="button" value="Delete"/>
Thu, Sep 1 (Recurring) 9:00 AM	2021 Sample Course	982 9202 6316	<input type="button" value="Delete"/>
Tue, Sep 6 (Recurring) 9:00 AM	2021 Sample Course	982 9202 6316	<input type="button" value="Delete"/>
Thu, Sep 8 (Recurring) 9:00 AM	2021 Sample Course	982 9202 6316	<input type="button" value="Delete"/>

Account
Admin
Dashboard
Courses
Groups
Calendar
Inbox
History
Commons
Help

Home
Announcements
Syllabus
Assignments
Discussions
CourseEval
Zoom
Panopto Video
Grades
People
Pages
Quizzes
Modules
Rubrics
Files
Settings

Students will click **Zoom**, select the class session, and click the **“Join”** button for remote access.

None > Zoom Meetings

Fall Semester 2022

Home

Announcements

Syllabus

Assignments

Discussions

CourseEval

Grades

People

Pages

Quizzes

Modules

Panopto Video

Rubrics

Files

Settings

zoom

Your current Time Zone and Language are (GMT-04:00) Eastern Time (US and Canada), English

All My Zoom Meetings/Recordings

Schedule a New Meeting

Upcoming Meetings

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Show my course meetings only

Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 9:00 AM	2021 Sample Course Host	982 9202 6316	Join
Tue, Aug 30 (Recurring) 9:00 AM	2021 Sample Course Host	982 9202 6316	Join
Thu, Sep 1 (Recurring) 9:00 AM	2021 Sample Course Host	982 9202 6316	Join
Tue, Sep 6 (Recurring) 9:00 AM	2021 Sample Course Host	982 9202 6316	Join
Thu, Sep 8 (Recurring) 9:00 AM	2021 Sample Course Host	982 9202 6316	Join

Recorded class sessions can often take some time to process. Once they are complete, the recordings will move to Panopto. Instructors or students can click on the Panopto Video link to see the list of recordings. Only the course participants can access the recordings.

2021 Sample Course > Panopto Video

Fall Semester 2022

Search in folder "Default Term - Practice Course "...

Create

Powered by Panopto

Default Term - Practice Course

Share

Sort by: Name Duration Date Rating

Default Term - Pra... Add folder

2021 Sample Course

an hour ago

Zoom Meeting ID: 98292026 • Host: • Meeting Start: 08/24/2022 @ 3:26 PM • Recording Start: 08/24/2022 @ 3:26 PM • Duration: 0...

2021 Sample Course

an hour ago

Zoom Meeting ID: 98292026 • Host: • Meeting Start: 08/24/2022 @ 3:12 PM • Recording Start: 08/24/2022 @ 3:12 PM • Duration: 0...

Account

Admin

Dashboard

Courses

Groups

Calendar

Inbox

History

Commons

Help

Home

Announcements

Syllabus

Assignments

Discussions

CourseEval

Zoom

Panopto Video

Grades

People

Pages

Quizzes

Modules

Rubrics

Files

Settings