NYU | LAW

Zoom Recording Guide
From within NYU Classes

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NYU | LAW — Zoom Recording Guide

Recording a session
Click on the Start button to start the recording session
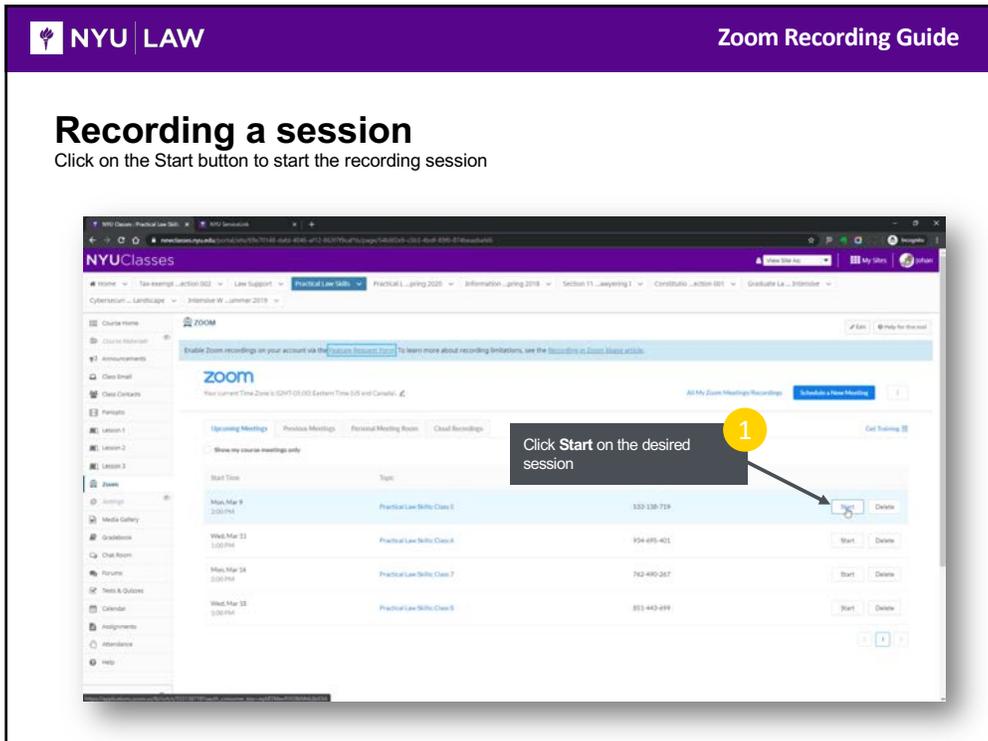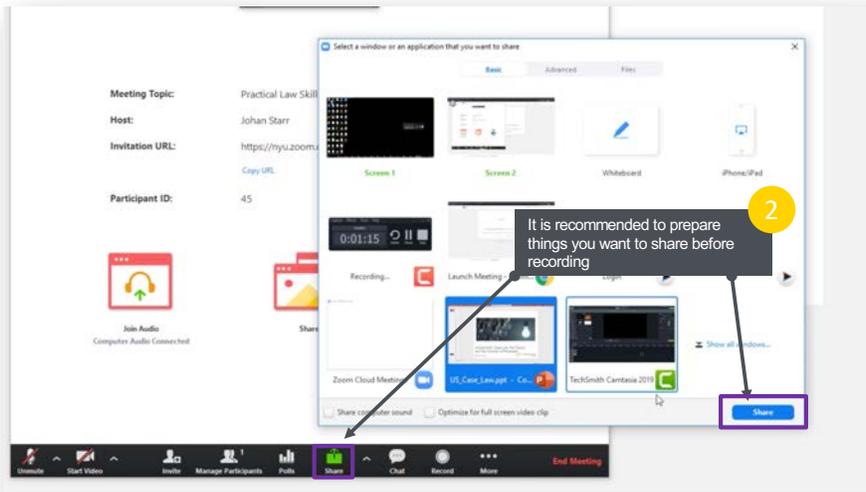
Click **Start** on the desired session
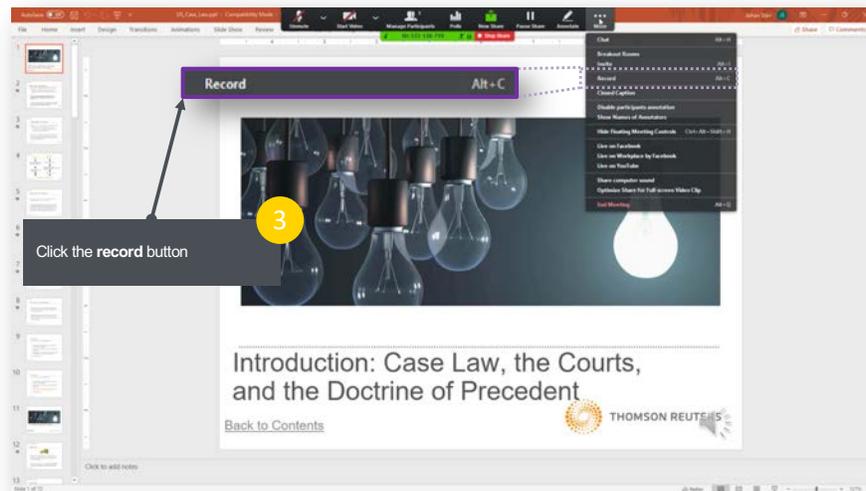
2

Recording a session (cont.)

Before recording, it is recommended to prepare everything you want to share with the session
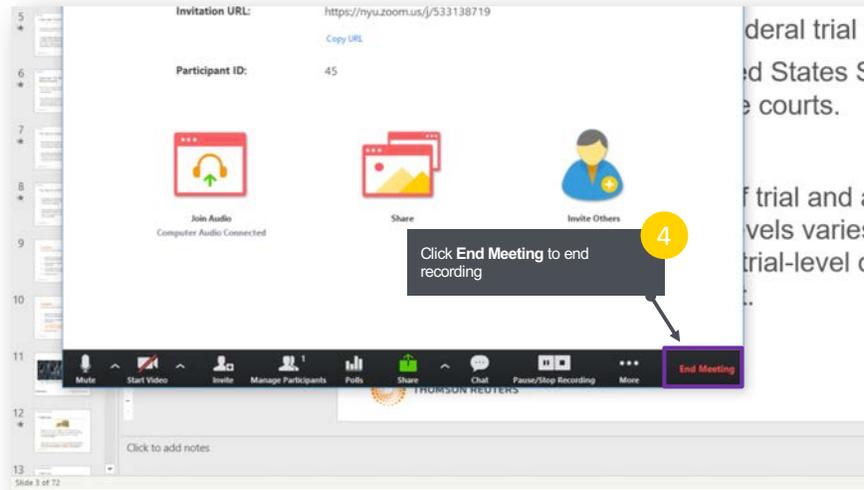

Recording a session (cont.)

Click on recording when you are ready to record

Recording a session (cont.)

When you are done recording, click on End Meeting button to end the session and stop recording. Once you have ended the session, it will be available to view on NYU Classes under Zoom tab and in Cloud Recording section. Depends on the length of the recording, it might take a while for the recording to appear.


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Click **End Meeting** to end recording

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Downloading a recording

To download a recording, click on Cloud Recordings under Zoom tab. Select the session that needs to be downloaded.

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Select the **session**

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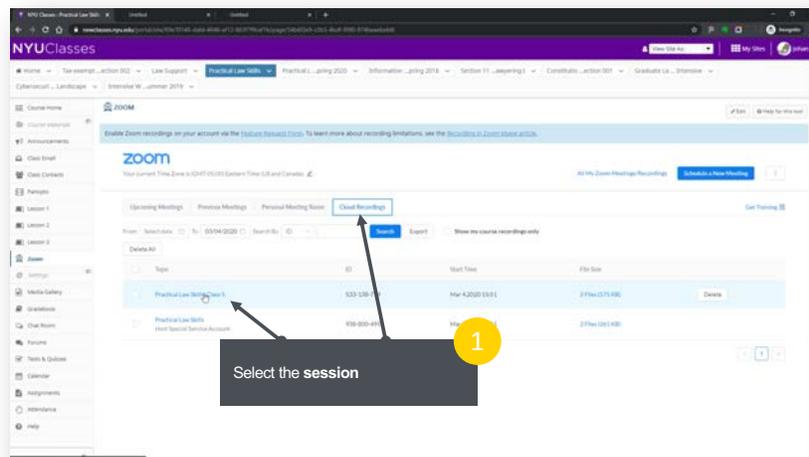
Downloading a recording (cont.)

The recording is available in both a MP4 video file and an audio only file. Click download on the filetype you want to download. Note that the file is available for 30 days after the recording.

Download the file in the desired format

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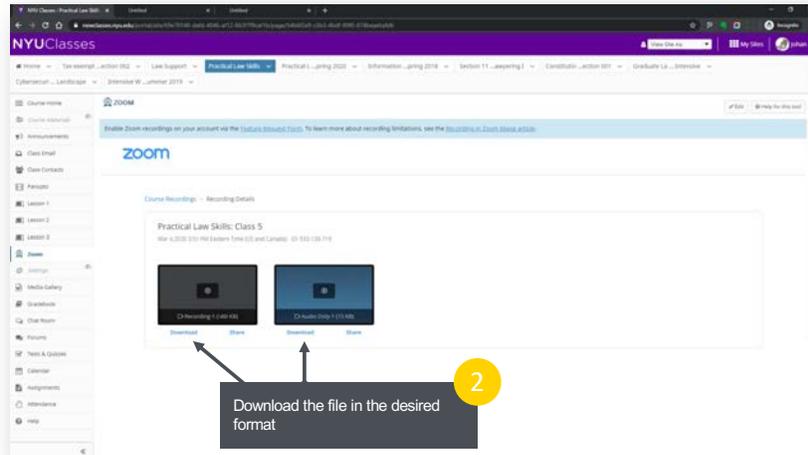
Upload to Panopto

After you have a recording downloaded, you can upload it to Panopto. Select Panopto to open Panopto folder associated with that course.
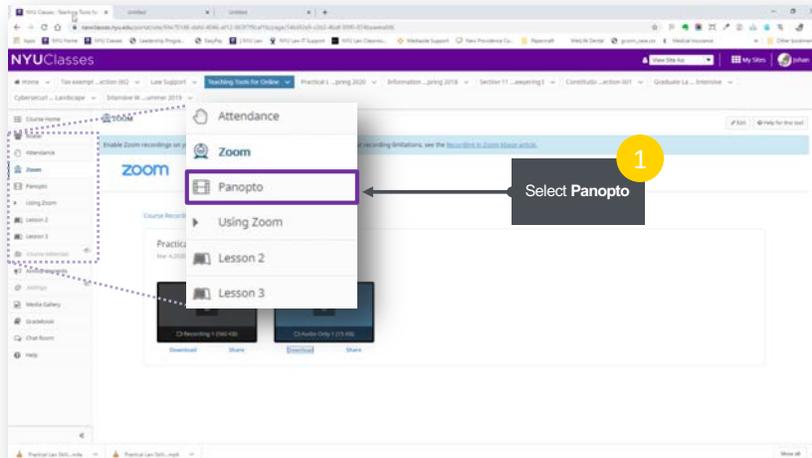
Select **Panopto**

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Upload to Panopto (cont.)

To upload a document, select the **Create** button and click on **Upload media**. Multiple files can be uploaded at the same time. Wait for the upload to finish before closing the pop-up window. Depending on the length of the file, it might take an hour or more to process the file before it becomes available.

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