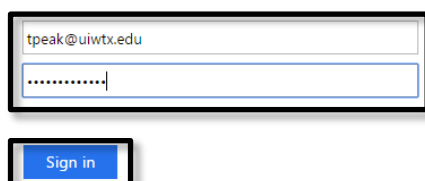# Post Zoom Recordings to Kaltura

Here is a way for those who would like to *automatically* add their Zoom cloud recordings to Kaltura through Blackboard's My Media section.
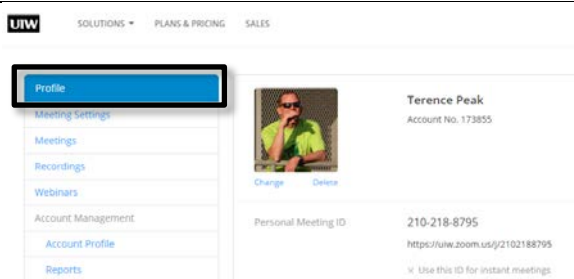
Make the recording

1. Start by going to https://uiw.zoom.us
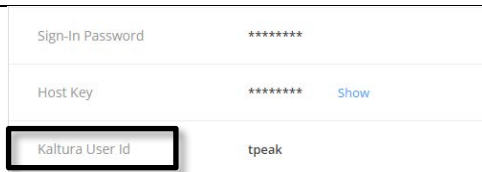2. Click **Sign in here**

3. On the next page, type your *UIW Email address* and *password* in the space provided
4. Click **Sign in**

5. Zoom opens to the *Dashboard*
6. Click **Profile** on the left-hand side

7. Scroll down and locate *Kaltura User id* Click **Edit** on the right-hand side of the page
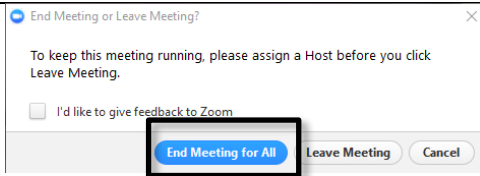
8. In the **Kaltura User id box**, type your *UIW username*
9. Click **Save Changes**
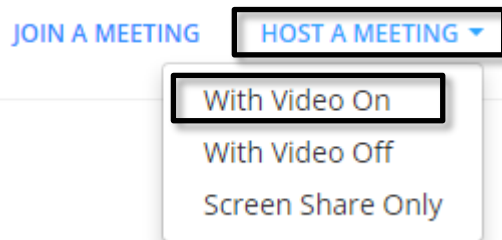
10. Scroll to the top of the *Profile page* and click **Host a Meeting**
11. Choose **With Video On.** This will start the Zoom meeting software
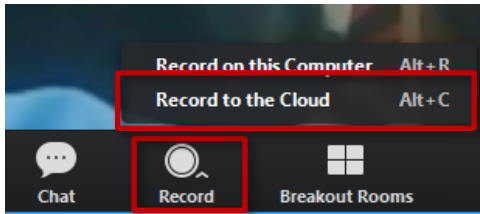
12. On the bottom of the screen/recording window click **Record**
13. Choose **Record to the Cloud**
14. When the session is over click **Stop Recording**

15. Click **End Meeting**
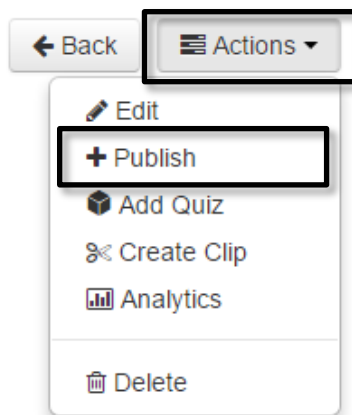16. Click **End Meeting for All**

Publish to Kaltura

1. In Blackboard, click the **My UIW tab**
2. Locate the *My Media module* (just below the Tools module)
3. Click **My Media**

4. Locate the Zoom recording and double-click the **file** to *select it.* (*Note the some files may take longer than others to upload in My Media*)

*The video will be listed as **private** and only veiwable by you. If tou want to share the Zoom video, it must be published*

5. When the file opens, click **Actions**
6. Click **Publish** to move the file from *Private* to *Published*, so that it can be shared

7. Choose a **gallery** (preferably the course in which the video will be used) by clicking the **checkbox**
8. Click **Save** to publish the Zoom session

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