

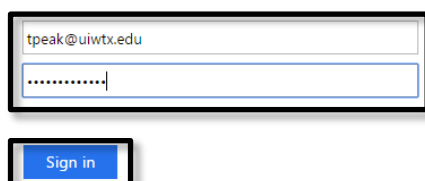
# Post Zoom Recordings to Kaltura

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

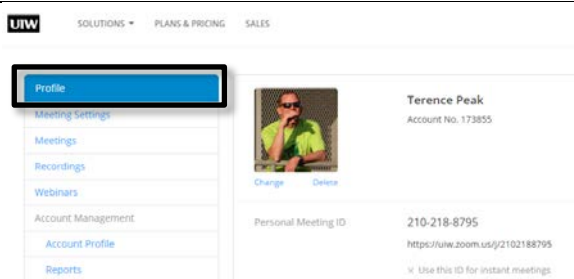


1. Start by going to <https://uiw.zoom.us>
2. Click **Sign in here**

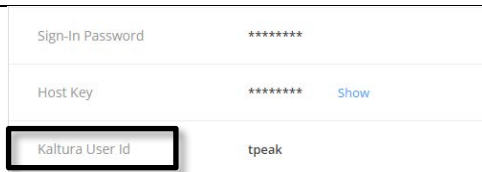
A screenshot of the Zoom sign-in form. It shows a text box for the email address "tpeak@uiwt.edu" and a password field with dots. Below the password field is a blue "Sign in" button.

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

Forgot your email address? Click [here](#) for more information.



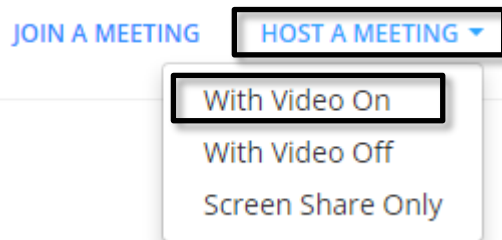
5. Zoom opens to the *Dashboard*
6. Click **Profile** on the left-hand side

A screenshot of the Zoom profile edit form. It has fields for "Sign-In Password" (masked with dots), "Host Key" (masked with dots and a "Show" link), and "Kaltura User Id" (containing "tpeak").

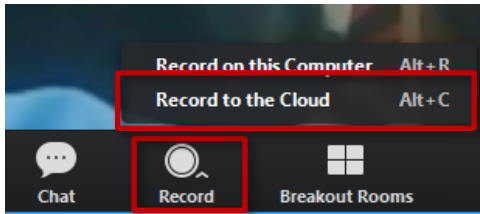
7. Scroll down and locate *Kaltura User id*  
Click **Edit** on the right-hand side of the page

A screenshot of the Zoom profile edit form, focusing on the "Kaltura User Id" field. The field contains "tpeak". Below the field are "Save Changes" and "Cancel" buttons.

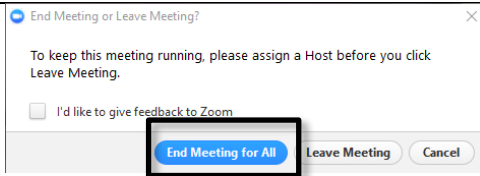
8. In the **Kaltura User id box**, type your *UIW username*
9. Click **Save Changes**



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**

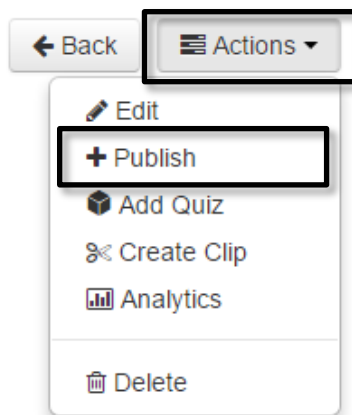
## Publish to Kaltura



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