

Adding Zoom recordings to the College of Business Media Server

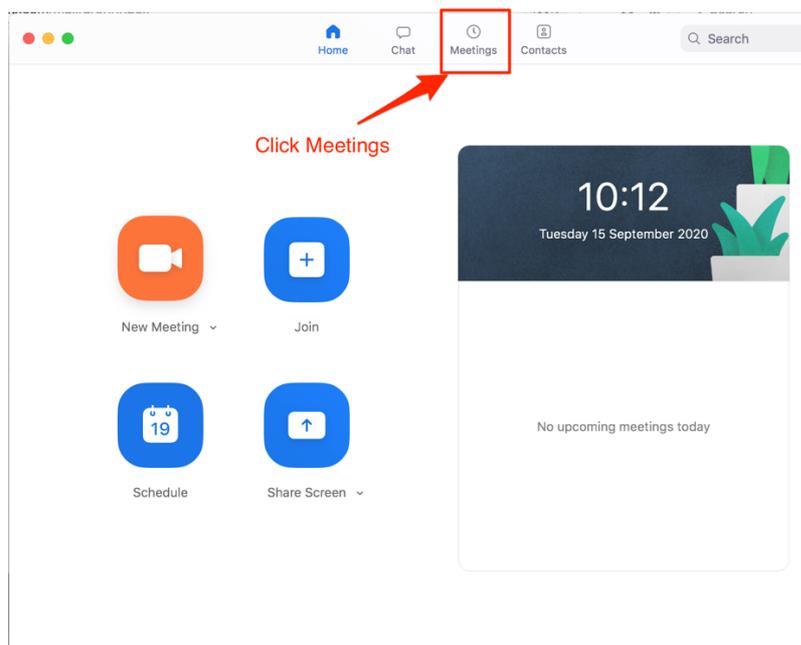
Zoom cannot guarantee that recordings to cloud accounts will be stored in servers in the EU. Therefore, in order to comply with EU GDPR requirements, any recordings of lectures made using Zoom must be removed from Zoom's cloud storage. We strongly recommend removing recordings in your Zoom cloud account and uploading them to your personal channel in the College of Business's media server.

If you don't have an account on the COB media server, please contact the Business eLearning team (business.elearning@ucd.ie) to request one.

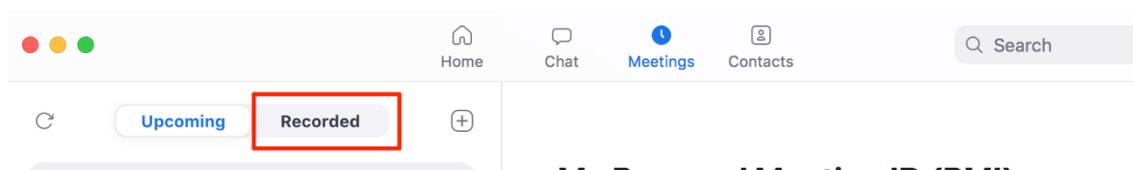
If you don't have access to a UCD licenced Zoom account, contact the IT helpdesk (ithelpdesk@ucd.ie) to request one.

Steps to removing Zoom recordings from cloud accounts and adding to the COB media server

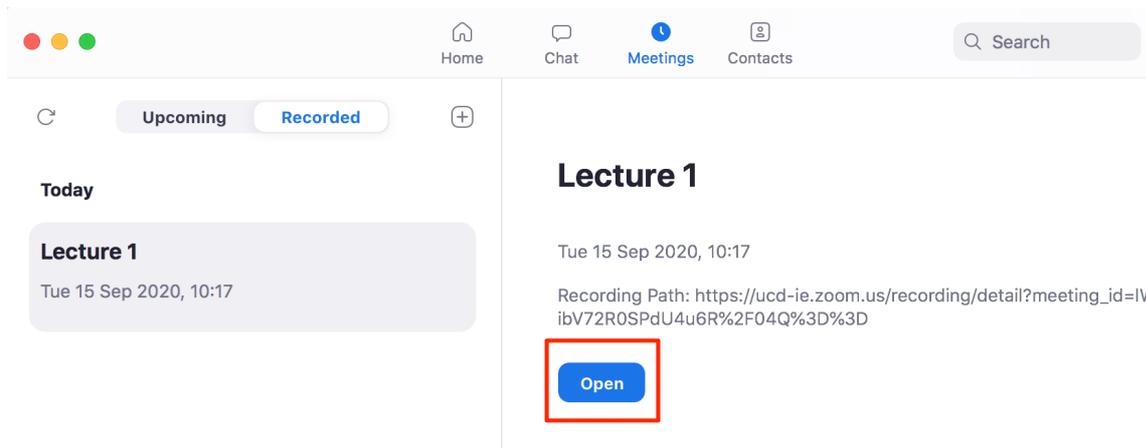
Step 1: Log into your Zoom account to access any recordings you have made. If you log in via the Zoom desktop client, you will find the list of recordings by going to 'Meetings'



And then 'Recorded'

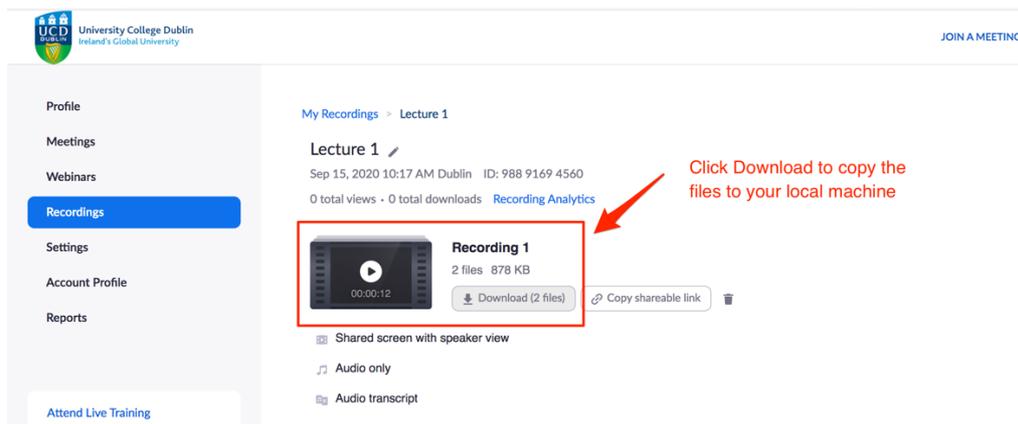


Step 2: To view the recording and download it, click 'Open'

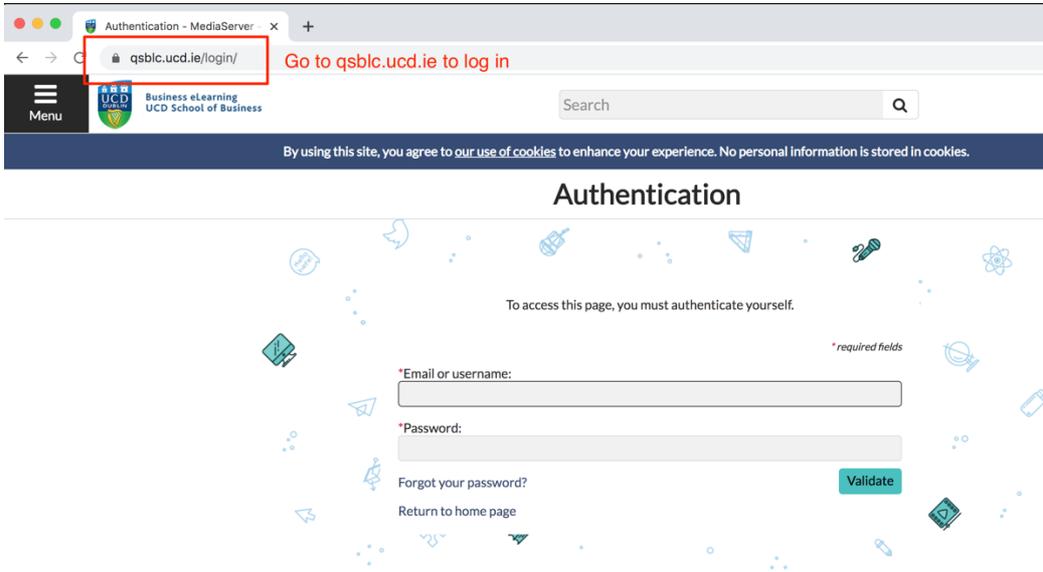


You will be brought to the Zoom web interface.

Step 3: Click 'Download' to save a copy of the recording to your local machine.

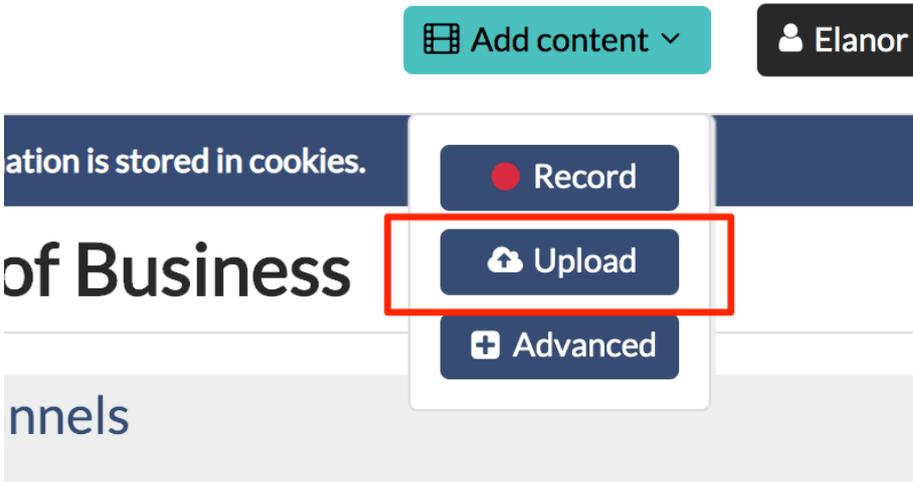


Step 4: Log into the COB media server (go to qsblc.ucd.ie)



The screenshot shows a web browser window with the URL qsblc.ucd.ie/login/ in the address bar. A red box highlights the URL. Below the address bar is a navigation menu with the UCD Business eLearning logo and a search bar. A dark blue banner at the top of the page contains the text: "By using this site, you agree to our use of cookies to enhance your experience. No personal information is stored in cookies." The main heading is "Authentication". Below this, a message states: "To access this page, you must authenticate yourself." There are two input fields: "*Email or username:" and "*Password:". A "Validate" button is to the right of the password field. Below the fields are links for "Forgot your password?" and "Return to home page".

Step 5: Got to 'Upload Media'



The screenshot shows a media management interface. At the top, there is a teal button labeled "Add content" with a dropdown arrow and a user profile icon labeled "Elanor M". Below this is a dark blue banner with the text "ation is stored in cookies." and "of Business". A white dropdown menu is open, showing three options: "Record" (with a red dot icon), "Upload" (with a cloud icon and highlighted by a red box), and "Advanced" (with a plus icon). Below the dropdown is a grey banner with the text "nnels".

Step 6: Add a title for the video, find the file and upload and select 'Add Media'

Add a media by sending a file

Title the video * required fields

Title:

*Channel: Elanor McDonald

File: GMT20200915...40x360.mp4 Select the video file

Advanced settings

Own this media:

Transcode file:

Slides detection:

Click Add media

Step 7: To add the link to the module on Brightspace, select the LTI link to the video.

[Parameters](#) [Trimming](#) [Slides](#) [Community](#) [Subtitles](#) [Permissions](#) [Statistics](#)

Parameters

Check media : Succeeded 100 % Transcoding : Succeeded 100 %

About this media

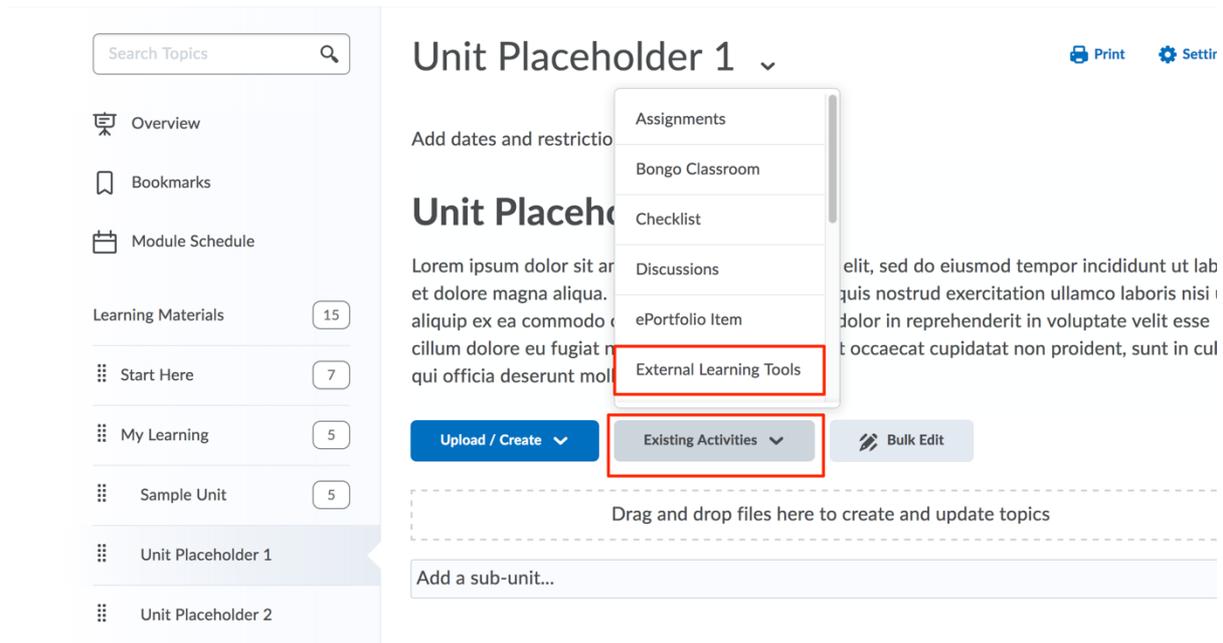
Media added on: September 15th, 2020, 11:54 a.m.
Storage used by this media: 2.7 MB

Links to this media: [Normal link](#) [Permalink](#) [Player only link](#) Copy the LTI link

Links to download the metadata: [Metadata package](#) [Metadata package with editorial annotations only](#) [Metadata package with all annotations](#)

LTI link to this media:

Step 8: Navigate to the module on Brightspace and select the area on the module that you want to add the video to. Select 'Existing Activities' and then 'External Learning Tools'



Search Topics

Overview
 Bookmarks
 Module Schedule

Learning Materials (15)
 Start Here (7)
 My Learning (5)
 Sample Unit (5)
Unit Placeholder 1
 Unit Placeholder 2

Unit Placeholder 1

Add dates and restrictions
Unit Placeholder 1
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

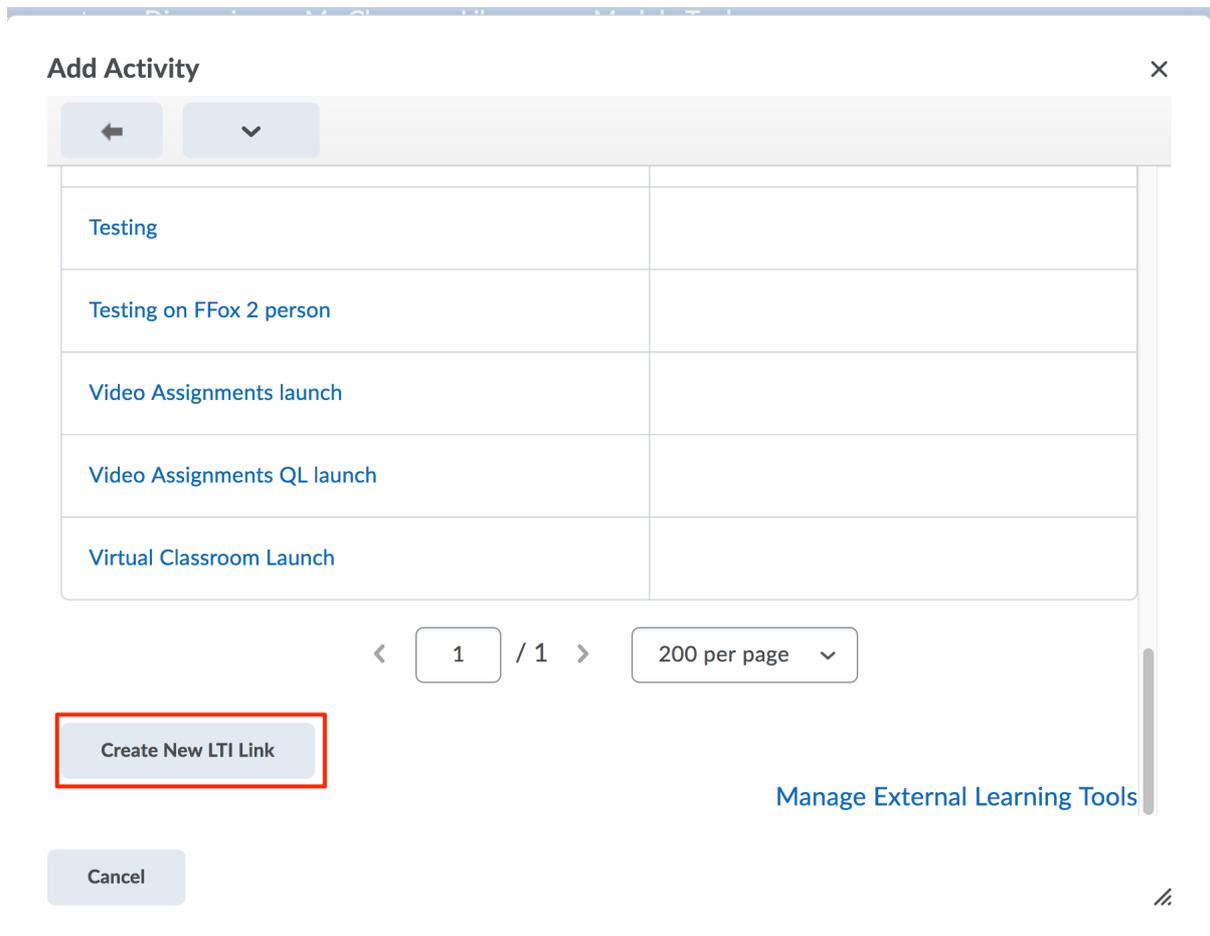
- Assignments
- Bongo Classroom
- Checklist
- Discussions
- ePortfolio Item
- External Learning Tools**

Upload / Create Existing Activities Bulk Edit

Drag and drop files here to create and update topics

Add a sub-unit...

Step 9: Select 'Create new LTI link'



Add Activity

Testing
 Testing on FFox 2 person
 Video Assignments launch
 Video Assignments QL launch
 Virtual Classroom Launch

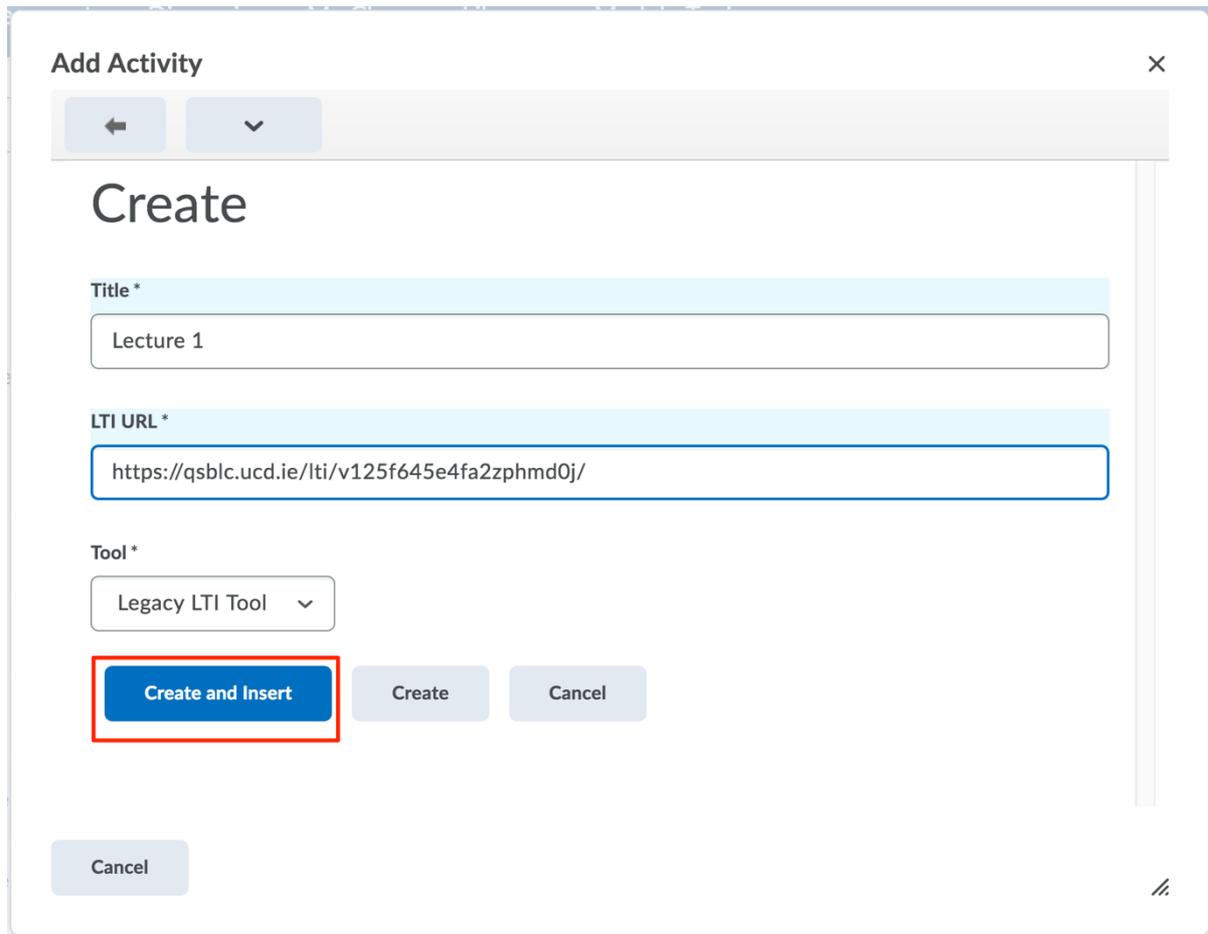
1 / 1 200 per page

Create New LTI Link

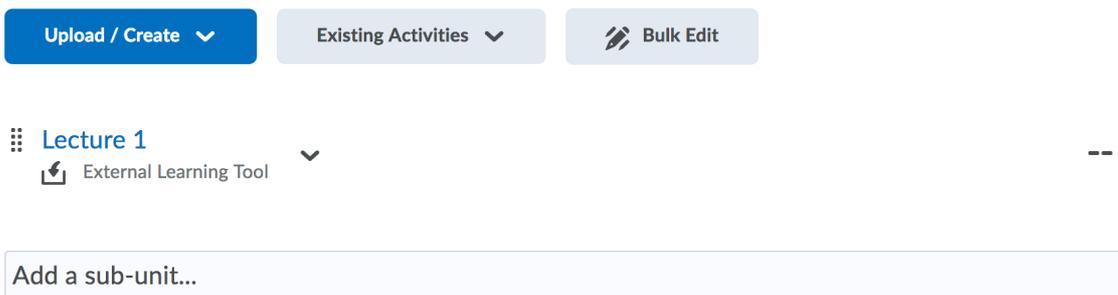
Manage External Learning Tools

Cancel

Step 10: Add the title, the LTI link and then click 'Create and Insert'. The link is then added to the module.



The link will appear in the module.



Step 11: Once you are happy that the link is in the module, be sure to delete the recording from your Zoom cloud account. You must do this to comply with EU GDPR requirements. Go back to your Zoom account and go to the recording. Click the 'bin' icon to delete the recording and associated files.

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Ireland's Global University

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[Knowledge Base](#)

My Recordings > Lecture 1

Lecture 1 ✎
Sep 15, 2020 10:17 AM Dublin ID: 988 9169 4560
0 total views · 2 total downloads [Recording Analytics](#)

 **Recording 1**
2 files 878 KB
[Download \(2 files\)](#) [Copy shareable link](#) 

Click the 'bin' icon to delete the recording

 [Shared screen with speaker view](#)   

 Audio only
 Audio transcript