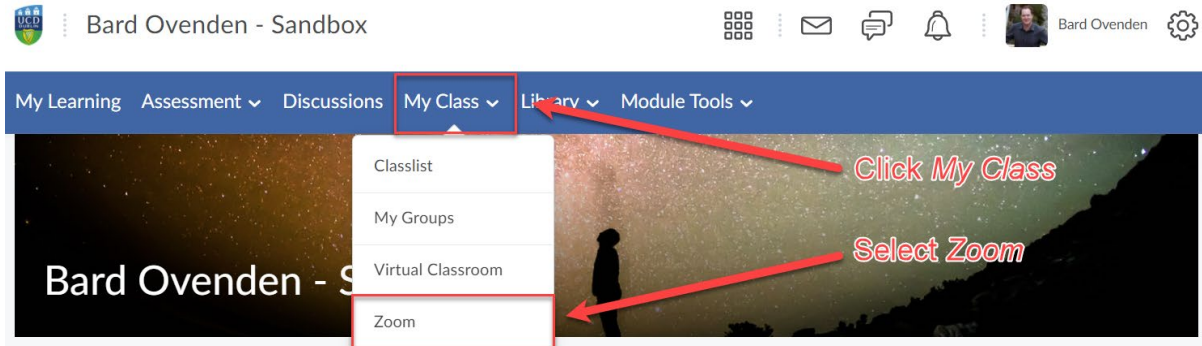


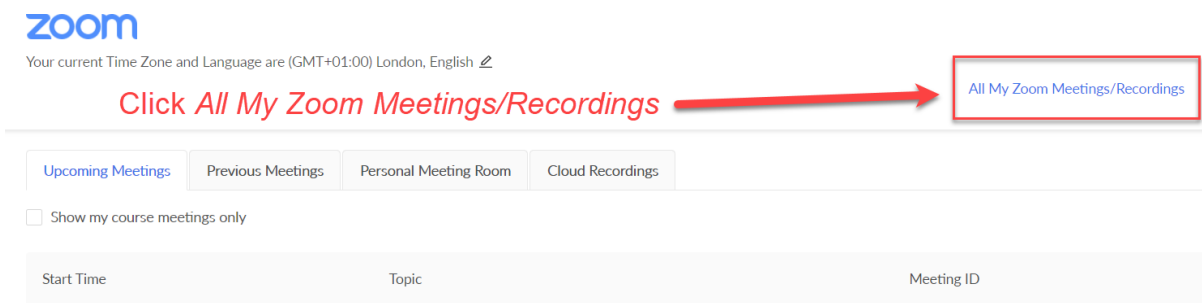
Sharing a Zoom Recording in Brightspace

The steps below detail how to share your Zoom recordings in Brightspace.

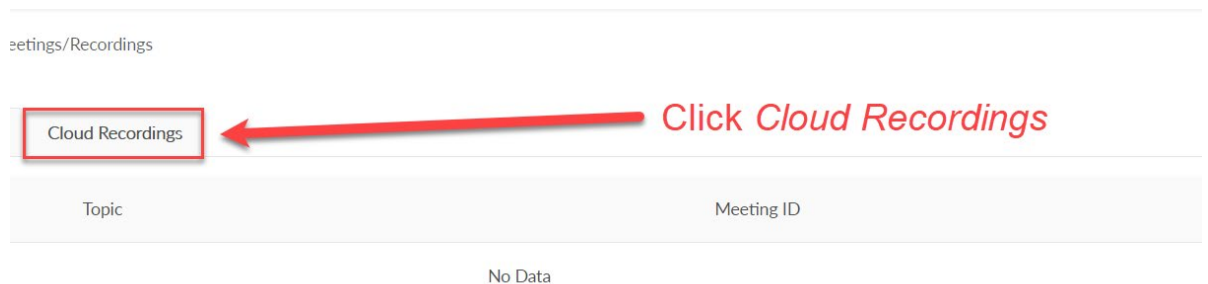
Step 1 - Login to your module on Brightspace, click *My Class* from the main menu. Select *Zoom*.



Step 2 - Click *All My Zoom Meetings/Recordings*.



Step 3 - Click *Cloud Recordings*.



Step 4 - Click the recording you wish to share with students.

Upcoming Meetings Previous Meetings **Cloud Recordings**

from to Search by

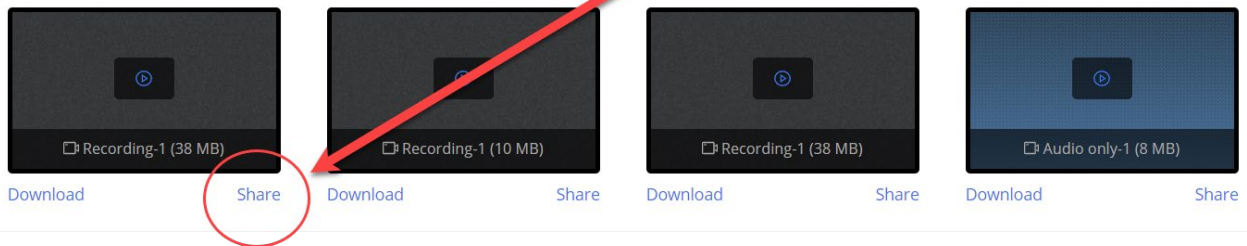
<input type="checkbox"/>	Topic	ID	Start Time	File Size
<input type="checkbox"/>	Bard Ovenden's Zoom Meeting	666 4195 4609	Jun 11, 2021 1:29 PM	4 Files(93 MB)
<input type="checkbox"/>	Bard Ovenden's Zoom Meeting	634 2115 0859	Apr 30, 2021 11:45 AM	4 Files(188 MB)

Click the recording you wish to share

Step 5 - Click *Share* on the leftmost recording.

Bard Ovenden's Zoom Meeting
2021-06-11 12:29:29 London ID: 666 4195 4609

Click Share



Step 6- Highlight and copy the link.

Highlight the link and press Ctrl C
(Command C on Mac) to copy the link

Share this cloud recording

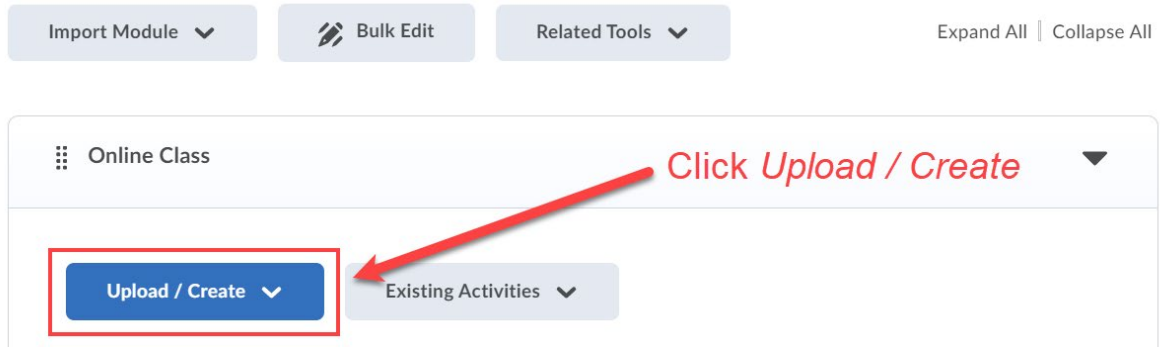
Title: Bard Ovenden's Zoom Meeting
Date: 2021-06-11 12:29:29 London

Recording-1(38 MB)
https://ucd-ie.zoom.us/rec/play/hzPAKEeXvv3rftPqT0BIZ7ftJYHoWxH7N-HE5uYCIvPyBivaY7jZzSCJxfywbMw0IP1w02YUmS9YoasG.xApEOq_HcCl0maz0

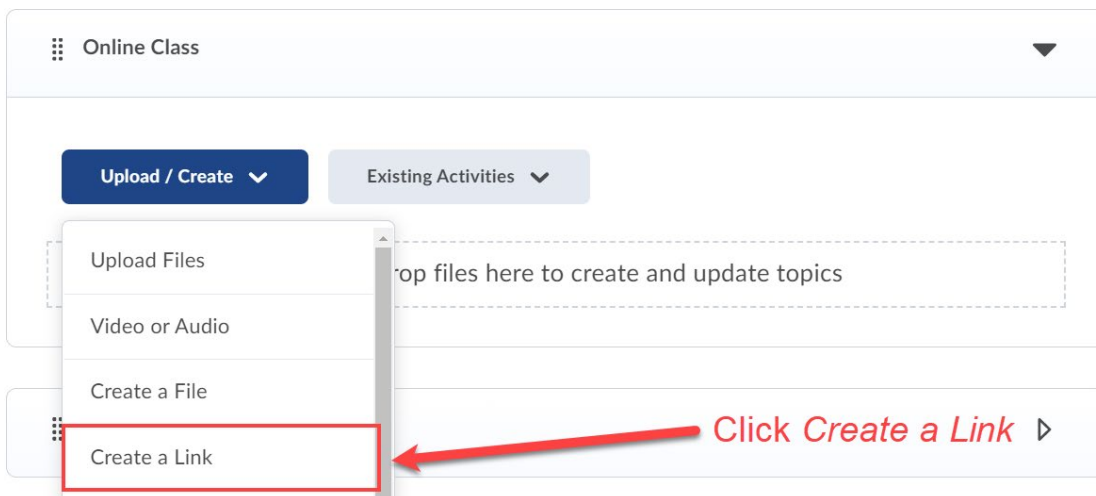
Step 7 - Navigate to the *My Learning* area in Brightspace.

We recommend you place your recordings in an area of the module which is easy for students to find and access. For example, consider placing the recordings in the 'Online Class' Unit.

Click *Upload / Create*.



Step 8 - Click *Create a Link*.



Step 9 - Enter a *Title* and paste the copied Zoom link into the *URL* field.
Ensure *Open as External Resource* is ticked.
Click *Create*.



New Link ✕

Title *
Week 1

URL *
https://ucd-ie.zoom.us/rec/play/hzPAKEeXvv3rftPq~

Open as External Resource
User progress is not tracked for external resources

Create Cancel

Enter a Title

Paste the Zoom link

Ensure Open as External Resource is ticked

Click Create

Step 10 - Your Zoom recording is available to students in Brightspace.

Online Class ▾

 Print  Settings

Add dates and restrictions... 

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

 **Week 1** ▾
 Link ▾ ✓

The Zoom recording is available as a link in Brightspace