

Workflow for Recording in Brightspace

Note. This workflow relies on storing your recording in the cloud. If you select record locally on your computer, you will need to follow an alternate work-flow.

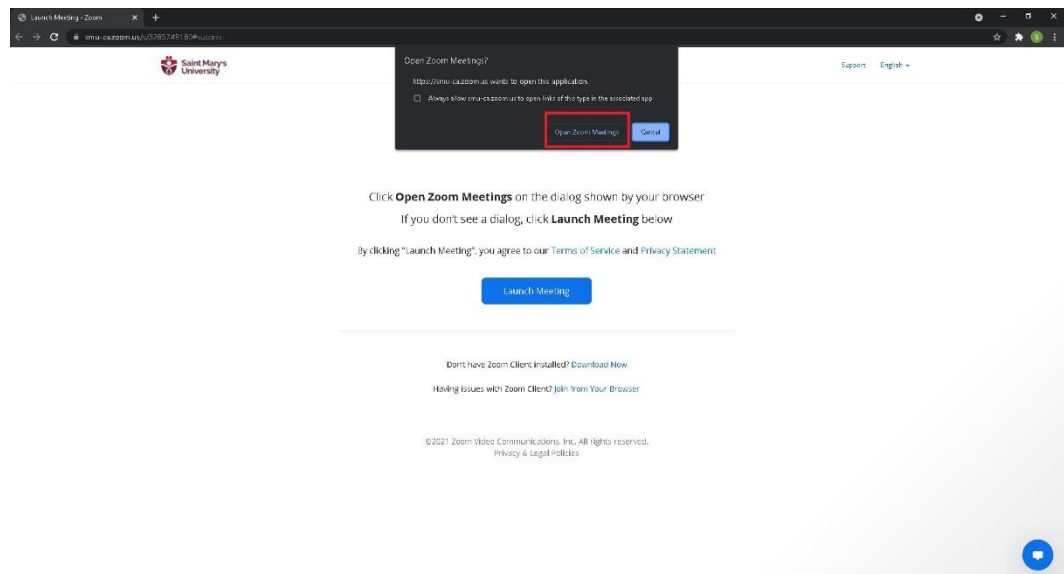
1. In Brightspace from the course **nav bar** (navigation panel), go to **Zoom**, located between Grades and course tools.



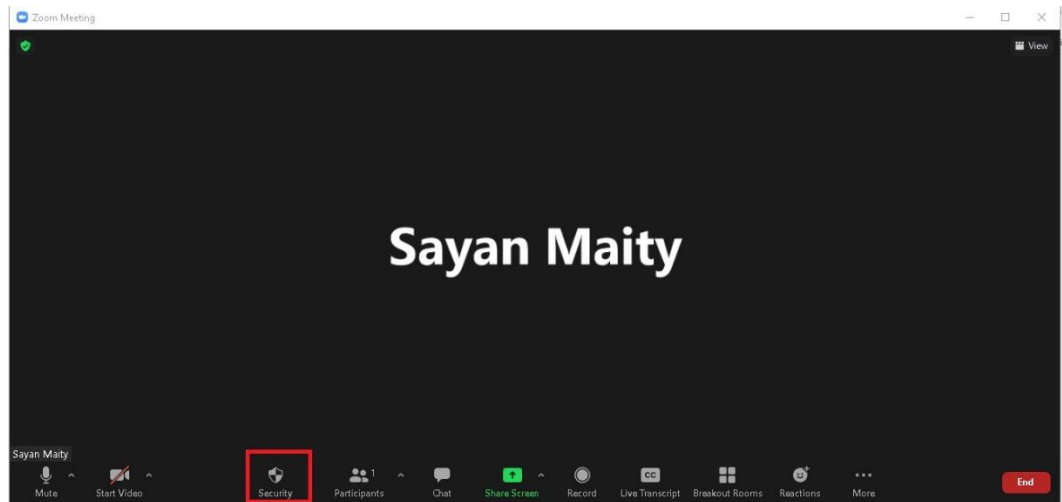
2. Beside the scheduled meeting for your asynchronous class, hit **Start**.

Start Time	Topic	Meeting ID	
Recurring	Recurring Office Hours	328 574 9180	Start Delete

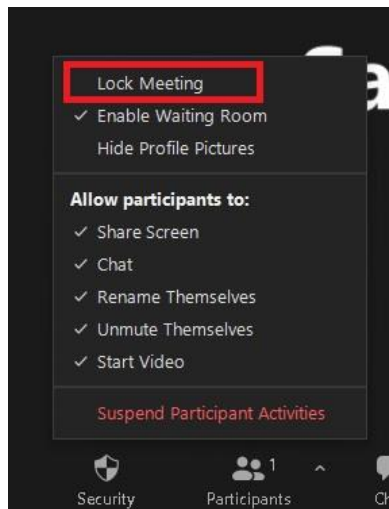
3. You will be prompted to open your Zoom App for the meeting. Click on **Open Zoom Meetings**.



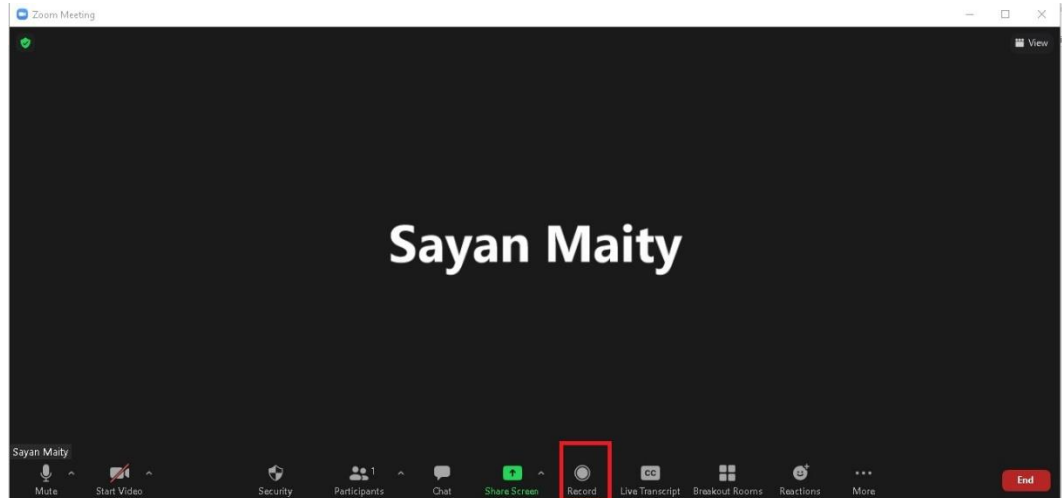
- Once meeting opens, prevent students from joining your meeting. Navigate to **Security** on the meeting toolbar at the bottom.



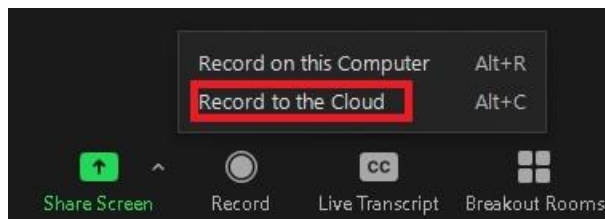
- Check the option **Lock Meeting**.



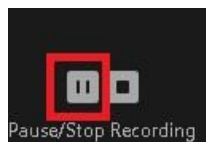
- When ready to record, click on **Record**.



7. Select the option, **Record to the cloud**. After that recording will start.



8. To Pause the recording click on Pause button.

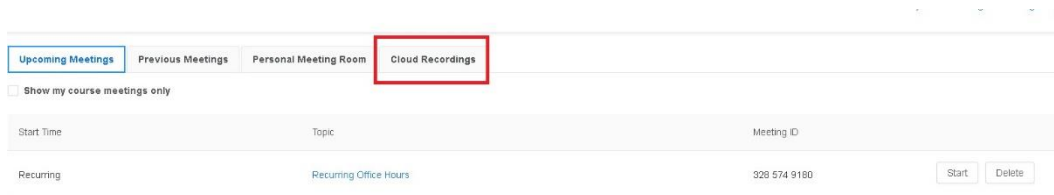


9. To Resume the recording click on Resume button.



CAUTION. Do not click on **Stop** during the recording. Selecting stop end the recording file and result in more than one recording file. If you do wish to redo a recording, then select the Stop option and recommence your recording (lecture). You can then publish the recording you wish students to view.

10. Once you finished recording select **End** to end your meeting.
11. Now in Brightspace, Navigate to **Zoom**
12. Open **Cloud Recording**.



13. Toggle the option **Publish** beside the recording to publish the recording to the students.

