

MANAGING ZOOM INTEGRATION WITH PANOPTO

UTSA Zoom is now integrated with Panopto, increasing the available cloud storage for recorded meetings and lectures.

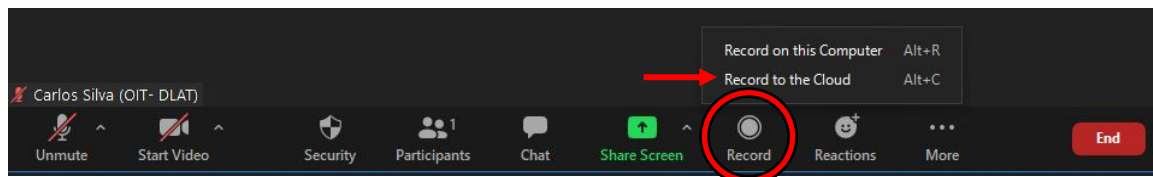
- All **Cloud Recordings** made with Zoom are now automatically added to your Panopto library.
- Recordings added to Panopto are then **immediately deleted** from Zoom Cloud storage.

PREREQUISITES

1. Login to Panopto to create your account.
 - a. Navigate to [UTSA Panopto](https://utsa.hosted.panopto.com) (<https://utsa.hosted.panopto.com>)
 - b. Select **Blackboard Faculty and Students** or **UTSA-Staff**
 - c. Use your **myUTSA ID (abc123)** and **password**.
2. Logout of Zoom on all devices and sign in with SSO (Single Sign On) to claim your UTSA Zoom license.
 - a. Navigate to [UTSA Zoom](https://utsa.zoom.us) (<https://utsa.zoom.us>)
 - b. Click **Sign in to your account**.
 - c. Use your **myUTSA ID (abc123)** and **password** on the UTSA SSO page.

CREATING A ZOOM CLOUD RECORDING

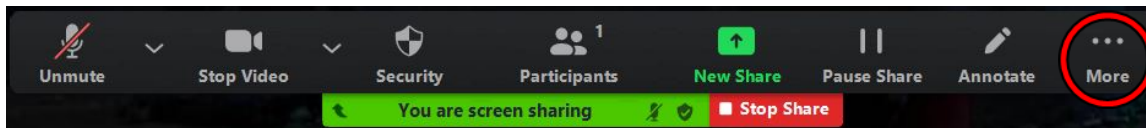
1. Create a new Zoom Meeting or Join a previously scheduled meeting using one of the following methods:
 - Zoom Desktop Client for Windows or Mac.
 - UTSA Zoom web portal at <https://utsa.zoom.us>.
 - Zoom for Android
 - Zoom for IOS
2. The Zoom Desktop Client provides options for recording to either the local computer or the cloud. Locate the Record icon in the meeting controls and select **Record to the Cloud**.



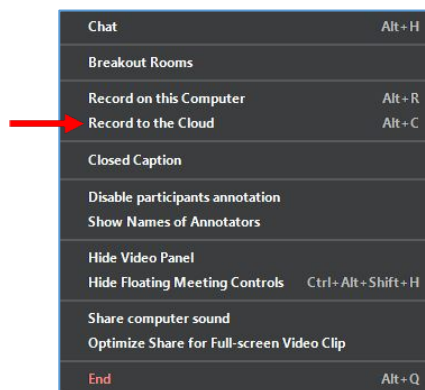
The remaining platforms allow only cloud recording by default:

- UTSA Zoom web portal
- Zoom for Android
- Zoom for IOS

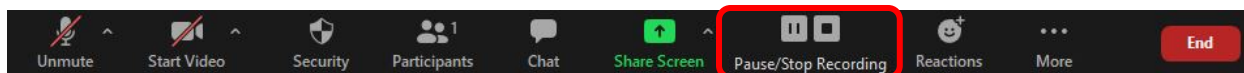
3. If you are sharing your screen, click the **More** icon to expand the meeting controls.



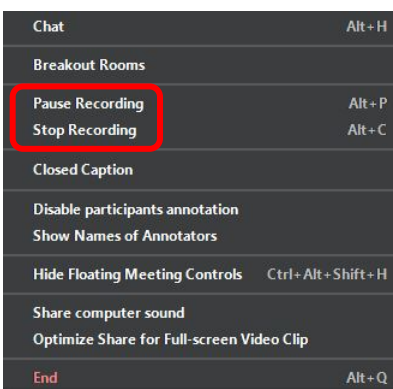
4. Select **Record to the Cloud**.



5. Anytime during the meeting, a recording can be paused or stopped with meeting controls.



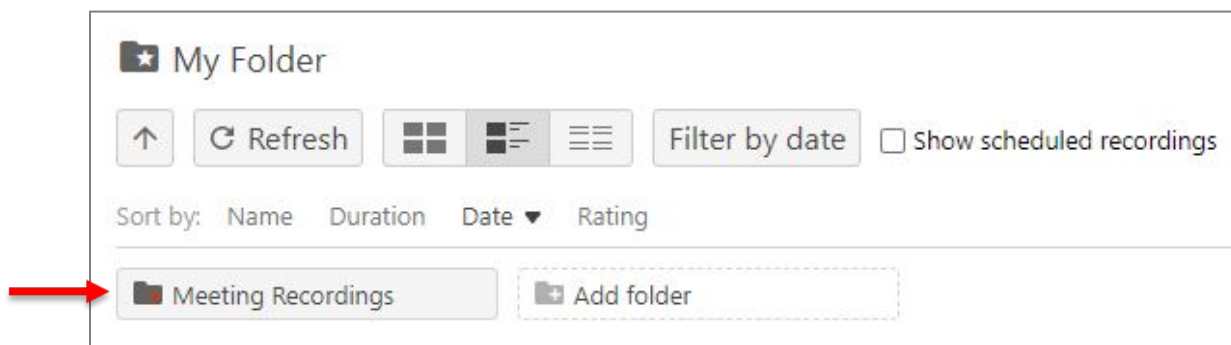
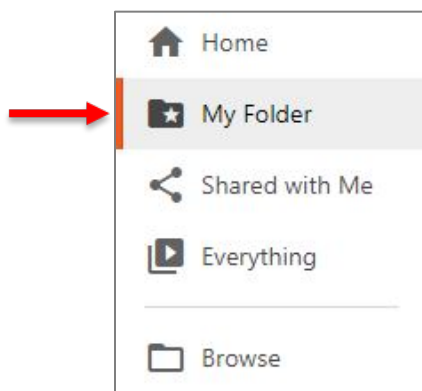
6. During a screen share, click **More** to expand the meeting controls.



7. Cloud recordings will begin processing after the meeting has ended.
8. An email notification from Zoom will be sent to your inbox when the recording has finished processing.
9. A notification from Panopto will be sent when your video has been added to your Panopto library.
10. Your recording will be deleted from Zoom cloud storage.

ACCESSING A ZOOM RECORDING IN THE PANOPTO LIBRARY

1. Once a meeting has concluded, it will be automatically uploaded to your Zoom account and your Panopto library.
2. You will receive an email communication when the Panopto video is ready to view.
3. Login to [UTSA Panopto](https://utsa.hosted.panopto.com) (<https://utsa.hosted.panopto.com>) to access your recordings.
4. Videos will be located in your **My Folder** in the subfolder **Meeting Recordings**.

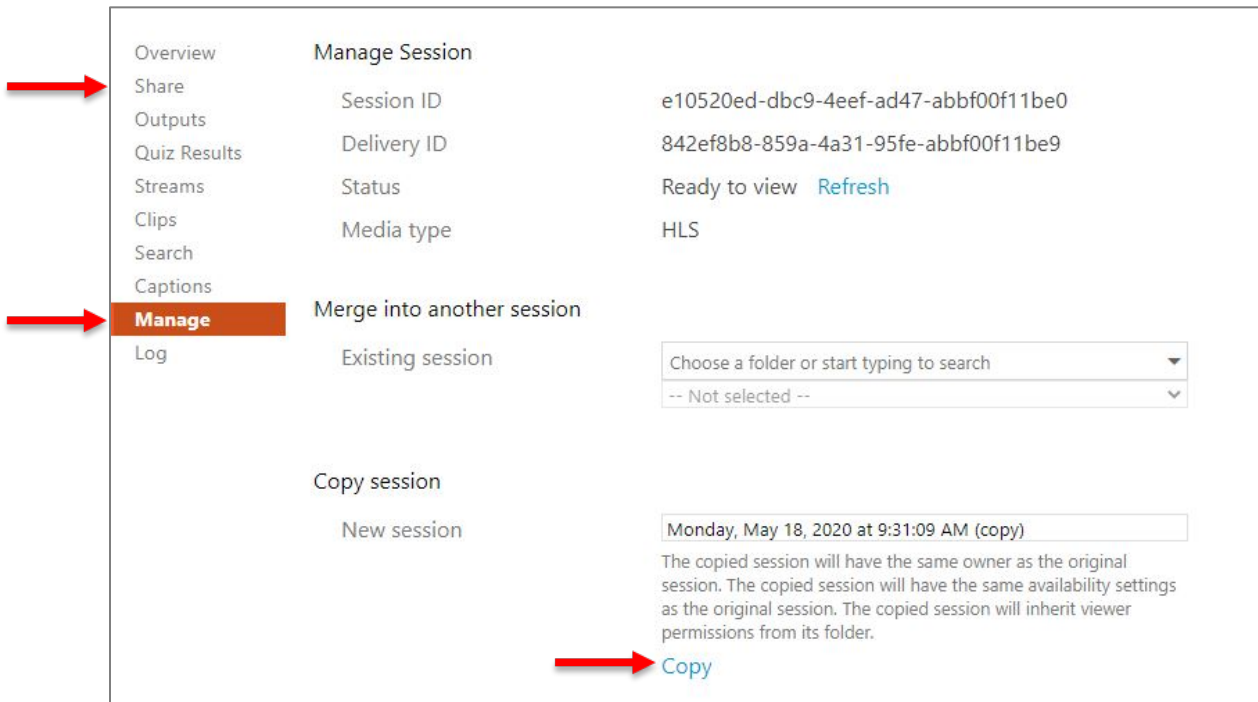


COPYING A RECORDING TO AN ADDITIONAL LOCATION

1. Choose the video session you wish to copy and click on **Settings**.



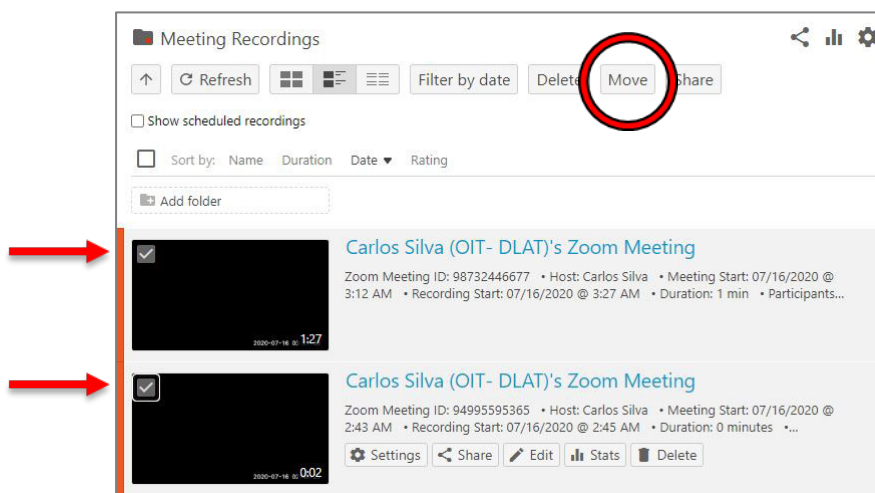
2. Click **Manage** and select **Copy**. The copied session will inherit the same permissions from the original folder.



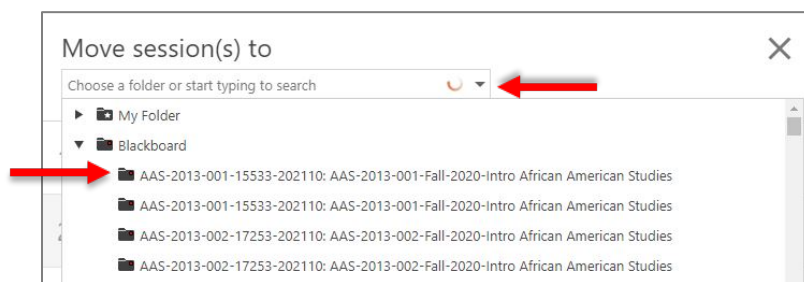
3. Copy is created in the same folder as the original. Follow the steps on the following page to move this video where needed.
4. Be sure to check **Share** settings to guarantee your viewers have the necessary access to view the video.

MOVING RECORDINGS TO ANOTHER FOLDER

1. Browse to your **Meeting Recordings** folder to locate your list of recordings.
2. Hover your cursor over the video thumbnails and tick the **check box** at top-left corner for each desired recording.
3. Click the **Move** button.



4. Search in the entry field or click the drop-down arrow to browse for the target folder.

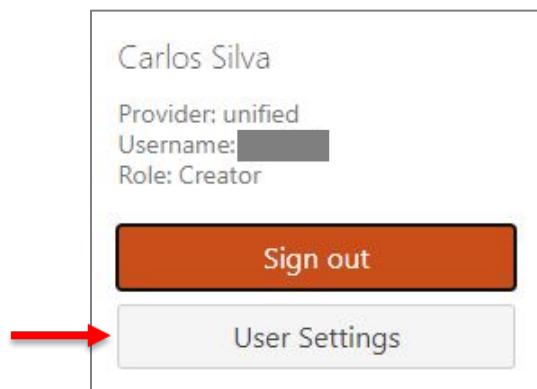


5. Click **Move**.



MANAGING DEFAULT FOLDER LOCATION

1. Click on your **username** at the top-right of the page. Select **User Settings**.



2. Locate the **Default Folder** and click **Edit**.

Zoom Recording Import Settings

You can use the following settings to control the folder where your Zoom Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

Default Folder My Folder [Edit](#) ←

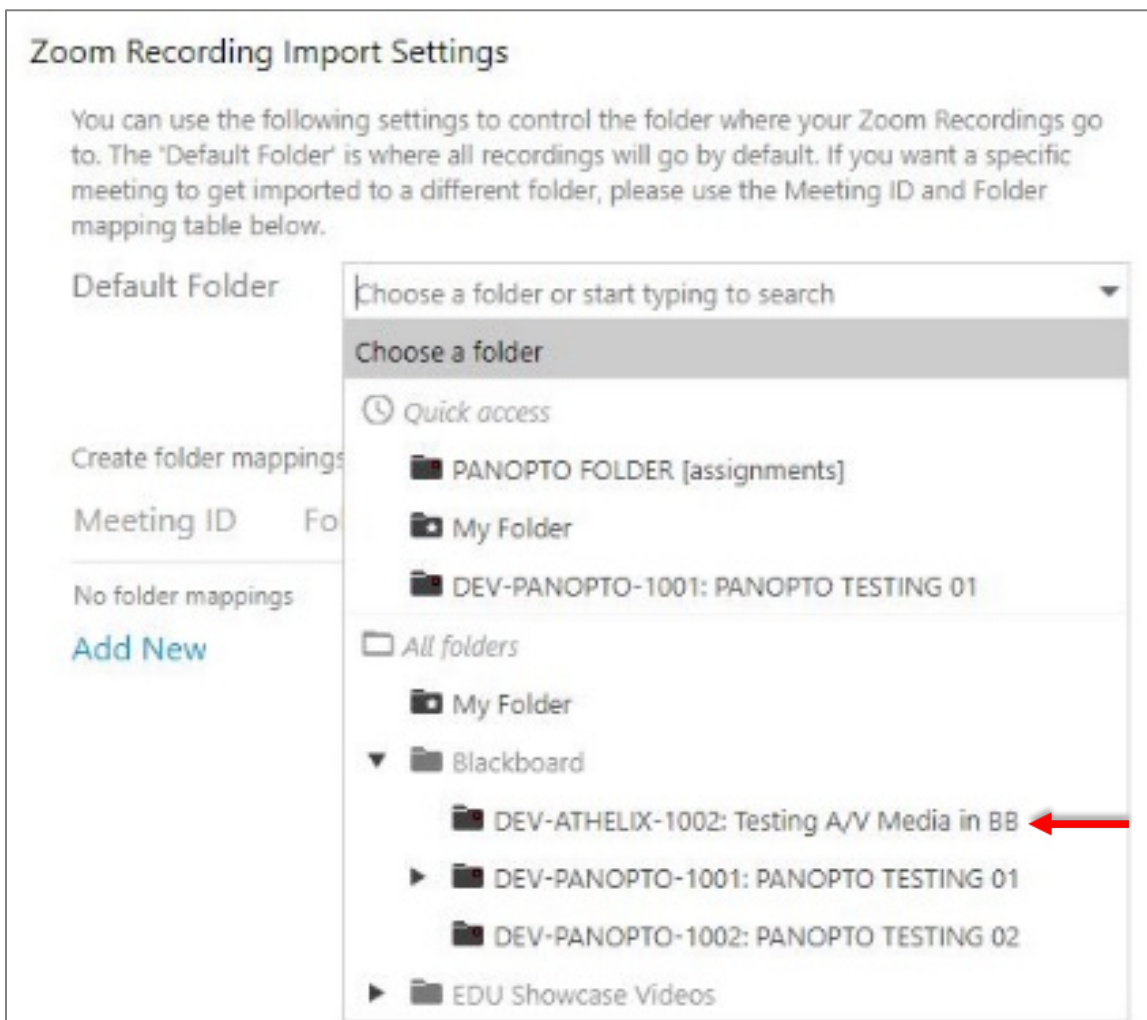
Create folder mappings for the meetings you own:

| Meeting ID | Folder Name | Actions |
|------------|-------------|---------|
|------------|-------------|---------|

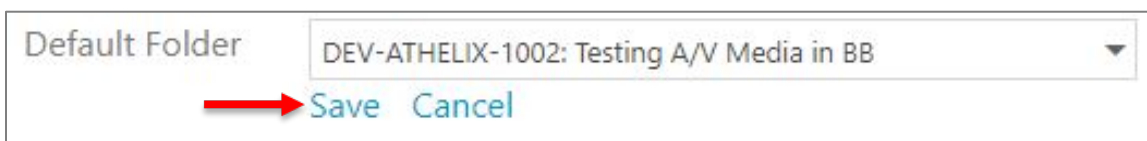
No folder mappings

[Add New](#)

3. Select the Default Folder location of your choice.



4. Click **Save**.



CREATING FOLDER MAPPINGS

Create folder mappings by specific **Zoom Meeting ID**.

1. Under **Zoom Recording Import Settings**, click **Add New**.

Zoom Recording Import Settings

You can use the following settings to control the folder where your Zoom Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

Default Folder My Folder [Edit](#)

Create folder mappings for the meetings you own:

| Meeting ID | Folder Name | Actions |
|-------------------------|-------------|---------|
| No folder mappings | | |
| Add New | | |

2. Enter the **Zoom Meeting ID** for a recurring meeting.
3. Search in the entry field or click the drop-down arrow to select an available folder location.

Create folder mappings for the meetings you own:

| Meeting ID | Folder Name | Actions |
|--------------------|--------------------------------------|-------------|
| No folder mappings | | |
| 123-456-789 | Choose a folder or start typing to : | Save Cancel |

Choose a folder

Quick access

- PANOPTO FOLDER [assignments] in PANOPTO FOLDER
- My Folder
- DEV-PANOPTO-1001: PANOPTO TESTING 01

All folders

- My Folder
- ▼ Blackboard
 - DEV-ATHELIX-1002: Testing A/V Media in BB
 - DEV-PANOPTO-1002: PANOPTO TESTING 02
- ▶ EDU Showcase Videos
- ▶ DEV-PANOPTO-1001: PANOPTO TESTING 01

4. Click **Save**.

Create folder mappings for the meetings you own:

| Meeting ID | Folder Name | Actions |
|--------------------|-----------------------------------|--------------------|
| No folder mappings | | |
| 123-456-789 | DEV-ATHELIX-1002: Testing A/V ... | Save Cancel |

For assistance with [Zoom](#) contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520