

# UTSA Zoom Cloud Storage

## NEW: Zoom Cloud Storage Policy



### Your help is needed

UTSA Zoom cloud recording space is not for permanent storage. To ensure Zoom cloud storage availability for everyone in the UTSA community, we're asking for your help in managing our shared cloud storage space.

### Proactive Steps to Preserve Your Recordings

Preserve Zoom cloud storage space by following the practices below:

- Ensure your Zoom and [UTSA Panopto](#) accounts are connected and that a default folder is selected to automatically import Zoom videos. See [Zoom Integration with Panopto](#).
- Download your Zoom cloud recordings. Sign in to the [UTSA Zoom](#) web portal. In the navigation menu, click [Recordings](#). You will see a list of cloud recordings that you started. You can save them on your computer or upload to an alternative storage resource. Consider UTSA [OneDrive as your](#) alternate option.
- Take a moment to [review your Zoom Cloud Recording settings](#). If you have auto start recording all enabled by default, consider adjusting this setting. You can start the recording within the meeting; this will save time in editing out to the official start time.
- If you are using Zoom for social events, **we ask that you not record to the Cloud but to your local computer**. Additionally, your recordings locally can be moved to a different storage resource.

**Please note:** You will be able to recover and retain any deleted files from the Zoom Trash folder for 30 days (and then move those files to an alternate storage resource). [Learn how to recover deleted recordings](#).

### Retention Policy

Effective **May 15, 2021**, UTSA Zoom will default to a 7-day retention policy for UTSA Zoom Cloud recordings. Recordings older than 7 days will be moved to the Zoom Cloud Trash Bin automatically. **Note: Deleted files from the Zoom Trash folder can be restored up to 30 days before these recordings are permanently unrecoverable. This will allow for those files to be moved to an alternate storage resource.** [Learn how to recover deleted recordings](#).

Why 7 days? The UTSA Zoom team reviewed the options and determined that a 7-day retention policy will afford faculty/staff with ample opportunity to download and save to UTSA OneDrive, local drive, or flash drives.

Faculty who have activated their UTSA Panopto account within UTSA Blackboard have their recorded Zoom sessions automatically imported into the appropriate UTSA Panopto folder, eliminating the need for the Zoom Cloud storage. All Faculty & Staff can [set share permissions](#) in Panopto for all videos imported from Zoom with the preferred viewing access desired.

In future semesters, videos recorded through the Blackboard LMS tool will automatically be deleted from the UTSA Zoom Cloud once Panopto confirms the recording has been successfully uploaded. UTSA Zoom sessions that have not been scheduled via the Blackboard Zoom tool will not be affected, but will follow the 7-day retention policy for UTSA Zoom Cloud recordings.

Remember to follow Student Privacy (FERPA) in Virtual Classrooms and Other Educational Recordings when sharing, downloading, and storing cloud recordings. For more information visit: [FERPA and UTSA Classroom Recordings](#)