

# Zoom Cloud Storage & Best Practices

Dear Faculty and Staff,

Using Zoom and recording it? Our cloud storage has reached capacity. We have a solution and no recording will be lost. In order to allow everyone to continue recording to the cloud we will need to clear out the storage in Zoom periodically.

Please read this important email for timeline and steps to download, save and share your Zoom recordings.

## Important Dates

Zoom Storage Maintenance

Once a week, beginning April 27 Monday at noon, videos from the previous week will be removed from the Zoom cloud storage. Any Zoom recordings recorded to the cloud starting on April 1, 2020 and after are automatically saved and retained in your Panopto folder. A reminder will be sent the Friday before Zoom is cleared out on Monday’s.

### For Videos recorded before April 1 2020 *that you want to save*:

* Download from the Zoom cloud to your computer
* It is recommended best practice for instruction to upload the Zoom recording to Panopto.
* An alternative to Panopto is your OneDrive folder.
* On April 27th the videos will be deleted from the cloud

### Videos recorded April 1st or after”

* If you chose SAVE TO THE CLOUD, recordings are automatically uploaded to your Panopto folder. There is unlimited storage in Panopto.
* On April 27th the videos will be deleted from the cloud
* [How to Find Zoom Cloud Recordings in Panopto](https://canvas.northseattle.edu/courses/1204498/pages/zoom-cloud-recordings-to-panopto%22%20%5Ct%20%22_blank)

**Zoom Storage Maintenance Schedule**

* **Every Monday at noon, starting April 27, 2020
April 27
May 4, 11, 18, 25
June 1, 8, 15, 22, 29**

Share archive recordings only with the class in Canvas Classroom - **Please do not upload Zoom meetings with students to YouTube**and other public platforms.

### What this means when you use Panopto:

* Frees storage space in the cloud and you don’t have to do download your videos
* Grants access to the recording in Panopto only to those enrolled in the course, providing an extra level of privacy
* Panopto is inside the Canvas environment and available only to those students in the course (FERPA)
* Accessibility: Captions are automatically added in the Panopto recording. Some editing required

## Best Practice Steps for Recording and Saving Zoom sessions

1. In Zoom recording: Select **Record to the Cloud**
	1. This will save your recording in the cloud and will automatically save in your Panopto folder

#### Alternative to Panopto

* Download zoom recording from the cloud or choose Record to my computer
* Upload recording to One Drive
* Must download transcripts & One Drive shared videos will not have captions