

How Enter a Zoom Recording Link in your Course

By

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Creating the Zoom Meeting

When the Zoom Meeting is being created:

1. Click on Options (Show)
2. Select Automatically Record Meeting
3. Select In the Cloud
4. Click Save

The screenshot shows the Zoom meeting creation options dialog box. The 'Options' button is highlighted with a red box. The 'Automatically record meeting' checkbox is checked, and a red arrow points to it. The 'In the cloud' radio button is selected and highlighted with a red box. The 'Save' button is highlighted with a red box. The 'Cancel' button is also visible.

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States

Options

Hide

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting On the local computer In the cloud

Approve or block entry to users from specific regions/countries

Alternative Hosts

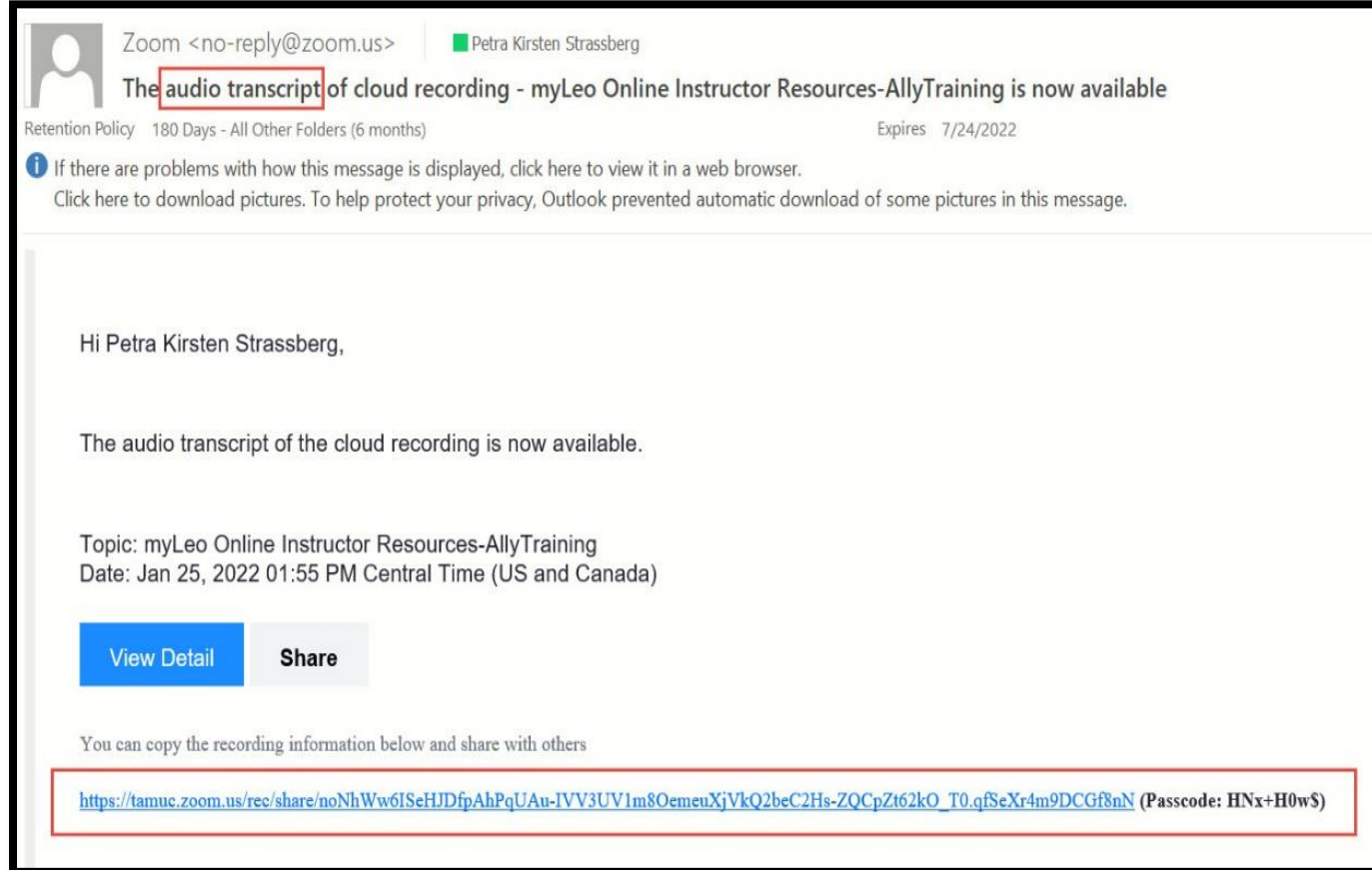
Enter user name or email addresses

Save Cancel

Audio Transcript Email

After the Meeting, when the video is processing:

1. Three emails will be received from Zoom.
2. The third, 3rd, email is where the Audio Transcript version of the video is found.
3. Copy the video link and the passcode from this email.
4. This is the content that will be entered in your course.



The screenshot shows an email from Zoom to Petra Kirsten Strassberg. The subject line is "The audio transcript of cloud recording - myLeo Online Instructor Resources-AllyTraining is now available". The email body contains the following text:

Hi Petra Kirsten Strassberg,

The audio transcript of the cloud recording is now available.

Topic: myLeo Online Instructor Resources-AllyTraining
Date: Jan 25, 2022 01:55 PM Central Time (US and Canada)

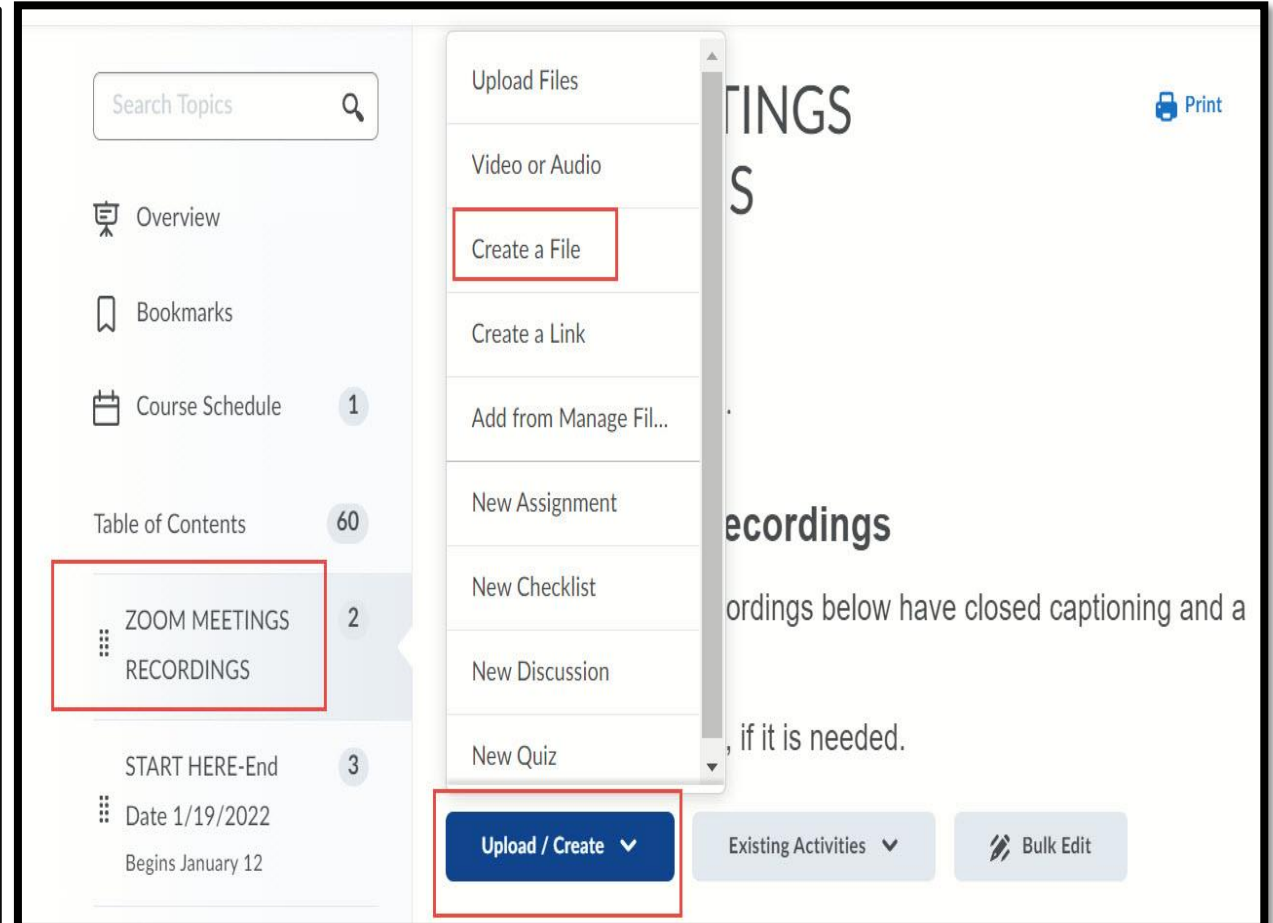
There are two buttons: "View Detail" and "Share".

At the bottom, there is a red-bordered box containing the following URL and passcode: https://tamuc.zoom.us/rec/share/noNhWw6lSeHJDfpAhPqUAu-IVV3UV1m8OemeuXjVkJQ2bcC2Hs-ZQCpZt62kO_T0.qfSeXr4m9DCGf8nN (Passcode: HNx+H0w\$)

Selecting the Location for the Link

In your course:

1. Click on the module where the link will be entered.
2. Click the Upload/Create button.
3. Select Create a File from the menu.



The screenshot displays a course management interface. On the left, a sidebar menu lists various course components: Overview, Bookmarks, Course Schedule (1), Table of Contents (60), ZOOM MEETINGS RECORDINGS (2), and START HERE-End (3). The 'ZOOM MEETINGS RECORDINGS' item is highlighted with a red box. Below the sidebar, the course start date is shown as 'Date 1/19/2022' and 'Begins January 12'. On the right, a dropdown menu is open, showing options: Upload Files, Video or Audio, Create a File (highlighted with a red box), Create a Link, Add from Manage Fil..., New Assignment, New Checklist, New Discussion, and New Quiz. At the bottom of the interface, there is a blue 'Upload / Create' button (highlighted with a red box), an 'Existing Activities' dropdown, and a 'Bulk Edit' button. The main content area on the right shows a 'Print' button and a section titled 'ZOOM MEETINGS RECORDINGS' with a warning message: 'Recordings below have closed captioning and a... if it is needed.'

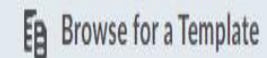
Creating the Link

In the Title window, enter the name of the recording.

1. It is recommended that the date of the Zoom meeting be included in the name.
2. Click Enter
3. Click the Insert Stuff icon

Create a File in "ZOOM MEETINGS RECORDINGS"

Ally Training 1/26/2022

 Browse for a Template

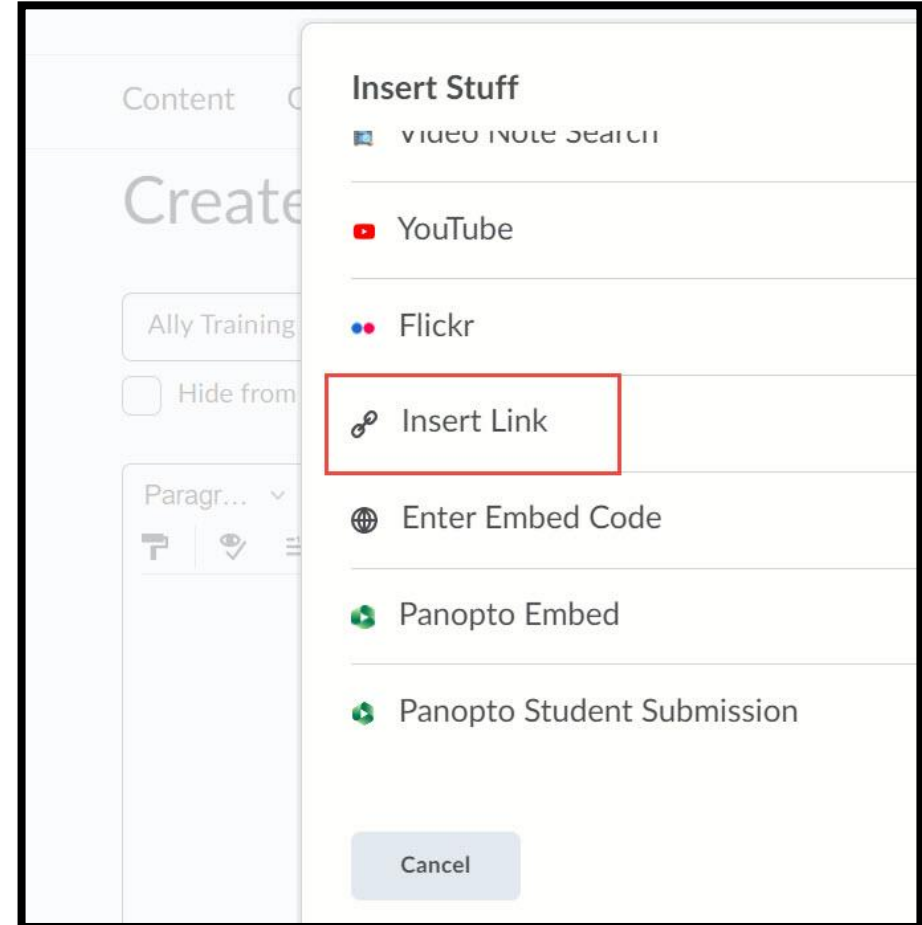
Hide from Users

Paragr... **B** *I* U *A*      Σ  + Verdana 14px

Select Insert Link

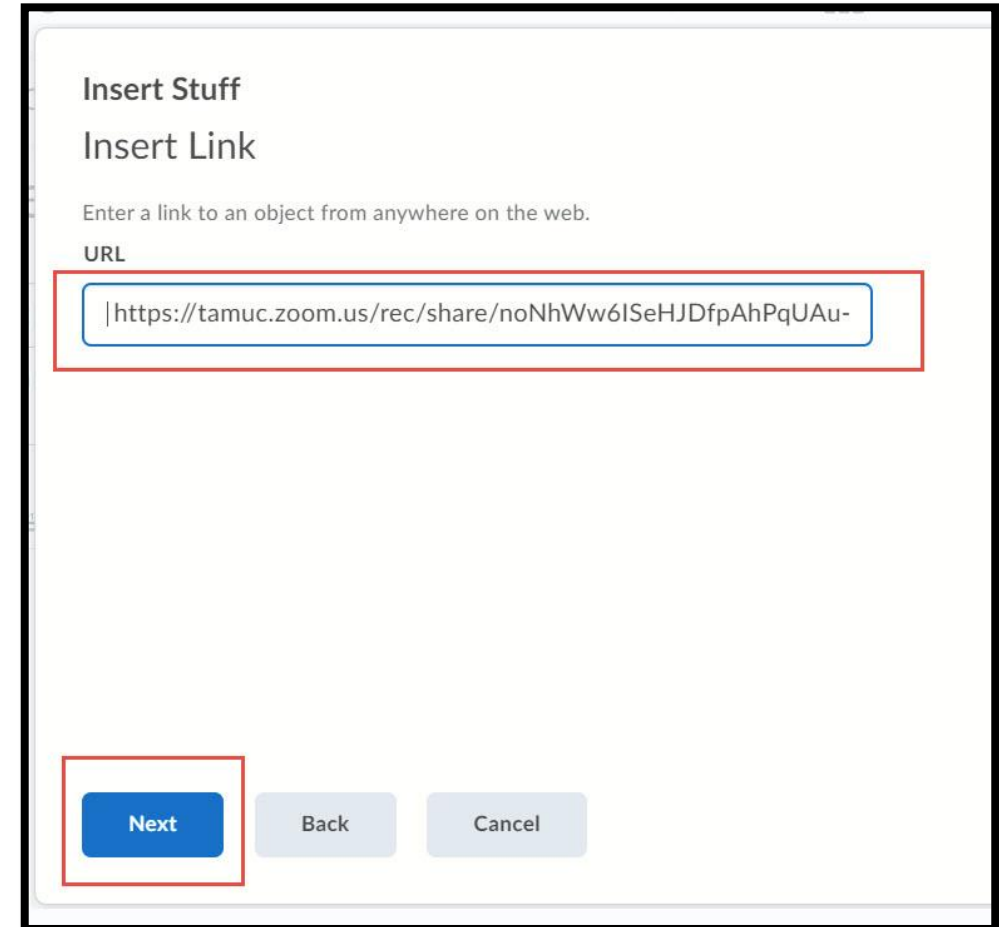
Click Link



Enter Zoom Meeting URL

In the Insert Stuff Window

1. Copy and paste the video url in the url window
2. Click the Next button



The screenshot shows a dialog box titled "Insert Stuff" with a sub-header "Insert Link". Below the sub-header is the instruction "Enter a link to an object from anywhere on the web." followed by a label "URL". A text input field contains the URL "https://tamuc.zoom.us/rec/share/noNhWw6lSeHJDfpAhPqUAu-". At the bottom of the dialog, there are three buttons: "Next", "Back", and "Cancel". The "Next" button is highlighted with a red box.

Insert Stuff
Insert Link

Enter a link to an object from anywhere on the web.

URL

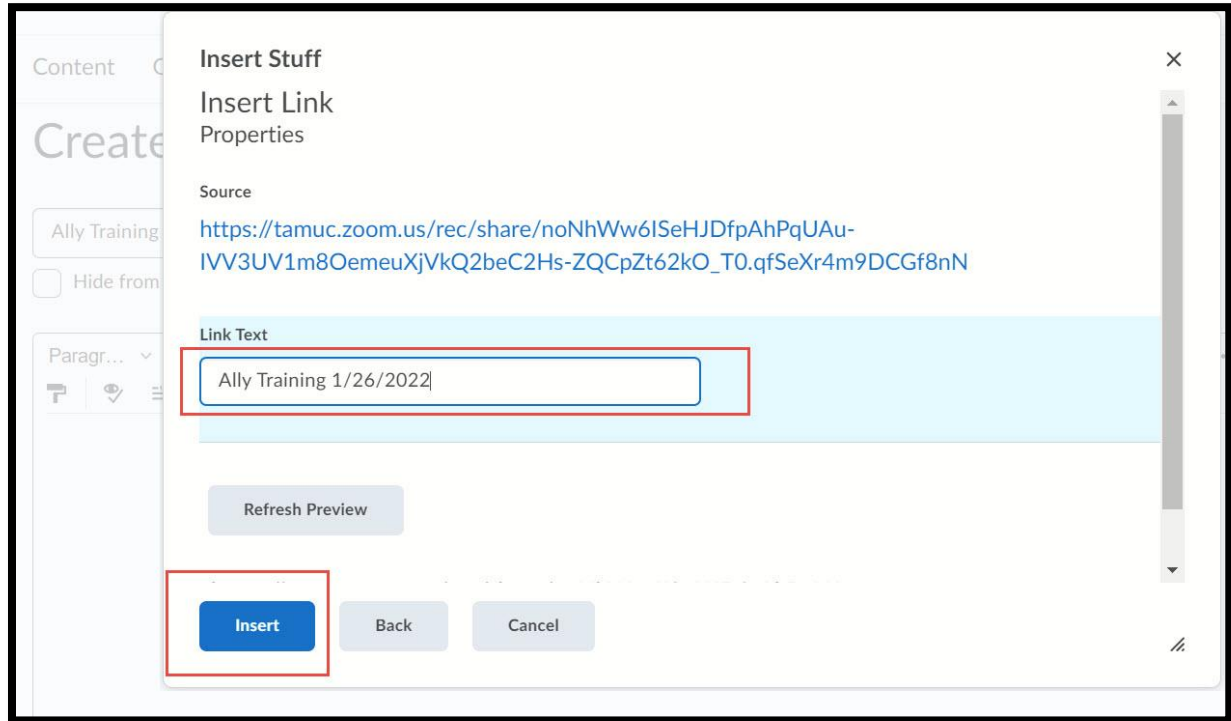
<https://tamuc.zoom.us/rec/share/noNhWw6lSeHJDfpAhPqUAu->

Next Back Cancel

Enter Link Text

In the Insert Link Window:

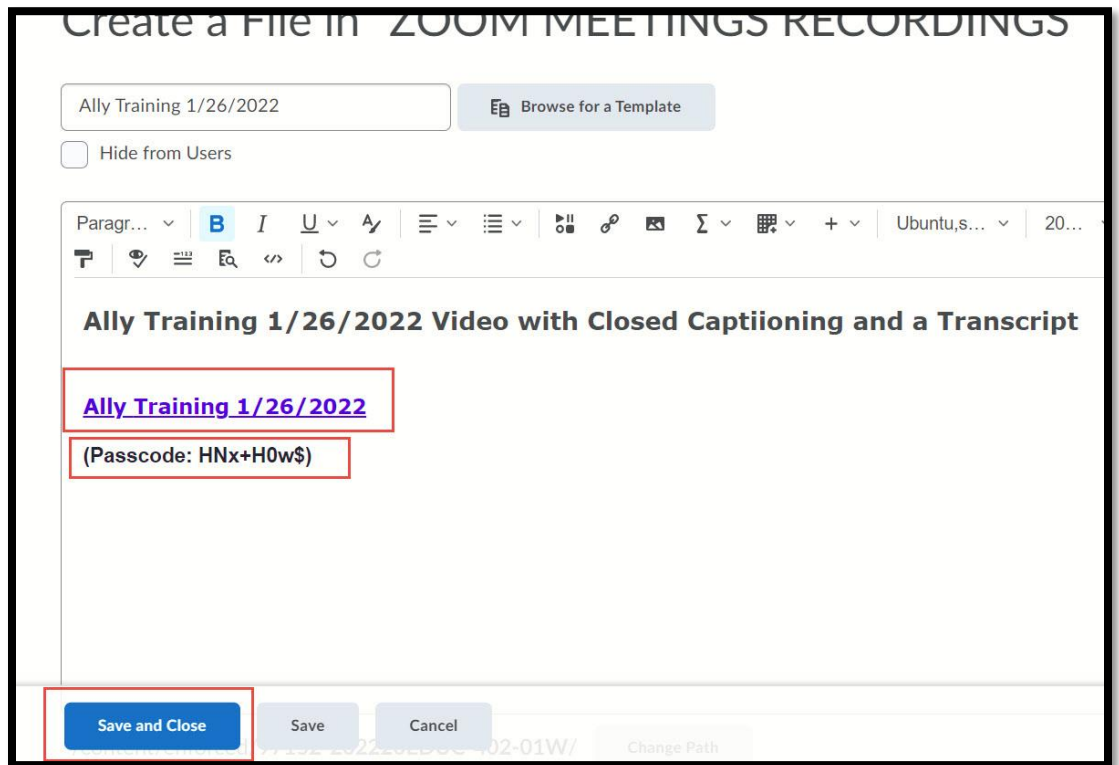
1. Enter the name of the video.
2. Click the Insert button



Enter Passcode

In the Editor Window:

1. Copy and Paste the Passcode under the video link.
2. This may or may not be needed
3. Click Save and Close



The screenshot shows a web-based editor interface for Zoom Meetings Recordings. At the top, it says "Create a File in ZOOM MEETINGS RECORDINGS". Below this, there is a text input field containing "Ally Training 1/26/2022" and a "Browse for a Template" button. A checkbox labeled "Hide from Users" is also present. The main editing area features a rich text editor toolbar with options for paragraph style, bold, italic, underline, link, and list. The text in the editor is "Ally Training 1/26/2022 Video with Closed Captiioning and a Transcript". Below this text, there is a blue hyperlink labeled "Ally Training 1/26/2022" and a text input field containing "(Passcode: HNx+H0w\$)". At the bottom of the editor, there are three buttons: "Save and Close" (highlighted with a red box), "Save", and "Cancel".

Click on the Video Link

Click on the video's name

Ally Training 1/26/2022 ▾

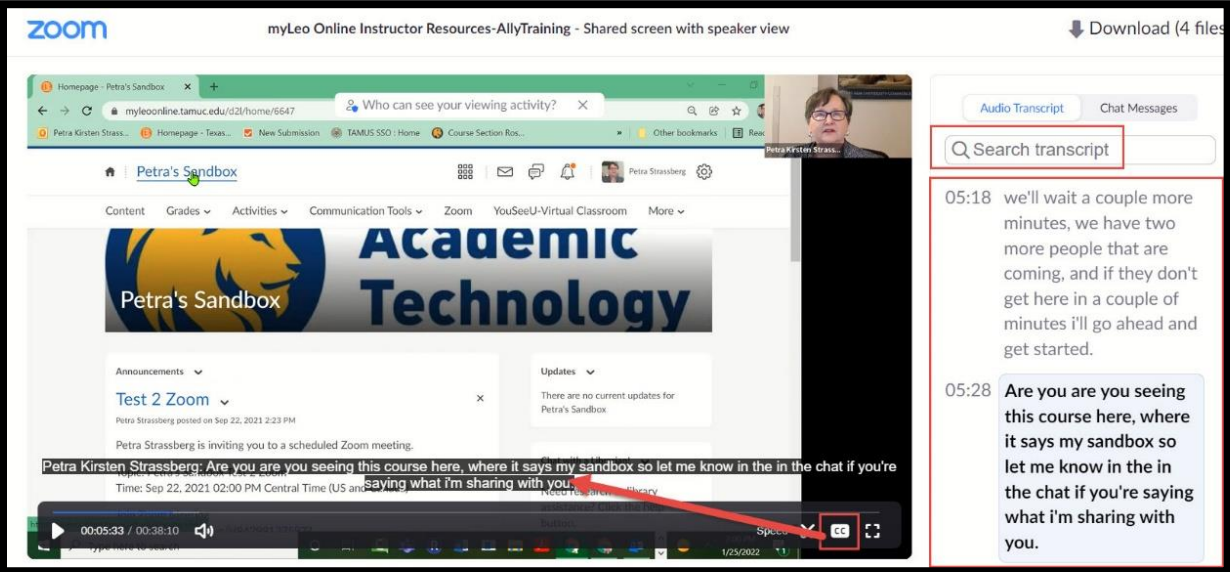
Ally Training 1/26/2022 Video with Closed Captioning and a Transcript

[Ally Training 1/26/2022](#)

(Passcode: HNx+H0w\$)

View Video with CC and a Transcript

1. Click the arrow button to begin the video.
2. If the closed captioning, is not appearing, click on the cc button at the bottom right of the video.
3. The transcript is visible to the right of the video.
4. There is a Search box above the video for finding words within the transcript.
 1. When the word/s are entered the transcript will jump to those words
 2. The video will jump to the place in the video where those words are spoken.



The screenshot displays a Zoom meeting interface. At the top, it says "myLeo Online Instructor Resources-AllyTraining - Shared screen with speaker view". Below this is a browser window showing a page titled "Petra's Sandbox" with a logo and the text "Academic Technology". The video player shows a speaker, Petra Kirsten Strassberg, with a red box around the "CC" button at the bottom right. A red arrow points from the "CC" button to the transcript panel on the right. The transcript panel has a search box labeled "Search transcript" and two entries:

- 05:18 we'll wait a couple more minutes, we have two more people that are coming, and if they don't get here in a couple of minutes i'll go ahead and get started.
- 05:28 **Are you are you seeing this course here, where it says my sandbox so let me know in the in the chat if you're saying what i'm sharing with you.**

Contact Information

If you have questions regarding D2L, please, contact:

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