The University of Texas at San Antonio

UTSA. Digital Learning

Panopto

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)
   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)
   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 Cloud Meetings for Android
   - Zoom Cloud Meetings 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**. *(Fig. 1)*
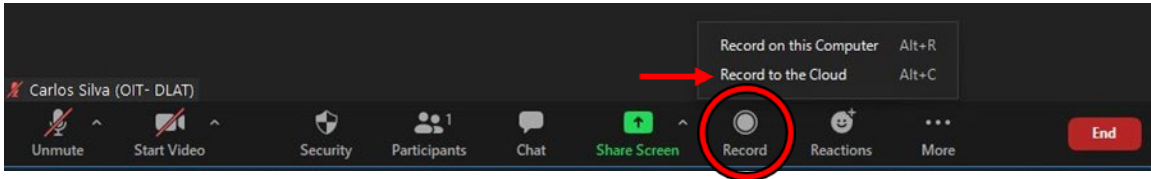

Figure 1

The remaining platforms allow only cloud recording by default:
- UTSA Zoom web portal
- Zoom Cloud Meetings for Android
- Zoom Cloud Meetings for IOS

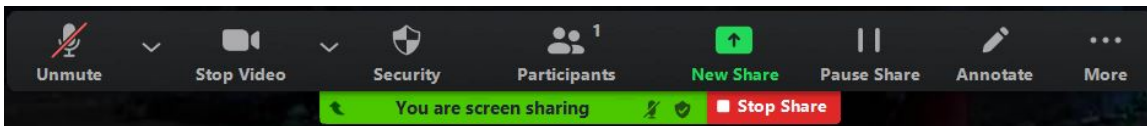3. If you are sharing your screen, click the **More** icon to expand the meeting controls. *(Fig. 2)*

Figure 2
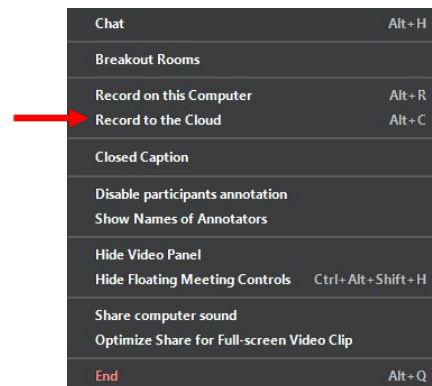
4. Select **Record to the Cloud**. *(Fig. 3)*

Figure 3

5. Anytime during the meeting, a recording can be paused or stopped with meeting controls. *(Fig. 4)*
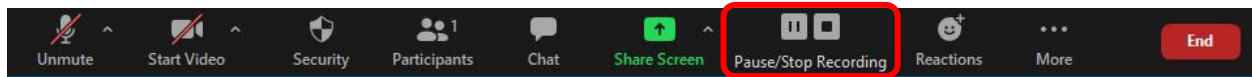

Figure 4

6. During a screen share, click **More** to expand the meeting controls.*(Fig. 5)*
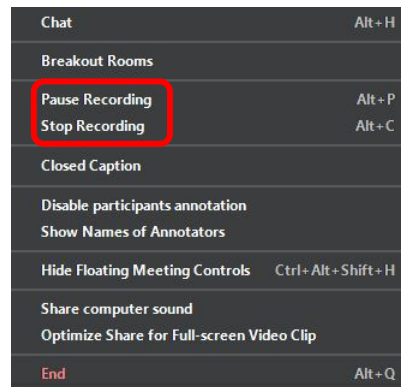

Figure 5

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) to access your recordings.

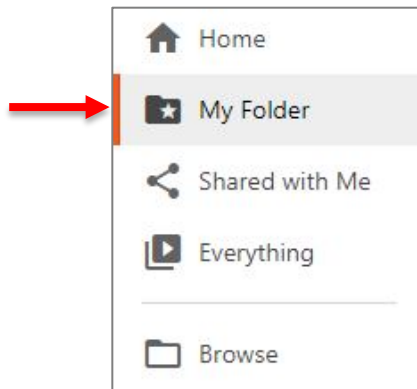4. Videos will be located in your My Folder *(Fig. 6)* in the subfolder Meeting Recordings. *(Fig. 7)*
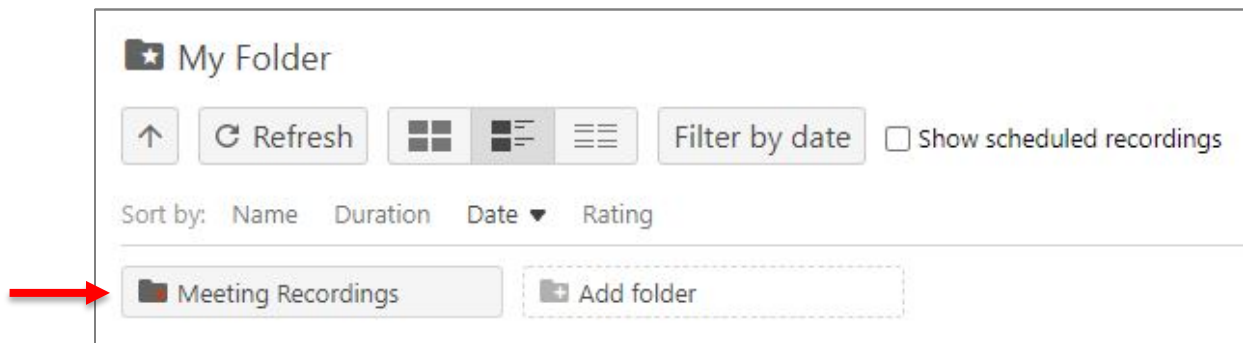

Figure 6

Figure 7

Copying a Recording to an Additional Location

1. Choose the video session you wish to copy and click on **Settings**. *(Fig. 8)*

Figure 8

2. Click **Manage** and select **Copy**. The copied session will inherit the same permissions from the original folder. *(Fig. 9)*
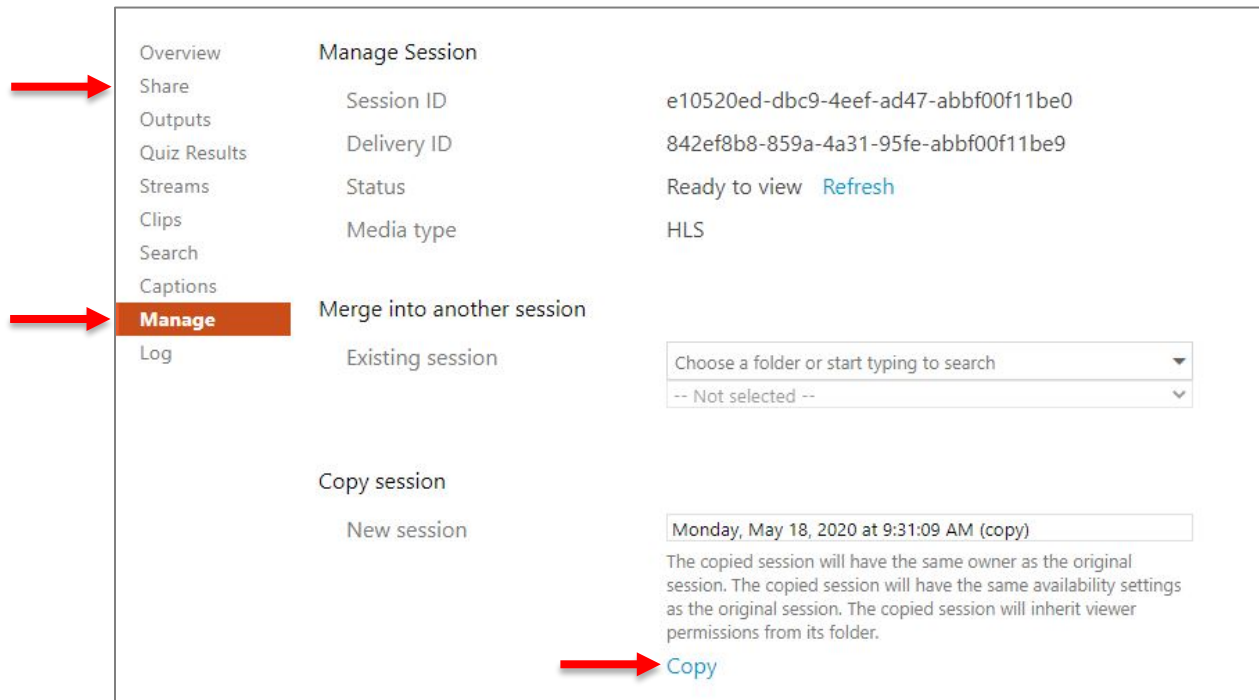

Figure 9

3. Copy is created in 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. *(Fig. 9)*

Moving Recordings to Another Folder

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

2. Hover your cursor over the video thumbnails and tick the **check box** at top-left corner for each desired recording. *(Fig. 10)*
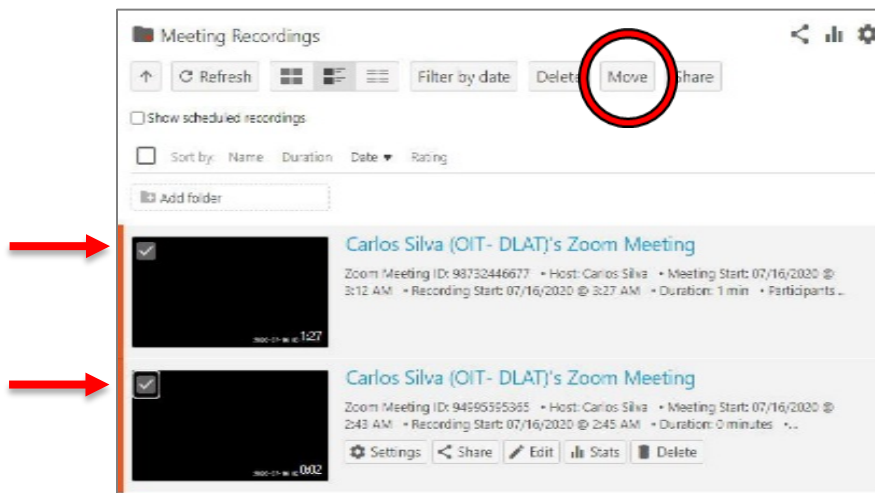
3. Click the **Move** button.

Figure 10

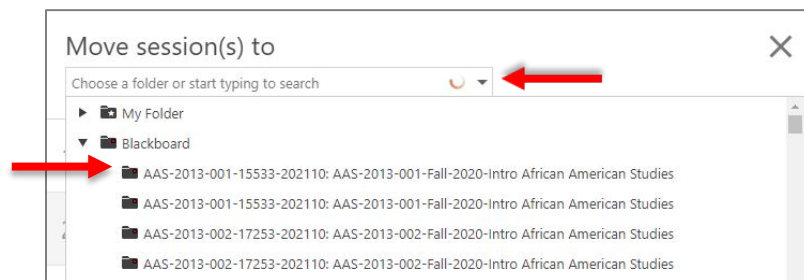4. Search in the entry field or click the drop-down arrow to browse for the target folder. *(Fig. 11)*

Figure 11

5. Click **Move**. *(Fig. 12)*

Figure 12

Managing Default Folder Location

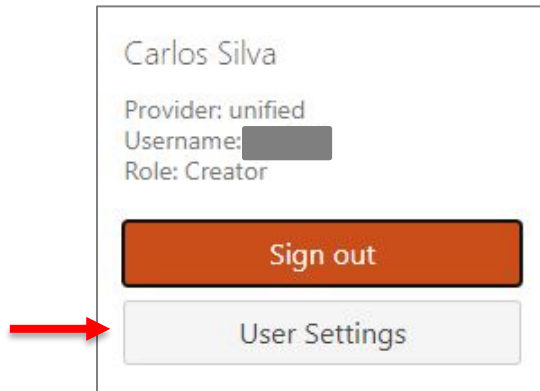1. Click on your **username** at the top-right of the page. Select **User Settings**. *(Fig. 13)*

Figure 13

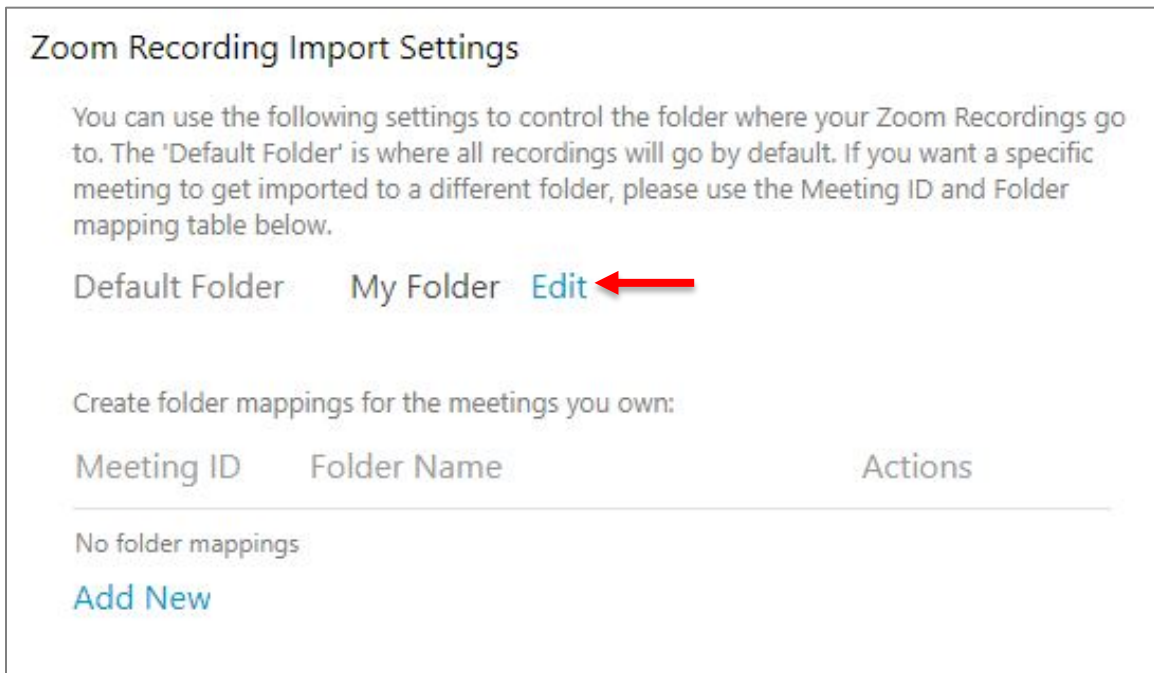2. Locate the **Default Folder** and click **Edit**. *(Fig. 14)*

Figure 14

3. Select the Default Folder location of your choice. *(Fig. 15)*
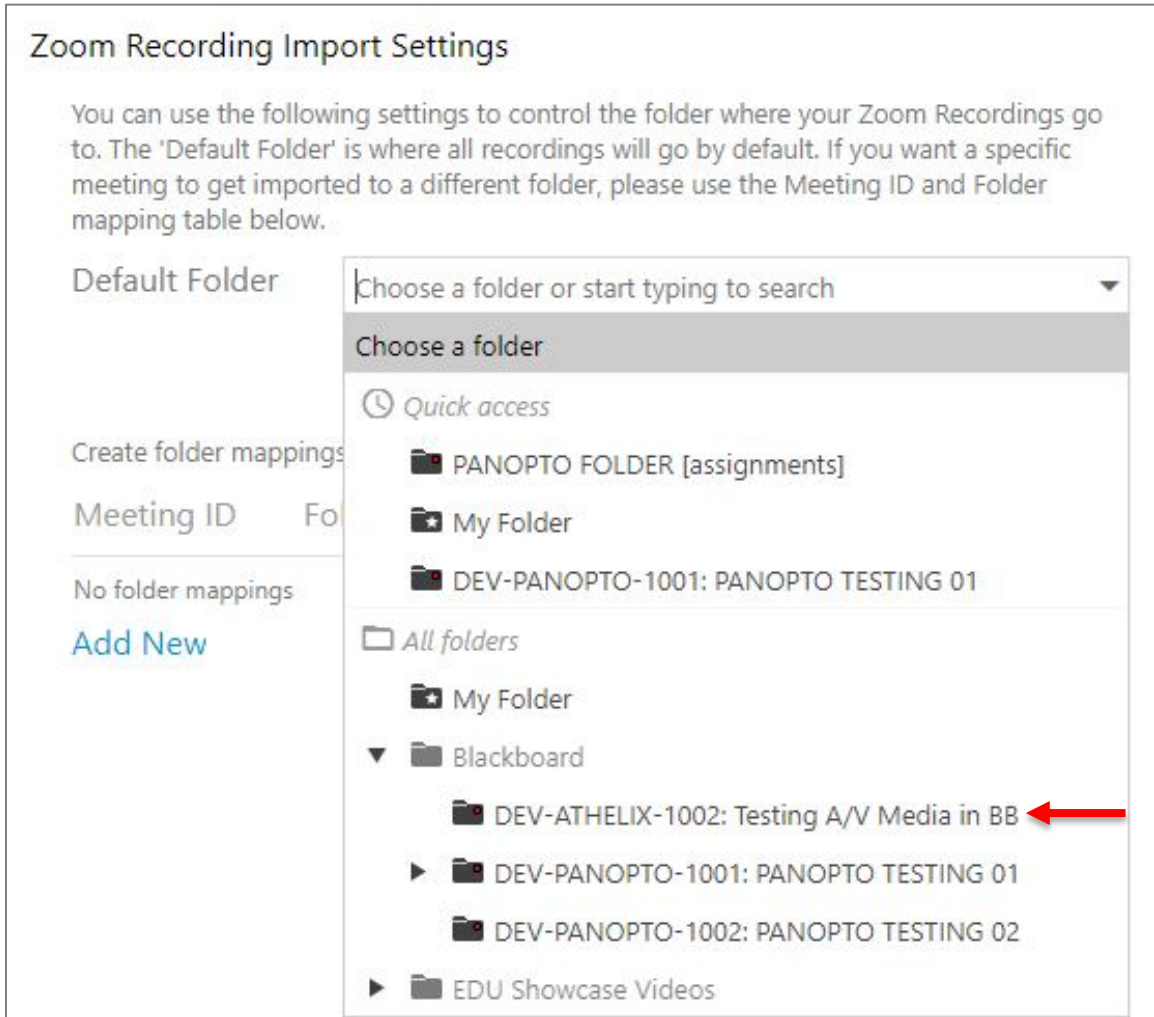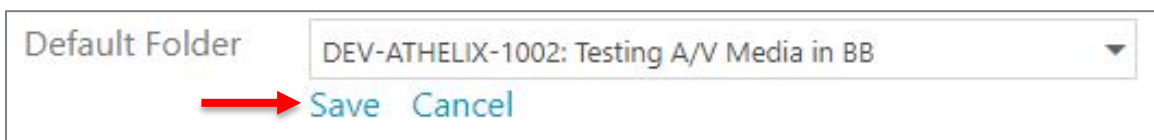

Figure 15

4. Click **Save**. *(Fig. 16)*

Figure 16

Creating Folder Mappings

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

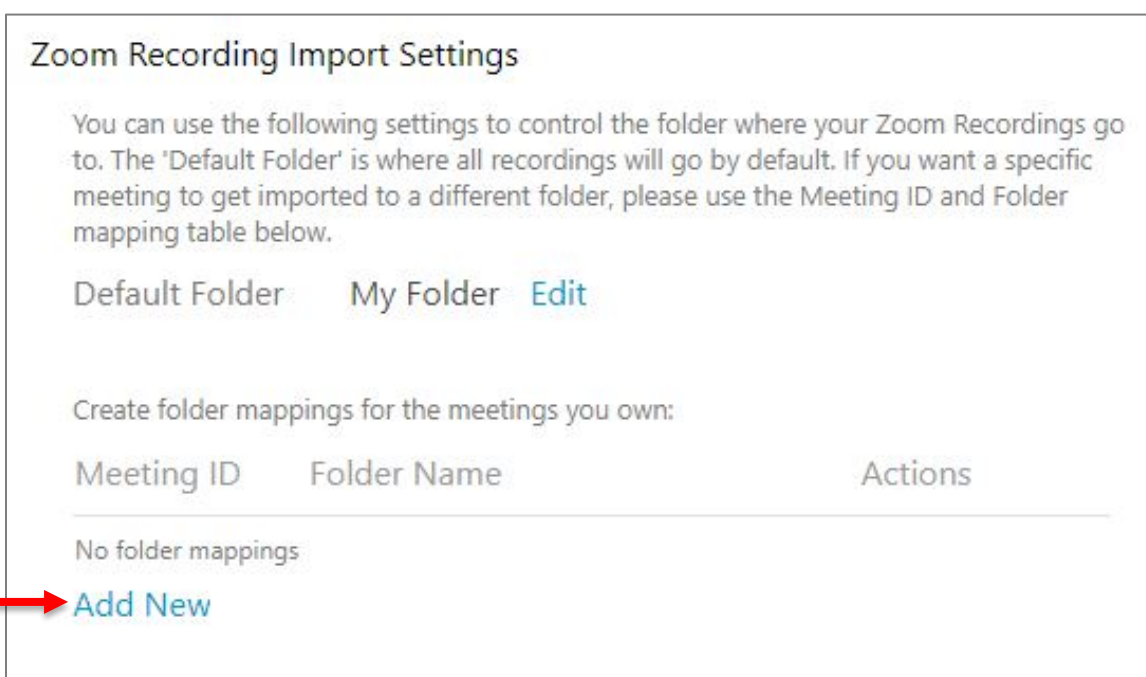1. Under **Zoom Recording Import Settings**, click **Add New**. *(Fig. 17)*

Figure 17

2. Enter the Zoom Meeting ID for a recurring meeting. *(Fig. 18)*

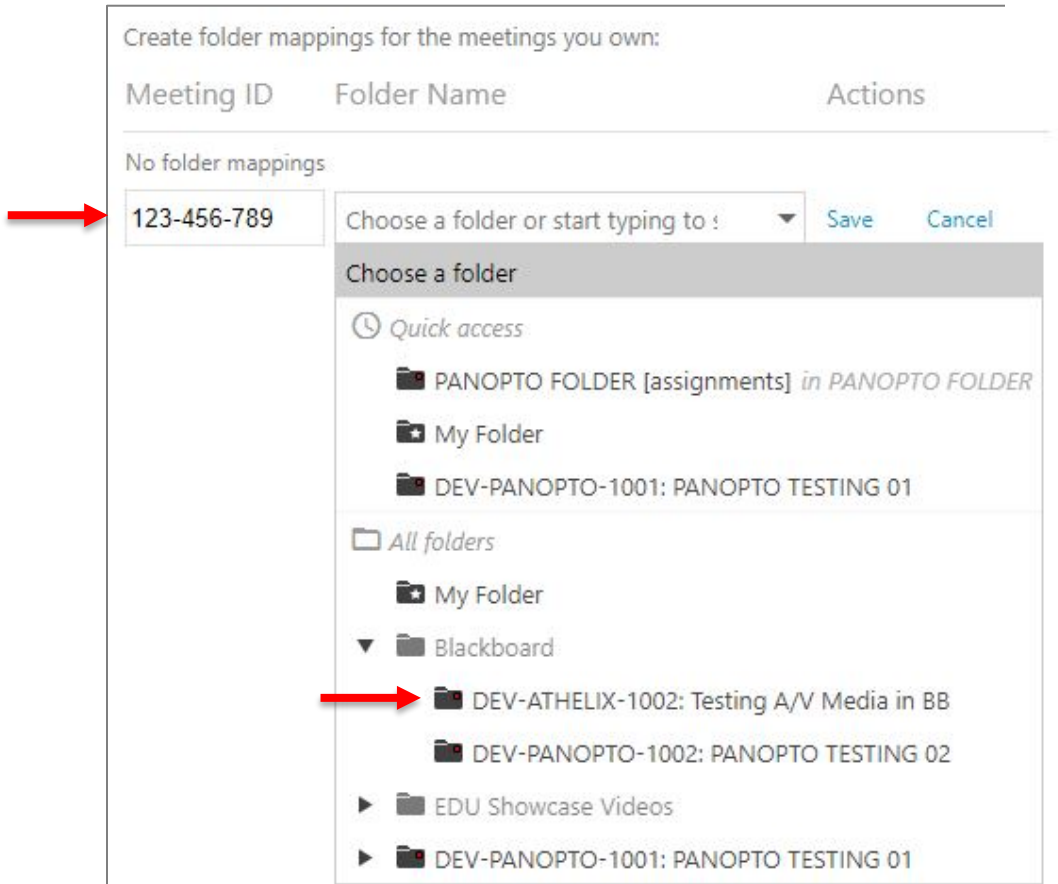3. Search in the entry field or click the drop-down arrow to select an available folder location. *(Fig. 18)*

Figure 18

4. Click **Save**. *(Fig. 19)*

Figure 19