Recording Lectures - Zoom to Kaltura (My Media) integration:

**ONE TIME ONLY:**

1. **Enable Cloud recording in your Zoom account**
   
   a. Navigate to **Zoom meeting settings**
   
   b. Toggle on Cloud recording switch

   ![Cloud recording](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013872&sys_kb_id=ff1a66e51ba5a0500b6b5537624bcbc7&spa=1)

   **Cloud recording**
   
   Allow hosts to record and save the meeting / webinar in the cloud

   ![Turn ON for "Cloud recording"](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB001385&sys_kb_id=bd6c0af21bc9a4500b6b5537624bcb7&spa=1)

   **Turn ON for "Cloud recording"**

   The following settings depend on this setting, the change might affect them.

   - Automatic recording

   ![Turn On](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013865&sys_kb_id=bd6c0af21bc9a4500b6b5537624bcb7&spa=1)

   c. For more info:  
   
   [https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013872&sys_kb_id=ff1a66e51ba5a0500b6b5537624bcbc7&spa=1](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013872&sys_kb_id=ff1a66e51ba5a0500b6b5537624bcbc7&spa=1)

2. **Make sure you have activated your Kaltura account**
   
   a. Log in to bCourses and go to any course or project site.
   
   b. In the lefthand navigation, click on either "My Media" or "Media Gallery".
   
   c. If My Media or Media Gallery loads, that means you already have an account. If you are asked to authorize, go ahead and click that "Authorize" button, and your account will be created.

   ![My Media](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013865&sys_kb_id=bd6c0af21bc9a4500b6b5537624bcb7&spa=1)

   d. For more info:  
   
   [https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013865&sys_kb_id=bd6c0af21bc9a4500b6b5537624bcb7&spa=1](https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013865&sys_kb_id=bd6c0af21bc9a4500b6b5537624bcb7&spa=1)

   *If you do not see My Media in your course navigation, you may need to enable it in your course navigation settings. Click [here](#) for instructions, or [email us](#) and we’ll take care of it.
FOR EACH LECTURE:

1. **In Zoom - Record to the cloud** (if you are not already auto-recording your class)

   ![Record to the Cloud](image.png)

2. **About 30-60 minutes after lecture, go to My Media to publish recording:**
   a. (If you do not see your recording, try back later. Processing time may vary depending on length of recording and other factors)
   b. Select the checkbox to the left of each media item you want to publish.
   c. Scroll to the top of the page and from the Actions menu, choose Publish.
   d. Click the Published radio button if it is not already selected.
   e. The "Publish in Gallery" selector should be visible.
   f. Select the course site(s) to which you want the media published to the site's Media Gallery.
   g. Click Save.
   h. The Media item(s) you selected in step 1 is/are now visible in the Media Galleries of the course site(s) you selected in step 4.

3. For more info: [https://berkeley.service-now.com/kb_view.do?sysparm_article=KB0013637](https://berkeley.service-now.com/kb_view.do?sysparm_article=KB0013637)