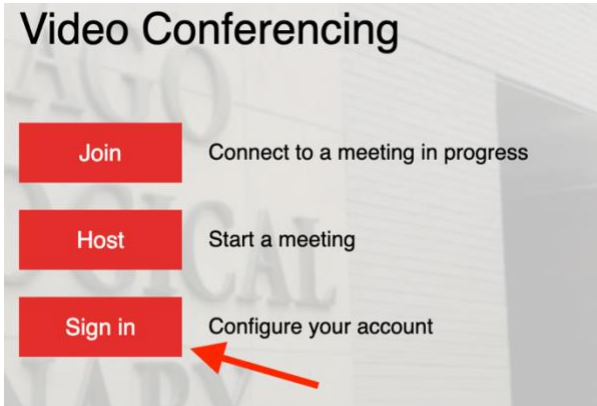
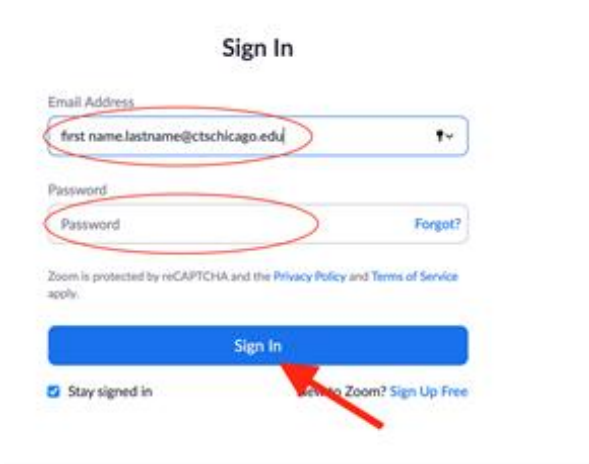


Setting up Zoom Recording Settings on Individual Recordings

1. Open a [Browser](#), navigate to ctschicago-edu.zoom.us
2. Your browser will direct you to CTS's Zoom Sign-in page. Select [Sign in](#)

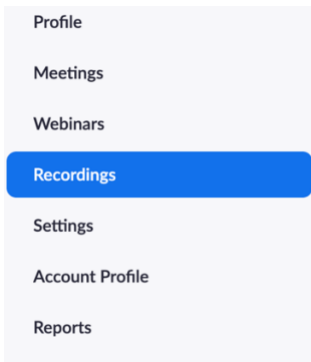


3. Type in your [CTS email address](#), type in your Zoom account [password](#) (not your CTS account password), click [Sign in](#)



Zoom Recording and Canvas Sharing

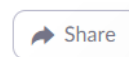
- 4. Click [Recordings](#) under the Personal tab on the left-hand side of the screen



- 5. Click the [topic name](#) of the recording that you want to share

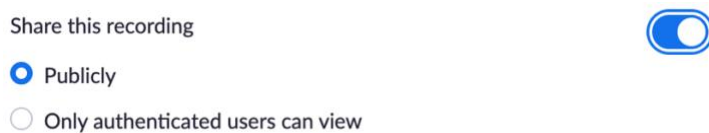
<input type="checkbox"/>	Topic	ID
<input type="checkbox"/>	Test Zoom Recording	960 4560 0130

- 6. Click the [share button](#) located on the upper right-hand side of the screen

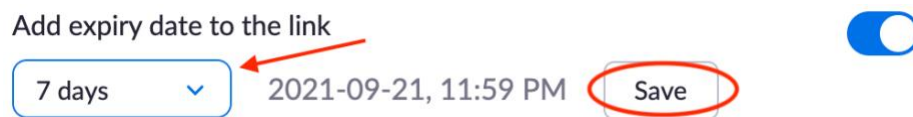


- 7. Edit the settings that you want to change. Listed below are details of each setting

- a. **Share this recording** – allows you to share the recording and set who you can share this recording with. This setting should always be set to on and publicly.



- b. **Add expiry date to the link** – Allows you to create a link the expires after a set amount of time. This is by default off. If turned on, you can set the amount of time until the link expires using the drop-down menu.



Set [time until the link expires](#)

Click [Save](#)

Zoom Recording and Canvas Sharing

- c. **Viewers can download** – allows viewers to download the recording. By default, this is set to on.


Instructors can decide whether or not they want students to be able to download recordings.

Viewers can download 

- d. **View recordings on demand (registration required)** – this allows for only certain registered users to view the recording. *This setting should always remain off* because we don't currently have the infrastructure to enable it.

View recording on demand (registration required) 

- e. **Passcode protection** – This puts a passcode on your recording. The Department of Online Learning believes that for class recordings it is safe to have the passcode disabled. If you want to have it enabled, make sure to share the passcode with your students.

Passcode protection 
 

Enter a [passcode](#) following Zoom's passcode guidelines

Click [Save](#)

- f. **Sharing Information (Show/Hide)** – This will show you the shareable link and passcode (if enabled) for your recording.

Sharing Information Hide ^

Topic: Test Zoom Recording
Date: Sep 13, 2021 10:52 AM Central Time (US and Canada)

Meeting Recording:
<https://ctschicago-edu.zoom.us/rec/share/iuLB8j5e1vspaV9OYrnynevY3wfHOVcB1CHyPBASPI578Xka0PunbXybQbiRA9qW.9gGFmdqCr-g-sm29>

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Zoom Recording and Canvas Sharing

8. After setting up the recording settings, click [Done](#)

