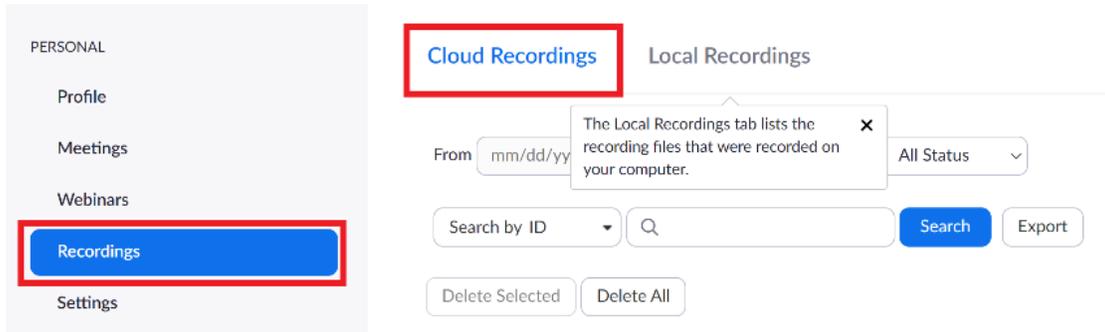


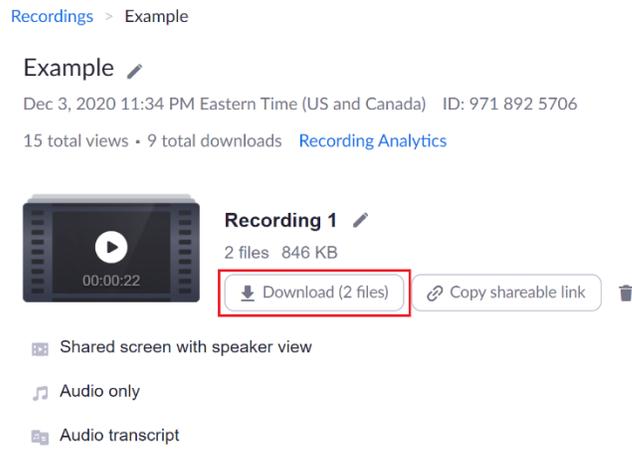
## Zoom Recording Management

NCAT has limited storage capacity for Zoom cloud recordings. Please review your Zoom recordings regularly and delete any unneeded recordings. You may also download recordings locally to your computer and upload them into Mediasite for longer term storage needs.

1. Sign in at <https://ncat.zoom.us> via SSO using your OneID or Blackboard credentials.
2. Navigate to the **Recordings** tab in the left menu and select **Cloud Recordings**. Review the list of recordings to determine which recordings you want to delete and which recordings you want to download to save and possibly upload into Mediasite.



3. After reviewing your recordings, please delete any that are no longer needed.
4. Download any needed recording to a local folder on your computer.



5. To upload a recording into Mediasite, sign in with your OneID or Blackboard credentials at <http://mediasite.ncat.edu/mediasite/mymediasite>.
6. Select **Add Presentation** and **Upload New Video** as shown below.

**Note:** Mediasite is available to faculty, staff, and students. For more information about Mediasite and access to Mediasite user guides and tutorials, visit <https://hub.ncat.edu/administration/its/ittd/mediasite.php>.

# Zoom Recording Management

The screenshot shows the Mediasite user interface for Kendra Hammonds. The top navigation bar includes 'Home', 'Moderation', and a user profile icon. A red box highlights the 'Add Presentation' button in the top right corner. The main content area is titled 'My Presentations' and features filters for 'Sort By' (Most Recent), 'Source' (Any Source), and 'Quizzes' (Any). A message states, 'You currently own no Presentations.' The left sidebar shows the user's profile, 'My Presentations' and 'My Drafts' sections, 'Channels' (no favorite channels), 'Shared Folders' (no favorite shared folders), and a 'Total Quota Used' progress bar.

The screenshot shows the 'Add Presentation' page in the Mediasite interface. The top navigation bar is identical to the previous screenshot, with the 'Add Presentation' button highlighted. The main content area is titled 'Add Presentation' and contains three primary options: 'Capture Video' (with a 'Capture Video' button), 'Upload New Video' (with a 'Browse Files...' button, highlighted by a red box), and 'Link External Video' (with a 'Link Video' button). Below these options is a note: 'Capturing video requires an app.' with a 'More Information' button.