



Recording Exams via Zoom

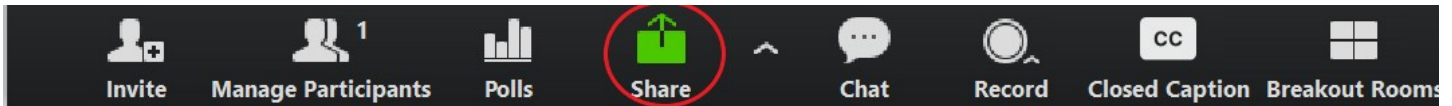
***Please Note: Due to the university-wide Zoom recording retention policy, all student-created recordings older than 30 days will be deleted. If you share your exam cloud-recording link with your professor, please also download the recording to your computer as a precaution.**

Creating a Zoom Session for a Exam :

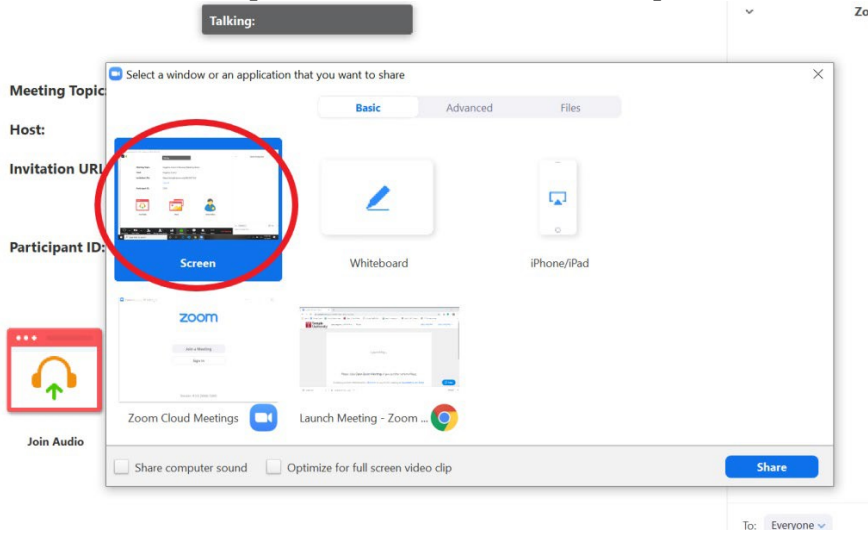
1. Go to <http://zoom.temple.edu>
2. Click “Sign in”
3. Select “Meetings” on the Zoom navigation (to the left)
4. Click “Schedule a New Meeting”
5. Enter the “Topic” of your meeting
6. Input “When” the session is (Date & Time)
7. Input the Duration (optional)
8. Click “Save”

Starting your Zoom Session:

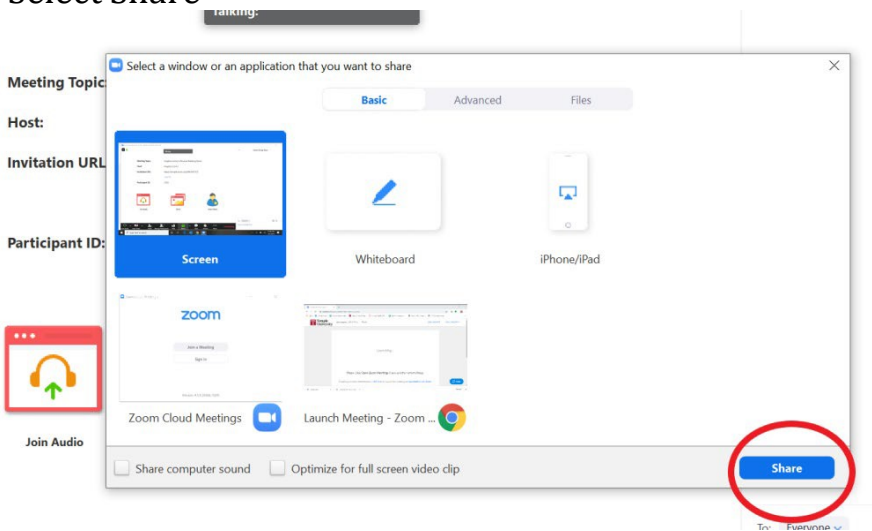
1. When you are ready to start the session, log into Zoom
2. Click “Start” to the right of your session
3. Select “Join with Computer Audio”
 - “Test speaker and microphone” to insure your speakers and mic are working
4. Select “Share” on the Zoom navigation



5. Select the first option “Screen” or “Desktop”



6. Select Share



7. Open a your Exam in a browser

8. Click “Record” on the bottom navigation bar

- Select “Record to the cloud” and begin

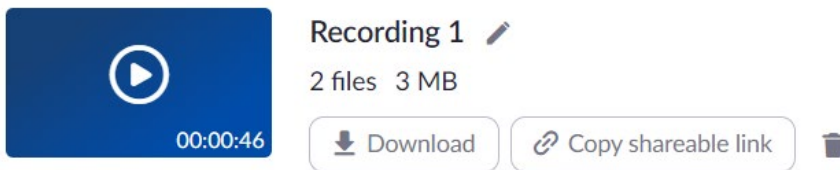
*Once the you press “Record to the cloud” everything that happens in the meeting is being recorded.

9. Once you have finished your exam, click “End Meeting”

10. The recording will appear under “Recordings” when you log back into Zoom

Submitting your Exam Recording:

1. Go to <http://zoom.temple.edu>
2. Click “Sign in”
3. Select “Recordings” on the Zoom navigation (to the left)
4. Click the “Topic” link to the session



5. Click “Download” to download/save the recording to your computer.
6. Once the recording has been saved to your computer as a precaution, click “Copy shareable link”
7. Email this link to your professor

*Please Note: Do not delete your exam recording, otherwise your professor will not be able to view it

If you have any problems or questions, please contact [***foxzoom@temple.edu***](mailto:foxzoom@temple.edu)