



Recording Exams Via Zoom

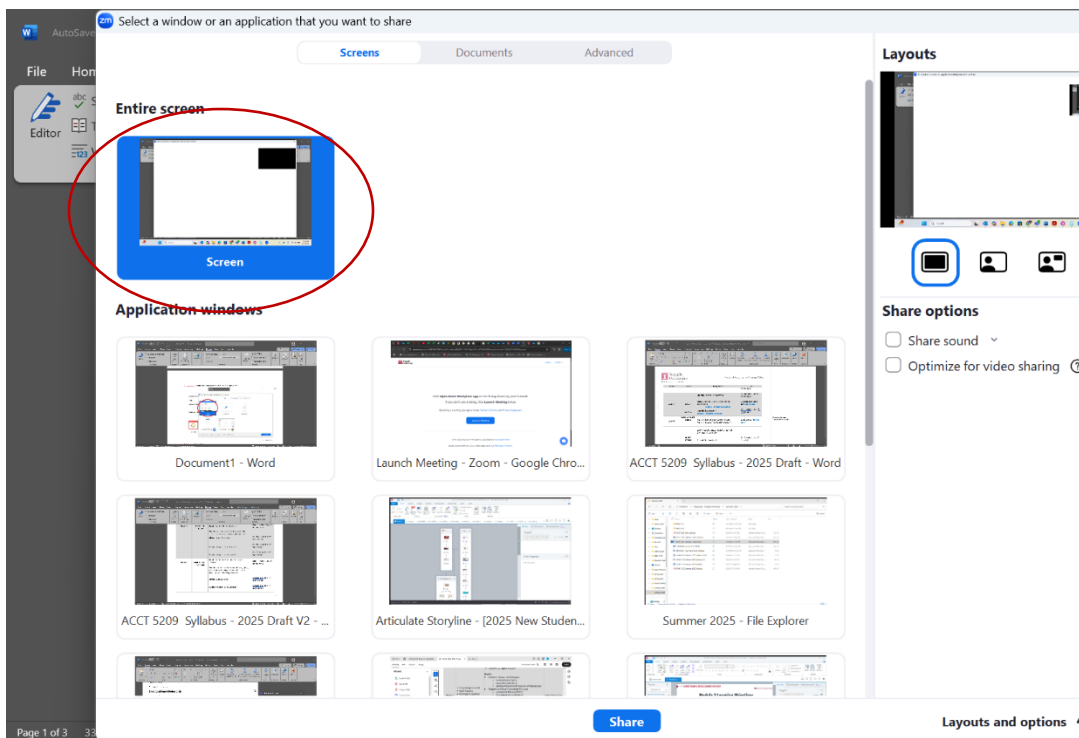
Please Note: Due to the university-wide Zoom recording retention policy, all student-created **recordings older than 30 days will be deleted. If you share your exam cloud-recording link with your professor, please also download the recording to your computer as a precaution.*

Creating a Zoom Session for an Exam:

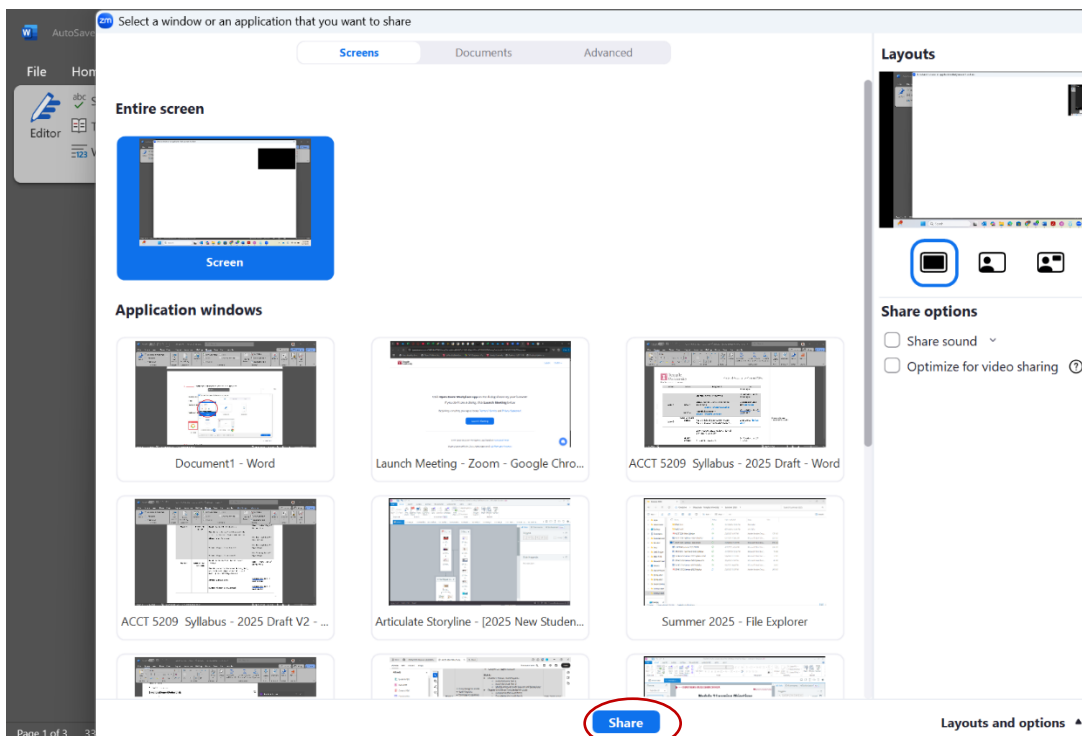
1. Go to [zoom.temple.edu](https://zoom.us)
2. Click "Sign in"
3. Select "Meetings" on the Zoom navigation (to the left)
4. Click "Schedule a New Meeting"
5. Enter the "Topic" of your meeting as "2101 Midterm"
6. Input "When" the session is (Date & Time)
7. Input the Duration (optional)
8. Click "Save"

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 Open Zoom Meetings on the pop up dialogue box.
4. A preview meeting window should pop up allowing you to preview and test your camera and microphone before starting the session.
5. Select "Start"
6. Select "Unmute"
7. Select "Share" on the Zoom navigation
8. Select the first option "Screen" or "Desktop"



9. Select Share



10. Open your Exam in a browser

11. Select the more button on the top navigation bar

12. Then select “Record” on the bottom navigation bar

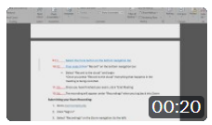
- Select “Record to the cloud” and begin
*Once you press “Record to the cloud” everything that happens in the meeting is being recorded.

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

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

Submitting your Exam Recording:

1. Go to zoom.us
2. Click “Sign in”
3. Select “Recordings” on the Zoom navigation (to the left)
4. Click the “Topic” link to the session



Recording 1 ✎

3 Files 928 KB

Download Copy shareable link Delete

The recording includes the files listed below:

Shared screen with speaker view	607 KB
Audio only	321 KB
Audio transcript - English(original)	69 B

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. Post this link on Canvas under the “Exam Link Submission” assignment

*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