Import Zoom Cloud Recordings Into Mediasite

With Mediasite’s new integration with Zoom, users can automatically record and publish Zoom cloud recordings to Mediasite. Mediasite is the university’s enterprise video solution for capturing, storing, sharing, and managing videos. MyMediasite is an online portal where users manage recordings created using Mediasite hardware and the Mediasite Desktop Recorder (MDR).

Initial Setup

1. Prior to using the integration, users must have a MyMediasite account. MyMediasite is available to employees and students.

2. To access MyMediasite and generate an account, visit http://mediasite.ncat.edu/mediasite/mymediasite and log in using OneID or Blackboard credentials. Log in at least one time to create your MyMediasite account.

Enabling the Zoom to Mediasite Integration (via the Zoom Portal – ncat.zoom.us)

1. Click the Schedule a Meeting option and add your meeting details.

2. Locate the Import into Mediasite option near the bottom of the meeting options.

3. Select Yes from the dropdown menu to publish your Zoom cloud recording to Mediasite.

4. Save your meeting.

5. Access the recording settings for your Zoom account. Click the Settings menu option. Then select Recording at the top of the page to view settings for recordings.

6. Locate Cloud recording and ensure that this option is enabled. Only cloud recordings can be automatically published to Mediasite.
Enabling the Zoom to Mediasite Integration (via the Zoom Portal – Desktop App)

1. Click the Schedule option to add your meeting details.

2. Under Advanced Options, locate the Import into Mediasite option near the bottom of the meeting options.

3. Select Yes from the dropdown menu to publish your Zoom cloud recording to Mediasite.

4. Save your meeting.

5. Click the settings gear to view your Zoom settings.

6. Under Settings, click Recordings. Make sure you see Cloud Recording with the Manage option. If you do not, visit the Zoom Portal (ncat.zoom.us) and sign in to modify your recording settings. Review steps 4-6 in the Enabling the Zoom to Mediasite Integration (via the Zoom Portal – ncat.zoom.us) section.

Record the Zoom Meeting

1. At the beginning of the Zoom meeting, click the RECORD option.

2. If prompted with “Record on this Computer” or “Record to the Cloud”, choose Record to the Cloud. Local recordings will NOT publish to Mediasite automatically. If you have disabled local recording in your settings, your cloud recording should launch automatically.

3. After the scheduled end time for the Zoom session, Zoom will process the recording and publish it to Mediasite. This process could take up to one hour or longer to process depending on the length of the recording.

4. Do not delete the recording from Zoom until the recording has been published to Mediasite.
Important Notes

- If a user pauses a Zoom recording and then resumes the recording, multiple recordings will be created for the session in Zoom. (A new file is created for each segment.) As a result, Mediasite will import multiple presentations for this session. They can be differentiated by the timestamp that is appended to the title of each recording.

- Mediasite will not begin the import of a Zoom session until after the scheduled end time of the Zoom session. If you schedule a session for one hour and the session ends early, the processing of the recording will not begin until after the scheduled one-hour ends.

Technical Support

For questions regarding the integration process or Mediasite, contact the Classroom Technology Support team at 334-7195.

For Mediasite or Zoom training, contact ITTD at 285-4499 or visit learn.ncat.edu.