Making Zoom Recordings Inaccessible to Students

There may be circumstances in which an instructor wishes to record a class session from Zoom, but does not wish for students to see that recording immediately either because a) the recording needs some edits to be made to it or b) because the recording involves time sensitive materials to the instructor wishes to withhold until a later date.

Option 1: Record to Local Device

The easiest way to ensure a student cannot immediately access a recording is to select "Record to Computer" when starting the recording. After the recording is done you can edit and then upload to Microsoft Stream or OneDrive to share at your discretion.
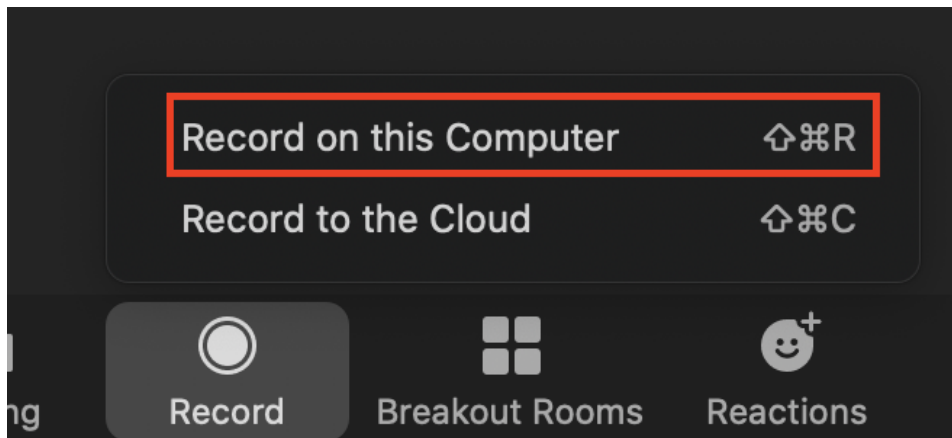
Option 2: Disassociate Meeting

Another option is that you can "disassociate" a recording from the meeting, which will remove it from student visibility until you add again by importing. **Note: You cannot make edits to the video using this method—this option is only useful if you wish to hide a recording from student view, temporarily or permanently.**

To implement this option, follow the steps below:

1. After recording a class session to the Zoom cloud, go to the Sakai course site and open the Zoom tool.

Open the "Cloud" tab.

Click the "…" menu button at the top right of the screen and select "disassociate meeting".

2. When the pop up appears, paste the Meeting ID and then click "Disassociate". This will now make the video unavailable to students, but you can still access the recording by going to your Providence.Zoom.Us account.

3. If you want to make the video available again, go back to the Zoom tool and select "Import Meeting".

4. You can get the meeting ID from your Providence.Zoom.Us acocunt, and paste into the field. Then, click "Import".

Import meeting   X

Meeting ID

940 6310 9658

Import   Cancel