

# Zoom to Sakai

*Record your class in zoom,  
send it automatically to Warpwire*



OASIS

[oasis.unc.edu](https://oasis.unc.edu)



UNC  
COLLEGE OF  
ARTS & SCIENCES

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

# Process Overview



## ZOOM

1. Adjust **Zoom settings**
2. Create your recurring **class meeting**
3. Set your **Meeting options**

## SAKAI

4. Add the **Warpwire tool**
5. Add a **Warpwire Media library** for you class
6. Set-up your **zoom connector**
7. Create a left-hand **Sakai menu button**

Students may click the link in Sakai and access all of your class recordings with captions as they are available.



# Part 1: Zoom Set-up

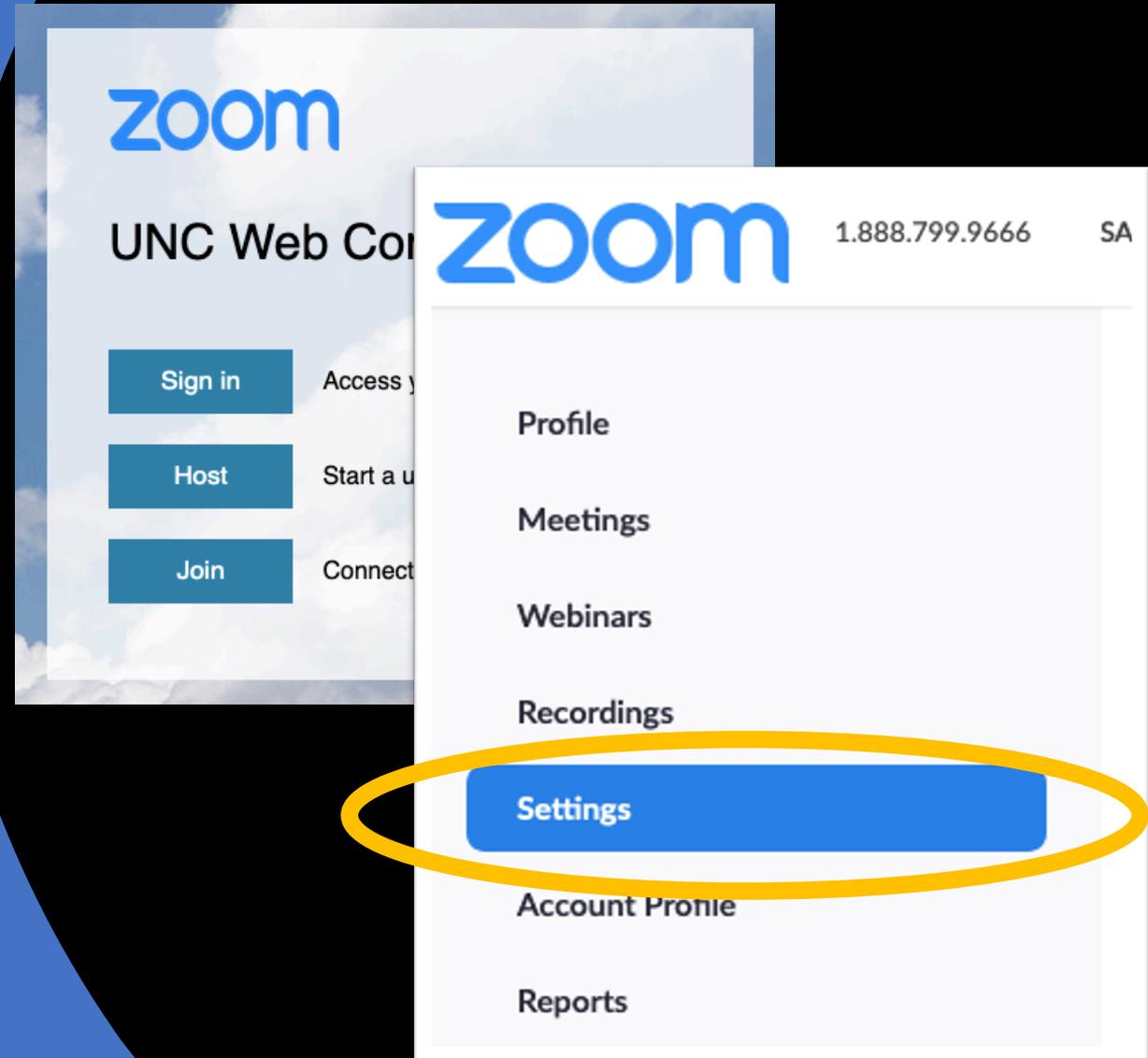
# Step 1: Adjust your Zoom Settings

1. Sign in to [unc.zoom.us](https://unc.zoom.us)



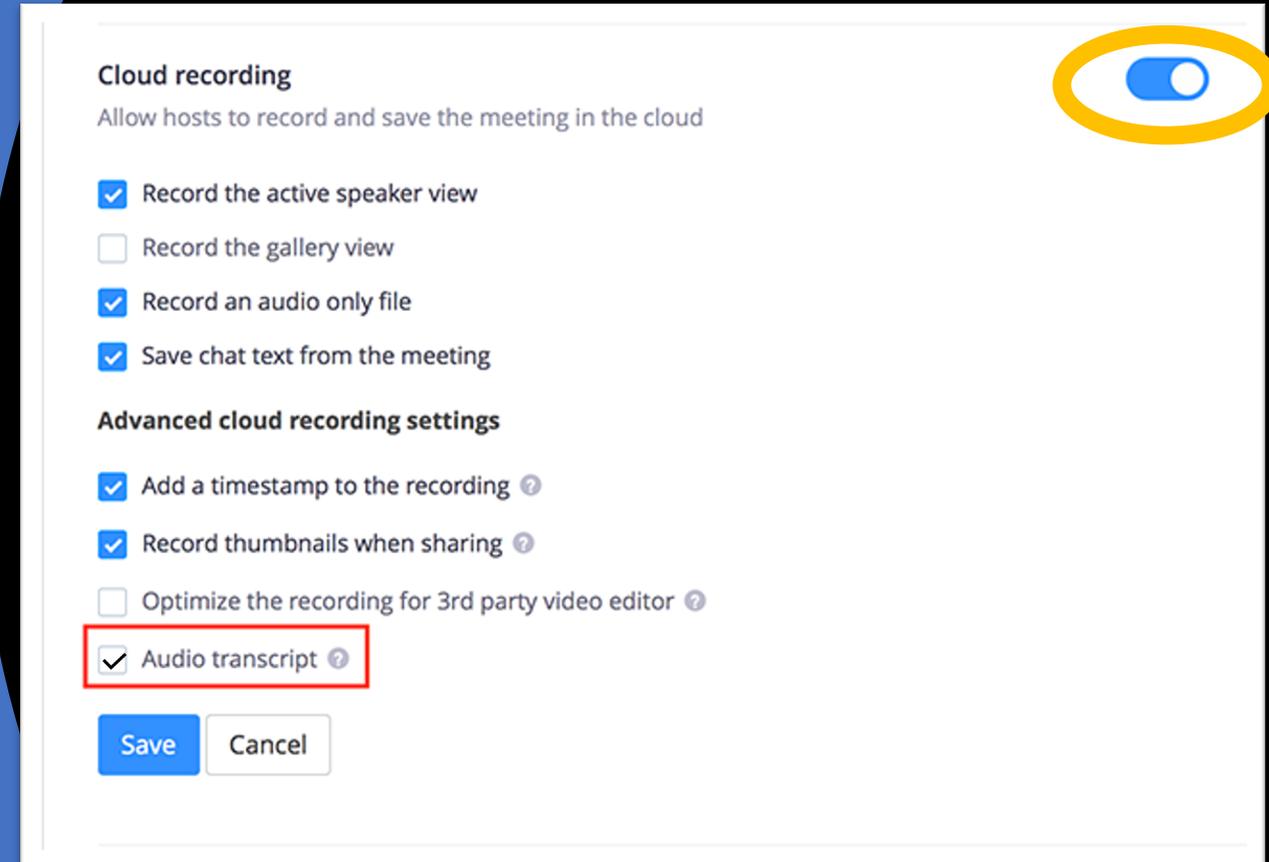
# Step 1: Adjust your Zoom Settings

1. Sign in to [unc.zoom.us](https://unc.zoom.us)
2. Go to **Settings** in the left menu



# Step 1: Adjust your Zoom Settings

1. Log in to [unc.zoom.us](https://unc.zoom.us)
2. Go to **Settings** in the left menu
3. Enable:
  1. Cloud Recordings
  2. Audio Transcript



The screenshot shows the Zoom Cloud Recording settings panel. At the top right, a blue toggle switch is turned on and circled in yellow. Below it, the 'Cloud recording' section is titled, followed by the text 'Allow hosts to record and save the meeting in the cloud'. Under this section, there are four checked options: 'Record the active speaker view', 'Record an audio only file', and 'Save chat text from the meeting'. The 'Record the gallery view' option is unchecked. Below this is the 'Advanced cloud recording settings' section, which includes three checked options: 'Add a timestamp to the recording', 'Record thumbnails when sharing', and 'Audio transcript' (which is highlighted with a red box). The 'Optimize the recording for 3rd party video editor' option is unchecked. At the bottom of the panel are 'Save' and 'Cancel' buttons.

**Cloud recording**  
Allow hosts to record and save the meeting in the cloud

- Record the active speaker view
- Record the gallery view
- Record an audio only file
- Save chat text from the meeting

**Advanced cloud recording settings**

- Add a timestamp to the recording ?
- Record thumbnails when sharing ?
- Optimize the recording for 3rd party video editor ?
- Audio transcript ?

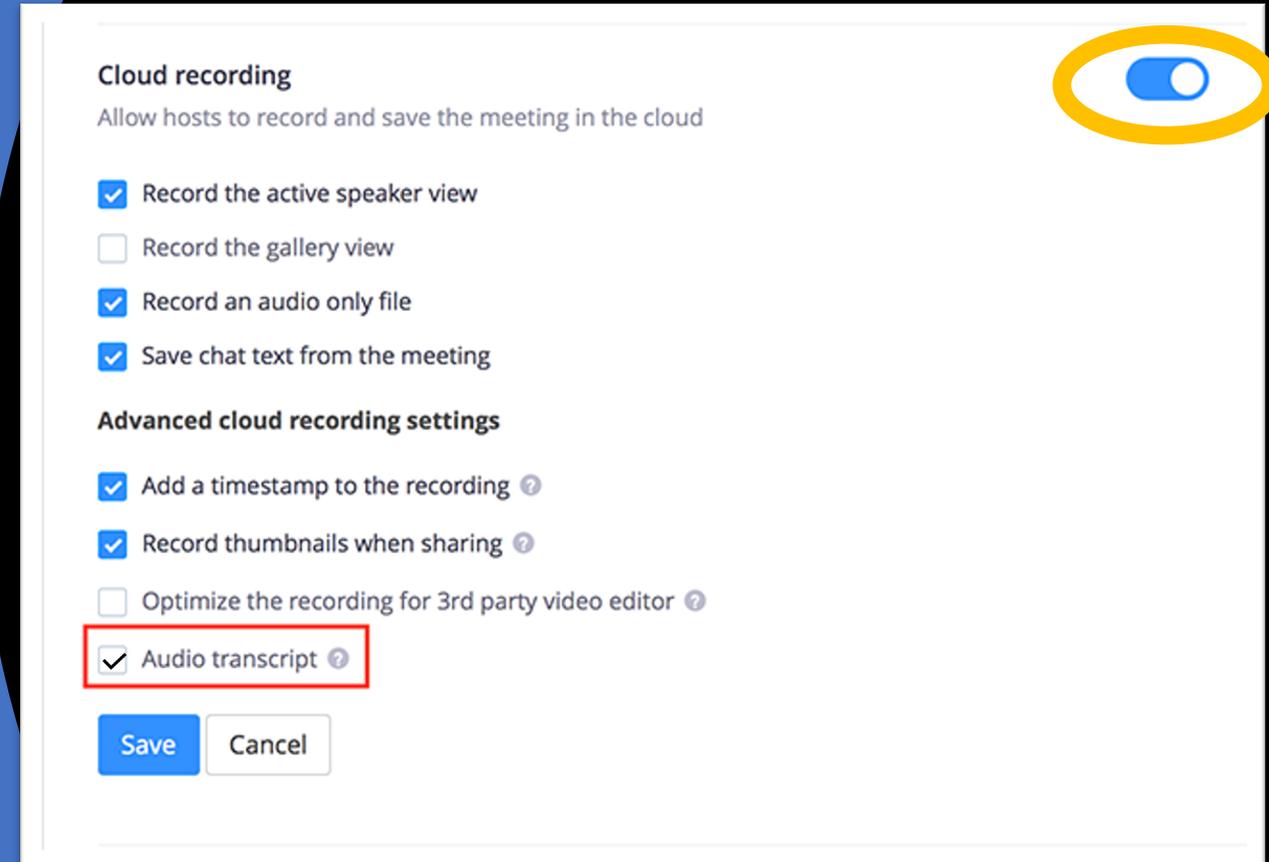
**Save** **Cancel**

# Step 1: Adjust your Zoom Settings

1. Log in to [unc.zoom.us](https://unc.zoom.us)
2. Go to **Settings** in the left menu
3. Enable:
  1. Cloud Recordings
  2. Audio Transcript

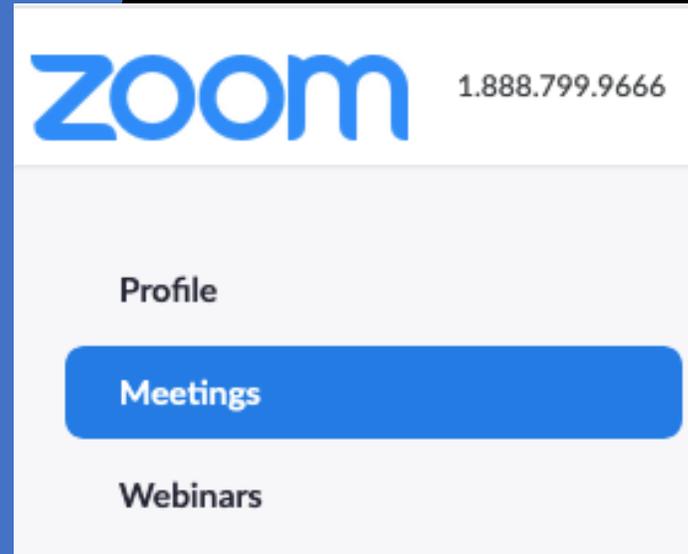
*Other Recommended Settings to **enable**:*

- Chat
- File Transfer
- Polling
- UNC Authenticated
- Screen Share
- Whiteboard
- Meeting Reactions
- Breakout Room



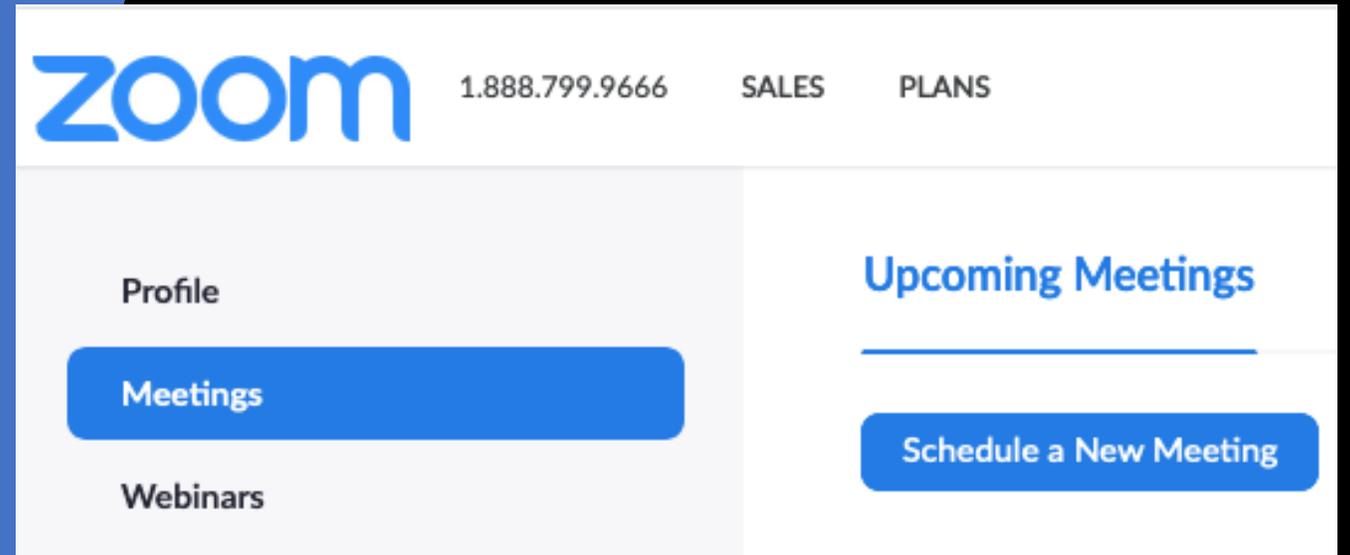
# Step 3: Create your recurring class Meeting

1. Go to **Meetings** in the left menu



# Step 3: Create your recurring class Meeting

1. Go to **Meetings** in the left menu
2. Click **Schedule a Meeting**



# Step 3: Create your recurring class Meeting

1. Go to **Meetings** in the left menu
2. Click **Schedule a Meeting**
3. Set **Topic** to a distinct name for this class section and semester

Schedule a Meeting

**Topic** ENGL 105.238 FA2020

**Description (Optional)** Enter your meeting description

**When** 07/28/2020 10:00 PM

**Duration** 1 hr 0 min

**Time Zone** (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting Every week on Tue, Thu, until Nov 24, 2020, 35 occurrence(s)

**Recurrence** Weekly

**Repeat every** 1 week

**Occurs on**  Sun  Mon  Tue  Wed  Thu  Fri  Sat

**End date**  By 11/24/2020  After 7 occurrences

# Step 3: Create your recurring class Meeting

1. Go to **Meetings** in the left menu
2. Click **Schedule a Meeting**
3. Set **Topic** to a distinct name for this class section and semester
4. Set your meeting to **Recurring**

*(hint: set recurrence to **Weekly** to choose the days of the week)*

Schedule a Meeting

Topic

Description (Optional)

---

When

Duration  hr  min

Time Zone

  Recurring meeting Every week on Tue, Thu, until Nov 24, 2020, 35 occurrence(s)

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

# Step 3: Set your Meeting Options

## 1. Enable

- Record this meeting automatically
- In the Cloud

**Video**

Host  on  off

Participant  on  off

---

**Audio**

Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

---

**Meeting Options**

Enable join before host

Mute participants upon entry 

Only authenticated users can join



\*.unc.edu,\*.UNC.EDU [Edit](#)

Breakout Room pre-assign

Record the meeting automatically  On the local computer  In the cloud

# Step 3: Set your Meeting Options

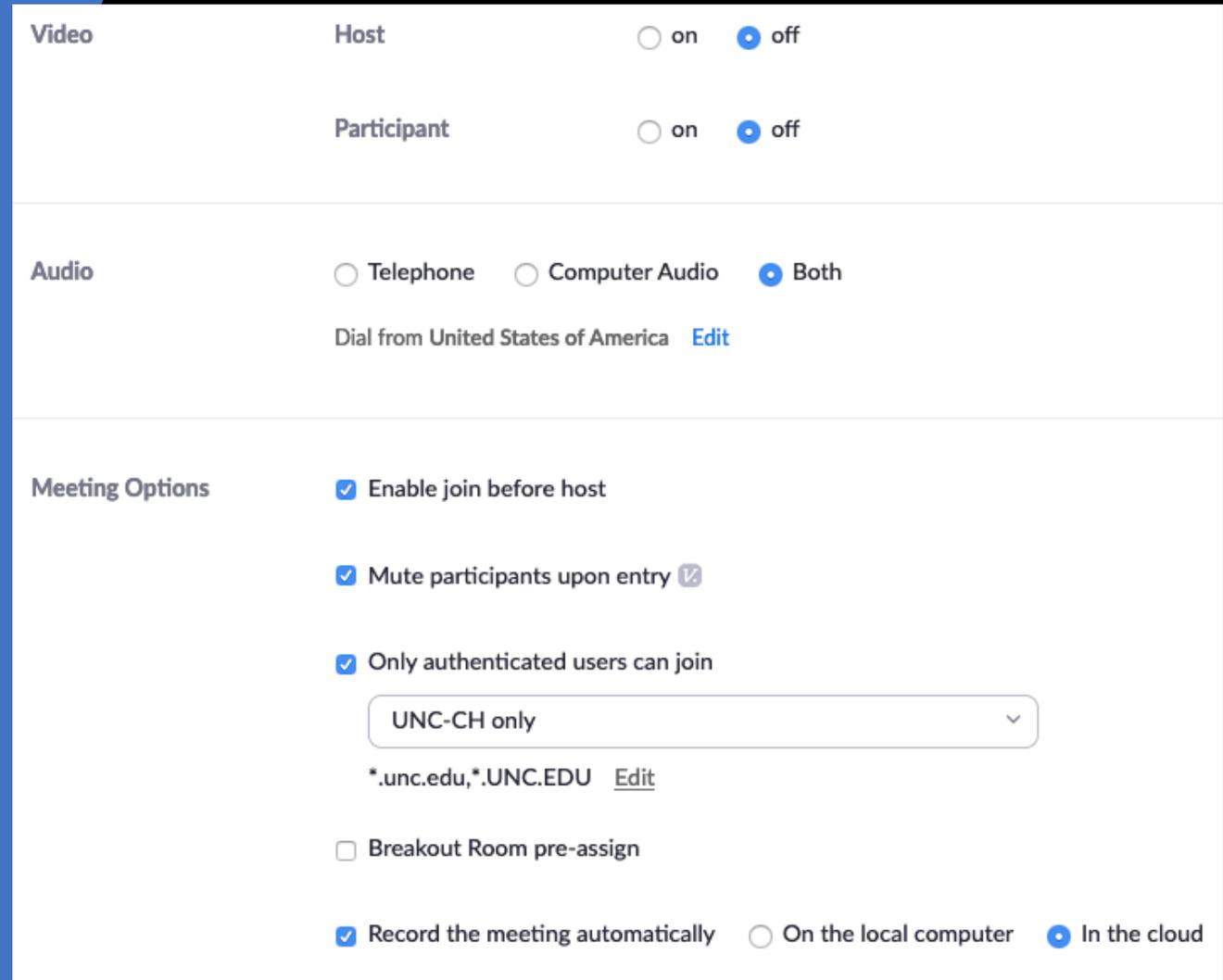
## 1. Enable

- Record this meeting automatically
- In the Cloud

## 2. Adjust other settings as desired and save

### Other Recommended Options

- Host video off
- Participant video off
- Audio: Both
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join



The screenshot displays the Zoom meeting options configuration interface. It is organized into three main sections: Video, Audio, and Meeting Options.

- Video:** Host video is set to **off** (radio button selected). Participant video is also set to **off**.
- Audio:** Audio is set to **Both** (radio button selected). The dial-in number is listed as "Dial from United States of America" with an [Edit](#) link.
- Meeting Options:**
  - Enable join before host**
  - Mute participants upon entry** (with a lock icon)
  - Only authenticated users can join**. Below this is a dropdown menu showing "UNC-CH only" and a list of domains: ".unc.edu,\*.UNC.EDU" with an [Edit](#) link.
  - Breakout Room pre-assign**
  - Record the meeting automatically**. Below this are two radio buttons: "On the local computer" (unselected) and "In the cloud" (selected).



# Part 2: Sakai Set-up

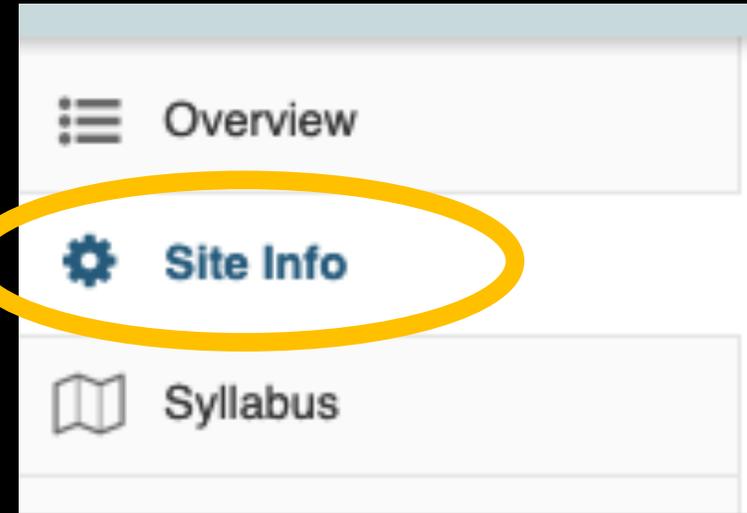
# Step 4: Enable the Warpwire Tool

## 1. Login to your Sakai Course



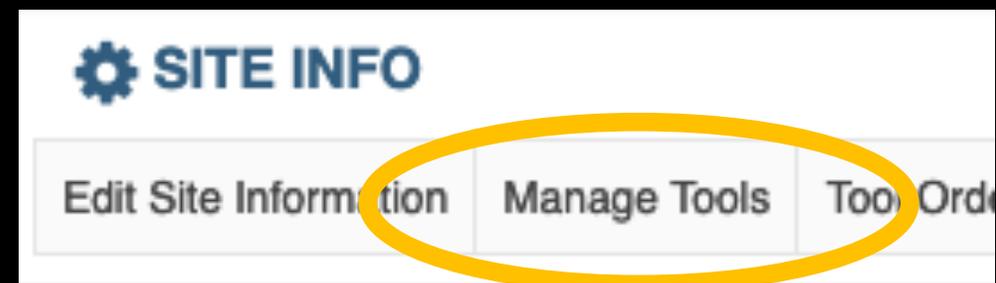
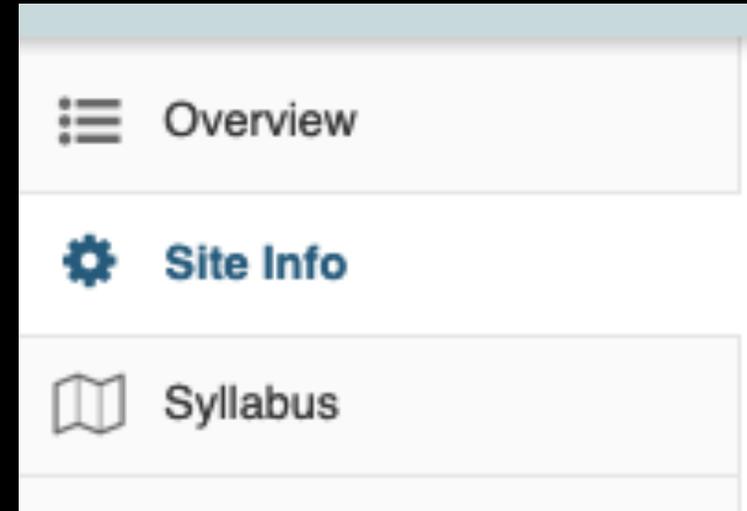
# Step 4: Enable the Warpwire Tool

1. Login to your Sakai Course
2. Go to your course and click **Site Info** in the left menu



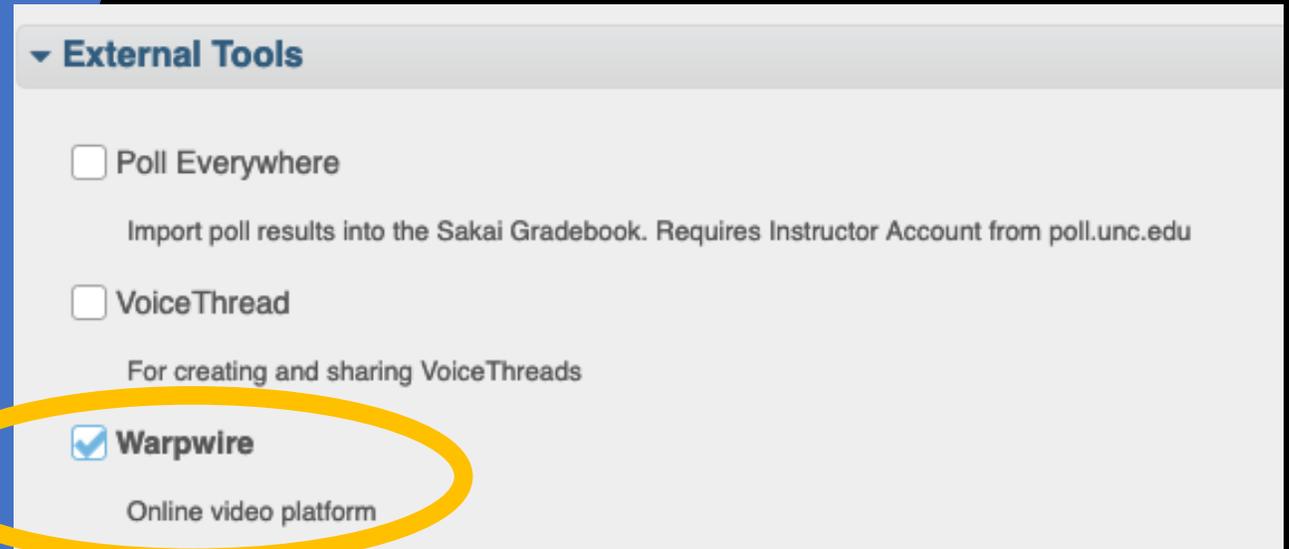
# Step 4: Enable the Warpwire Tool

1. Login to your Sakai Course
2. Go to your course and click **Site Info** in the left menu
3. Click on **Manage Tools**



# Step 4: Enable the Warpwire Tool

1. Login to your Sakai Course
2. Go to Site Info
3. Click on Manage Tools
4. Towards the bottom under External Tools, enable **Warpwire**

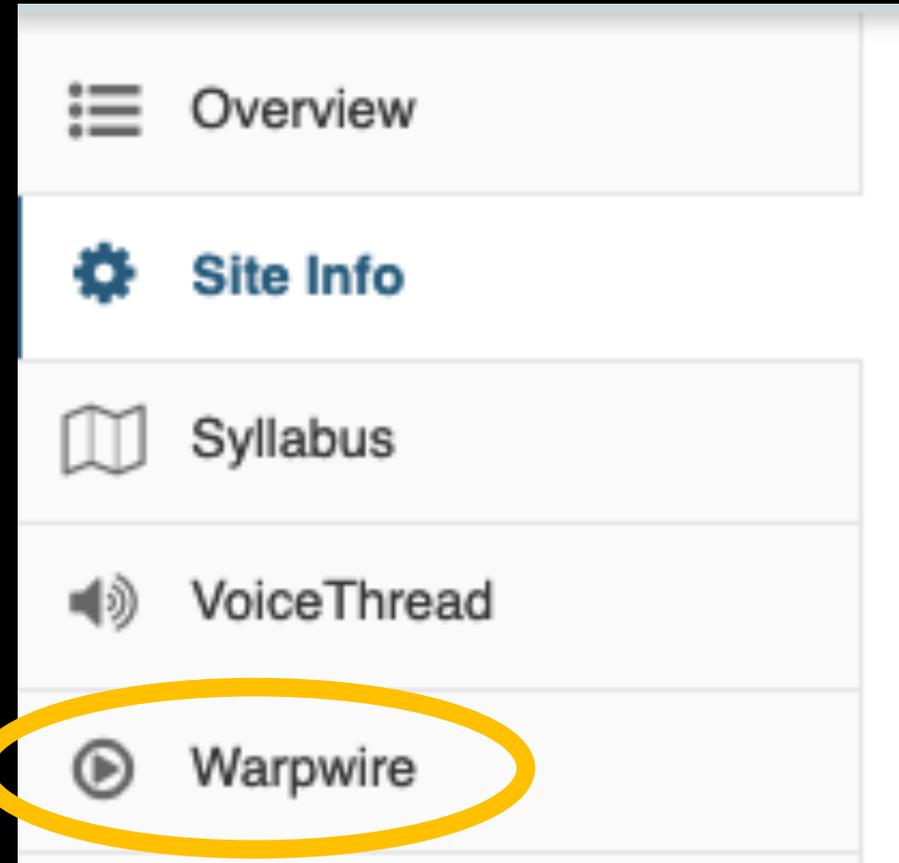


Step 5: Add a Media Library for your class

# Step 5: Add a Media Library for your class

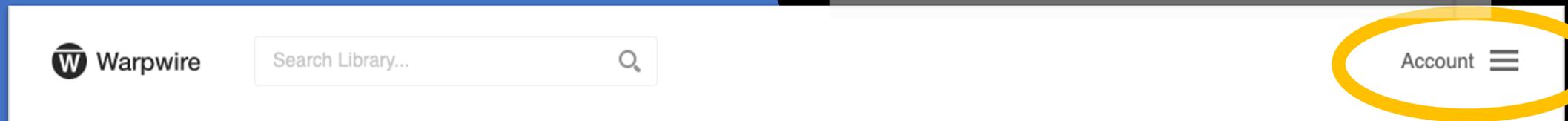
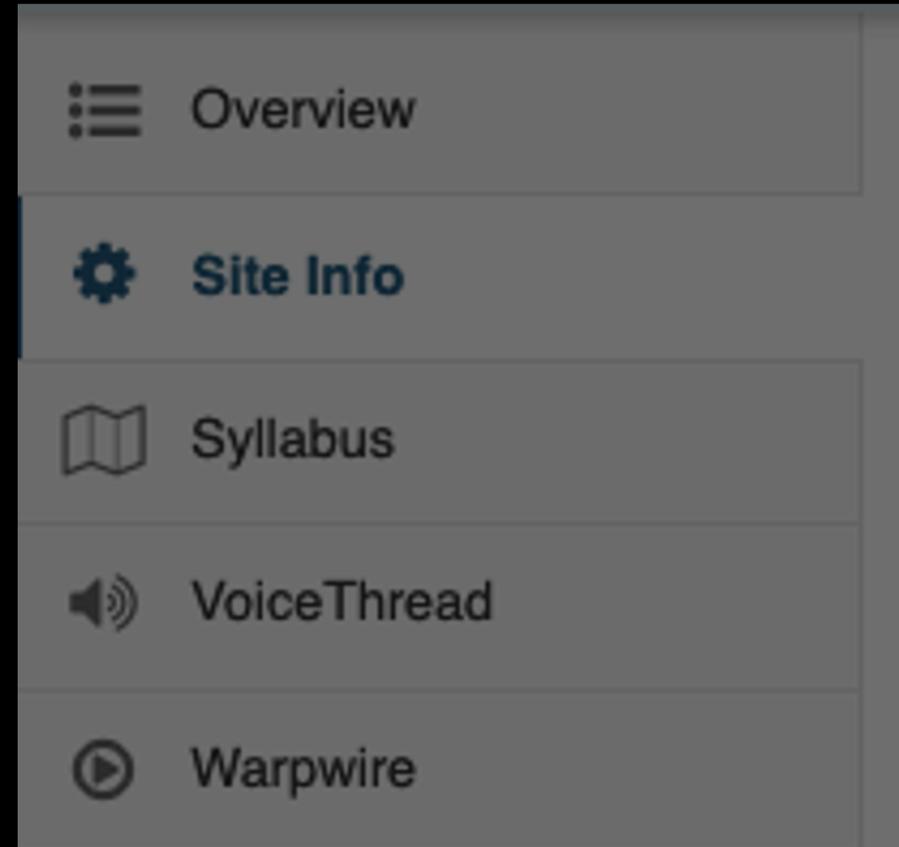
1. Click on **Warpwire** from the left menu

*Hint: New tools go to the bottom of the menu. Re-order them under **Site Info | Tool Order***



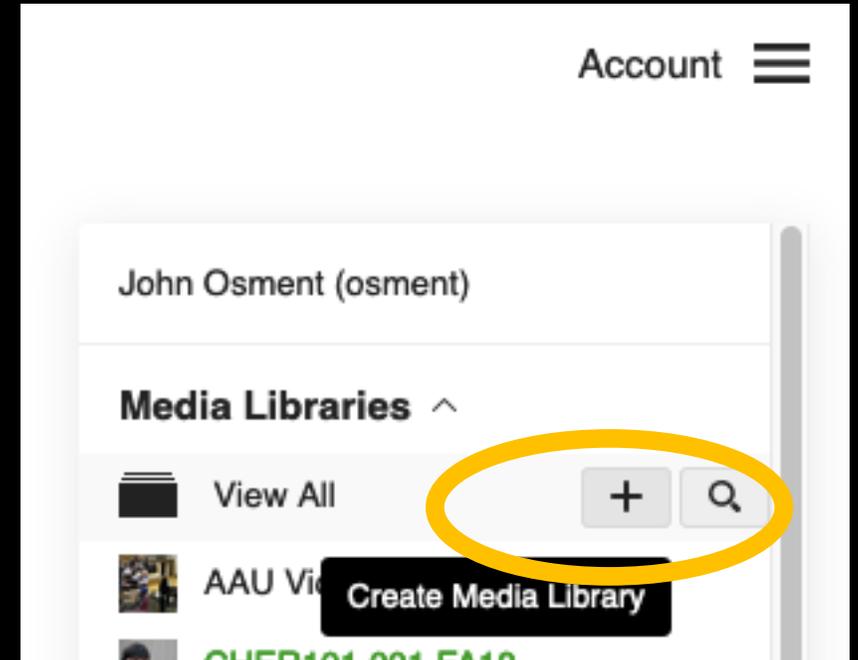
# Step 5: Add a Media Library for your class

1. Click on **Warpwire** from the left menu
2. In the Warpwire tool, click on **Account** to get a list of your media libraries and their options.



# Step 5: Add a Media Library for your class

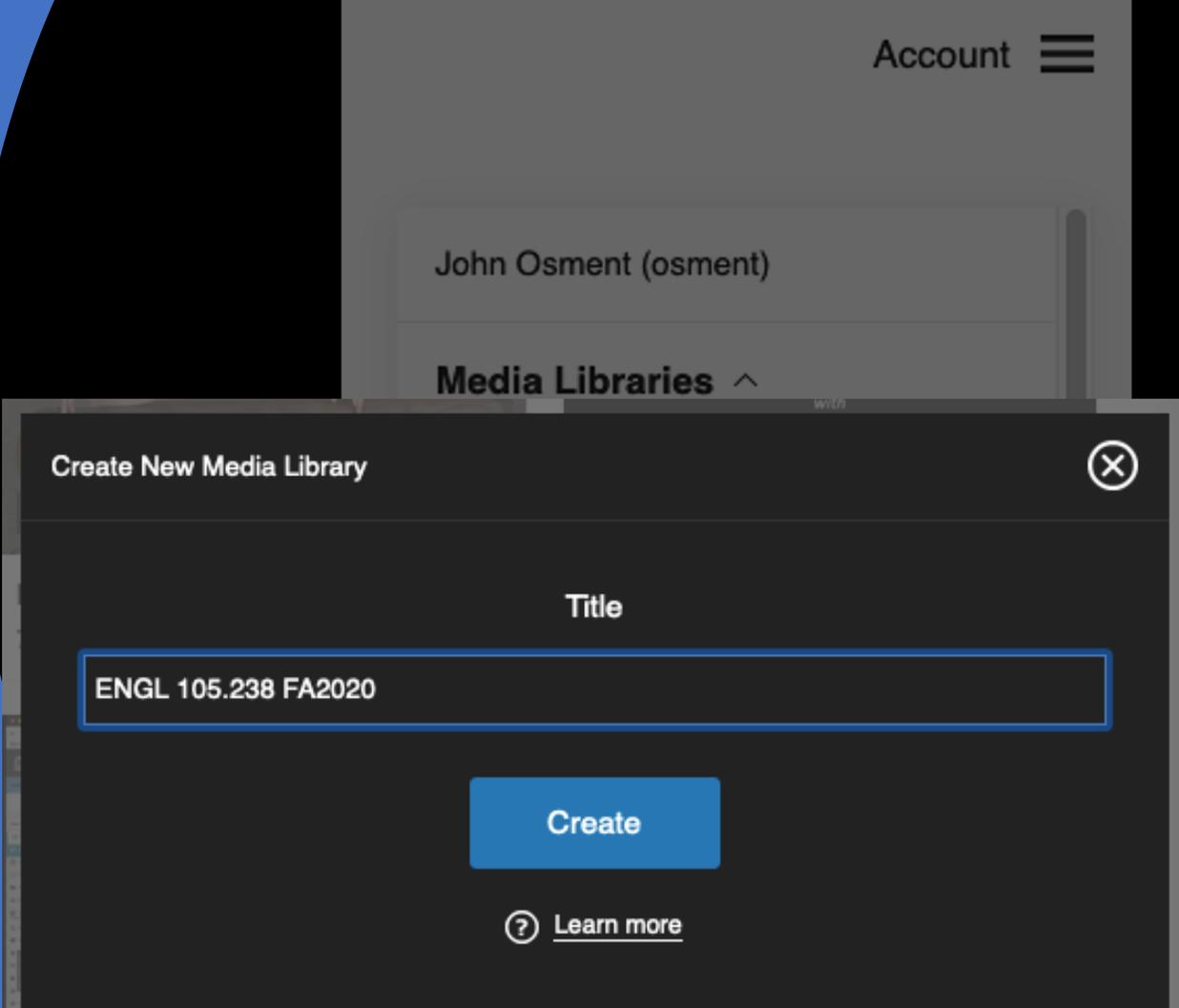
1. Click on the plus **+** sign to create a **new Media Library** for your class



# Step 5: Add a Media Library for your class

1. Click on the plus + sign to create a **new Media Library** for your class
2. Enter the **Title** for the class recordings media library

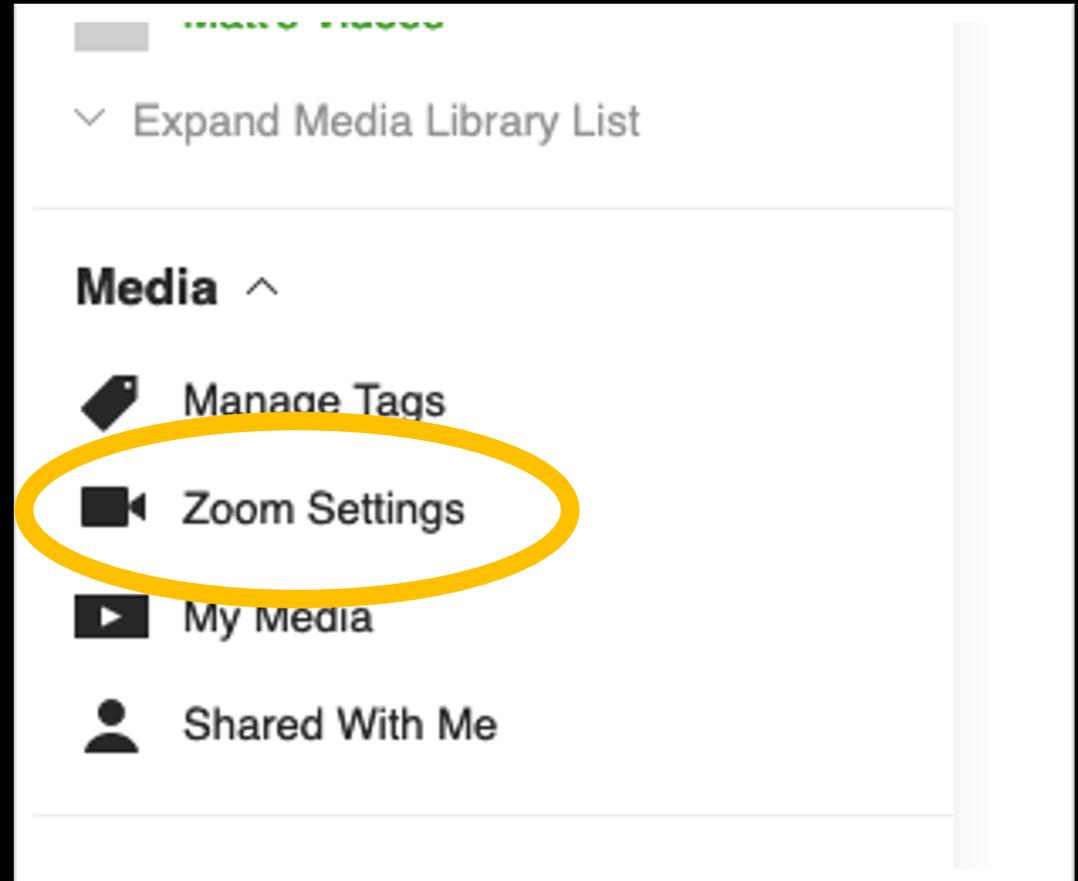
*Do you remember the Topic for your Zoom Class Meeting?*



The screenshot shows a user interface for creating a new media library. The background is a dimmed view of a user profile for 'John Osment (osment)' with a 'Media Libraries' section. In the foreground, a modal dialog titled 'Create New Media Library' is open. It features a text input field labeled 'Title' containing the text 'ENGL 105.238 FA2020'. Below the input field is a blue 'Create' button. At the bottom of the dialog, there is a question mark icon followed by the text 'Learn more'.

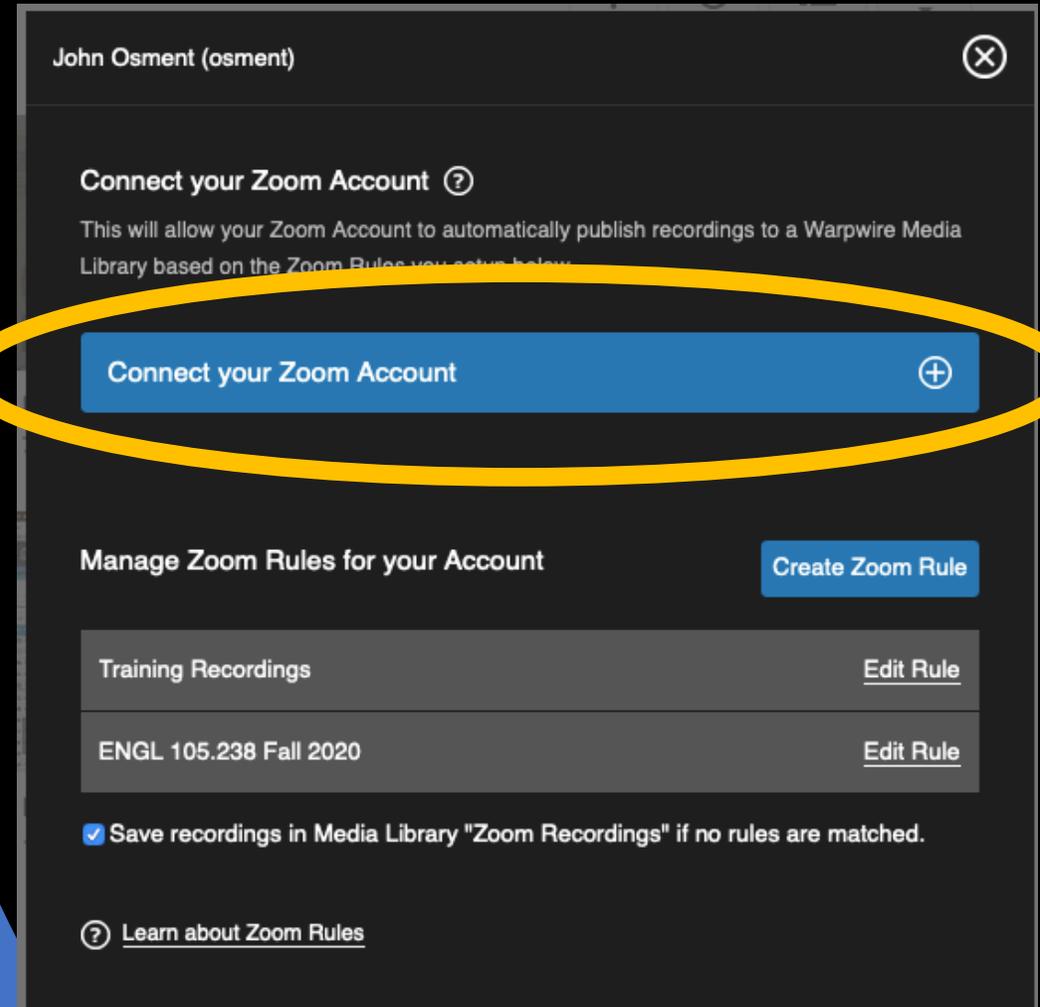
# Step 6: Set-up your zoom connector

1. Scroll down and click on **Zoom Settings**



# Step 6: Set-up your zoom connector

1. Scroll down and click on **Zoom Settings**
2. Go through the steps to **Connect your Zoom Account**



John Osment (osment) ⓧ

**Connect your Zoom Account** ?

This will allow your Zoom Account to automatically publish recordings to a Warpwire Media Library based on the Zoom Rules you set up below.

**Connect your Zoom Account** +

**Manage Zoom Rules for your Account** Create Zoom Rule

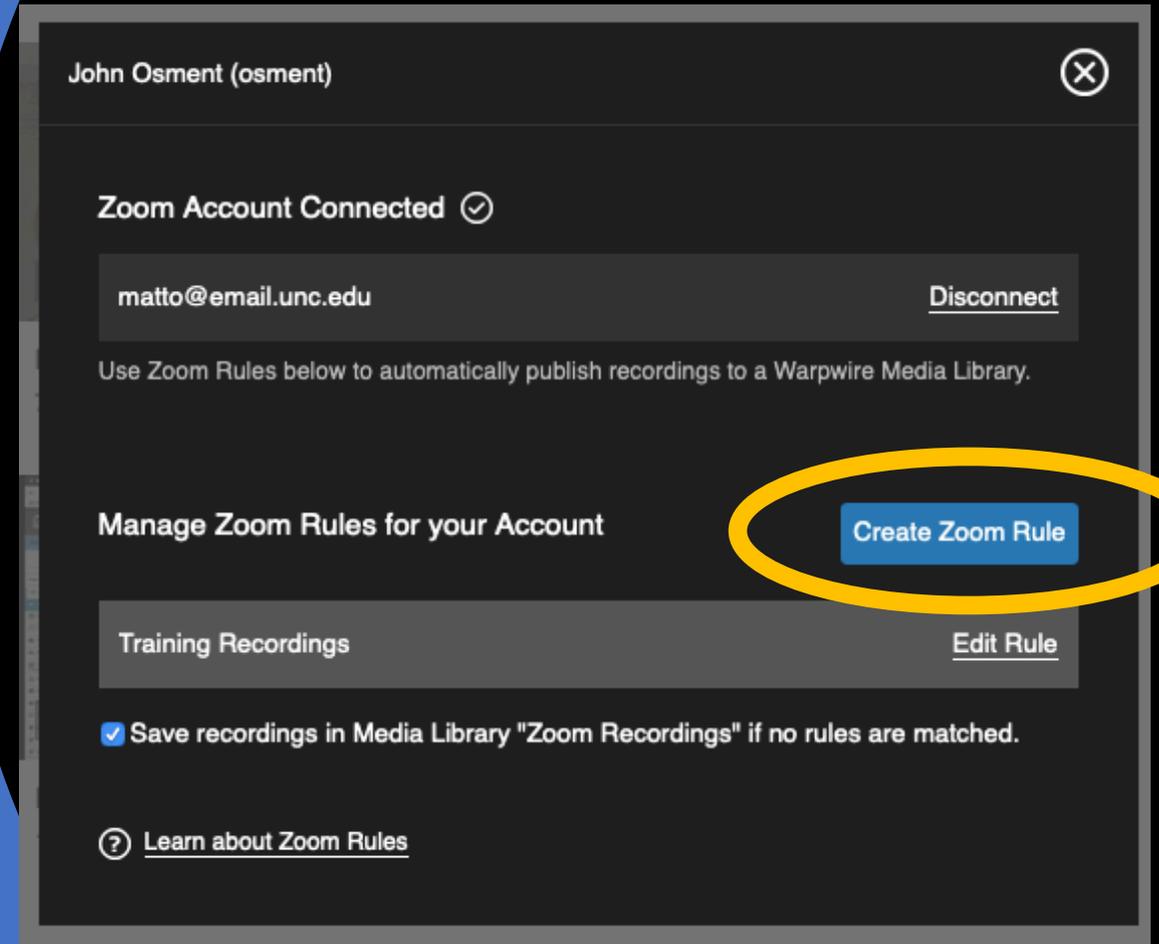
Training Recordings	<a href="#">Edit Rule</a>
ENGL 105.238 Fall 2020	<a href="#">Edit Rule</a>

Save recordings in Media Library "Zoom Recordings" if no rules are matched.

? [Learn about Zoom Rules](#)

# Step 6: Set-up your zoom connector

1. Scroll down and click on [Zoom Settings](#)
2. Go through the steps to [Connect your Zoom Account](#)
3. [Create a Zoom Rule](#) to connect your class recordings to this library



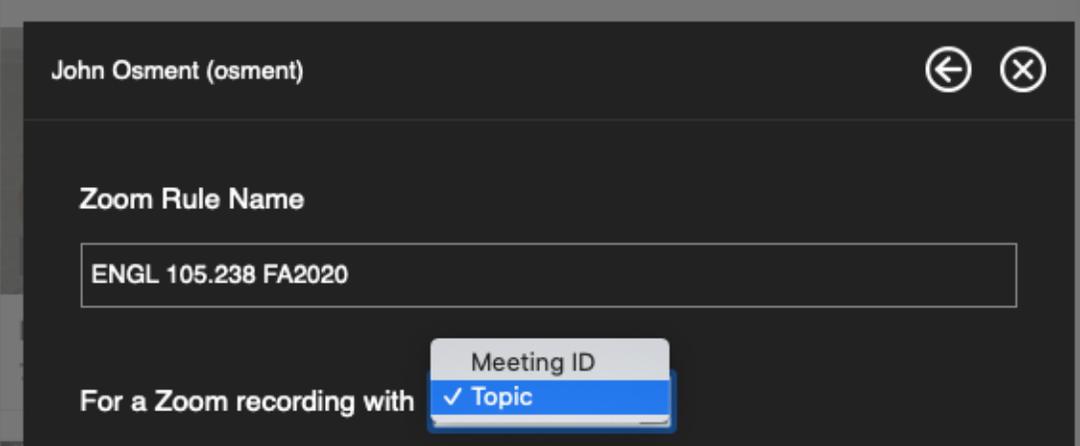
# Step 6: Set-up your zoom connector

## Zoom Rule

Based-on

- **Topic Name** from the Zoom Meeting Options (or partial name)

*Choose carefully to distinguish sections and semesters.*



John Osment (osment) ← ×

Zoom Rule Name

ENGL 105.238 FA2020

For a Zoom recording with Meeting ID  
✓ Topic

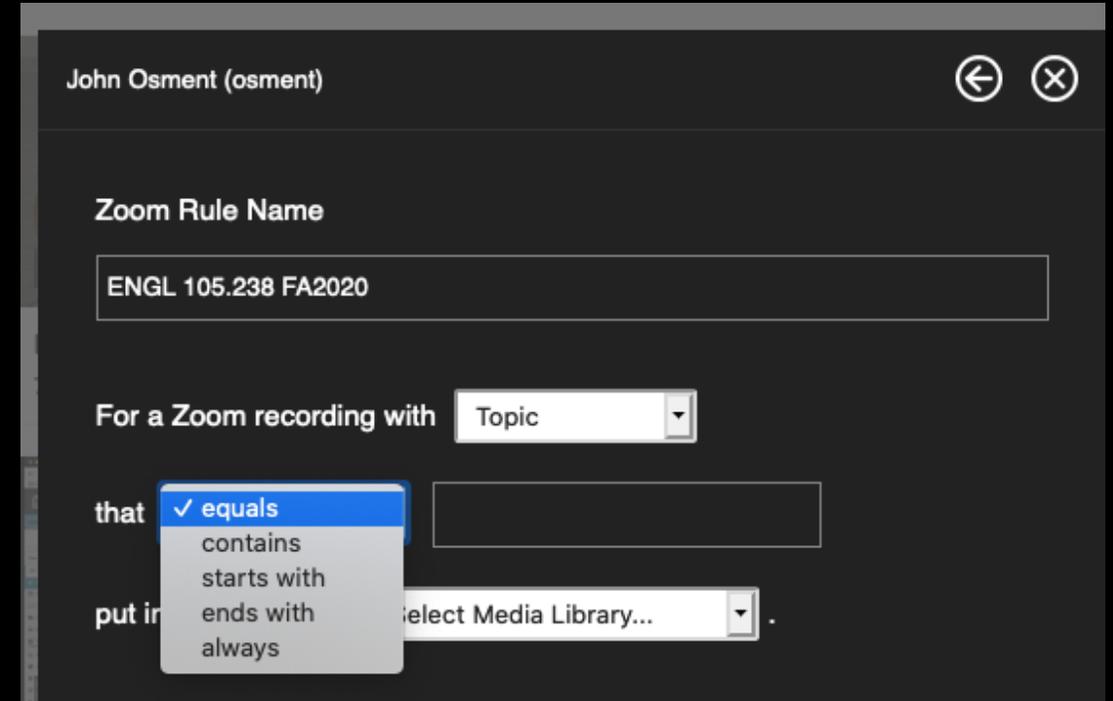
# Step 6: Set-up your zoom connector

## Zoom Rule

Based-on

- **Topic Name** from the Zoom Meeting Options (or partial name)

*Choose carefully to distinguish sections and semesters.*



The screenshot shows a configuration window for a Zoom Rule. At the top, it displays the user's name "John Osment (osment)" and navigation icons. The main section is titled "Zoom Rule Name" and contains a text input field with the value "ENGL 105.238 FA2020". Below this, there is a label "For a Zoom recording with" followed by a dropdown menu currently set to "Topic". Underneath, the word "that" is followed by a dropdown menu with a list of options: "equals" (selected with a checkmark), "contains", "starts with", "ends with", and "always". To the right of this dropdown is an empty text input field. At the bottom, the text "put in" is followed by a dropdown menu labeled "select Media Library..." and a period.

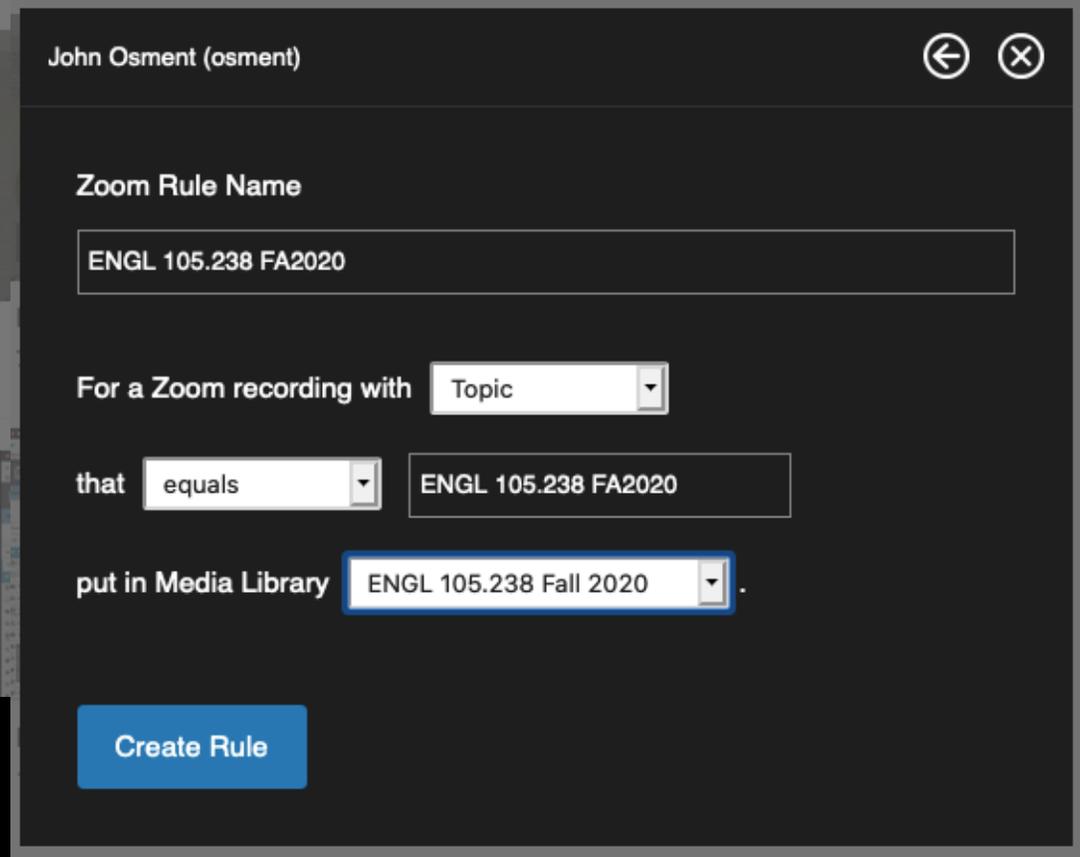
# Step 6: Set-up your zoom connector

## Zoom Rule

Based-on

- **Topic Name** from the Zoom Meeting Options (or partial name)

*Choose carefully to distinguish sections and semesters.*



The screenshot shows a web interface for configuring a Zoom Rule. At the top, the user's name "John Osment (osment)" is displayed with navigation icons. The main form contains the following fields:

- Zoom Rule Name:** A text input field containing "ENGL 105.238 FA2020".
- For a Zoom recording with:** A dropdown menu set to "Topic".
- that:** A dropdown menu set to "equals".
- put in Media Library:** A dropdown menu set to "ENGL 105.238 Fall 2020".

A blue "Create Rule" button is located at the bottom of the form.

# Step 6: Set-up your zoom connector

## Zoom Rule

Based-on

- **Topic Name** from the Zoom Meeting Options (or partial name)

*Choose carefully to distinguish sections and semesters.*

The image shows two overlapping screenshots of a software interface. The top screenshot is a configuration window titled "John Osment (osment)". It has a "Zoom Rule Name" field containing "ENGL 105.238 FA2020". Below this is a section "For a Zoom recording with" with a dropdown menu set to "Topic". Underneath, the word "that" is followed by a dropdown menu with options "equals", "contains", and "starts with", where "equals" is selected. The bottom screenshot is a confirmation dialog box with the same title, displaying the message "The 'ENGL 105.238 FA2020' rule was added successfully." and an "OK" button.



*Give students the link...*

Create a Sakai Menu Button

# Step 7: Create a Sakai Menu Button

1. Back in your Warpwire area, click on the media library for your class.

The screenshot displays the Sakai Media Library interface for the course **ENGL 105.238 Fall 2020**. The main content area shows a message: "There is no media in this Media Library. Use the plus button on the top-right to upload or capture media." A plus button is visible in the top right corner of the main area. On the right side, there is a sidebar titled "Media Libraries" which lists several media libraries. The library **ENGL 105.238 Fall 2020** is highlighted with a yellow circle, indicating it is the selected library.

**ENGL 105.238 Fall 2020**

Media Library Options (0 assets)

There is no media in this Media Library. Use the plus button on the top-right to upload or capture media.

John Osment (osment)

**Media Libraries** ^

- View All + Q
- AAU Video Project
- CHER101.001.FA19
- CHEM101.002.FA19
- CHIN242.001.S118
- Course Videos Examples
- ENGL 105.238 Fall 2020
- Tutorial Videos
- test2

Expand Media Library List

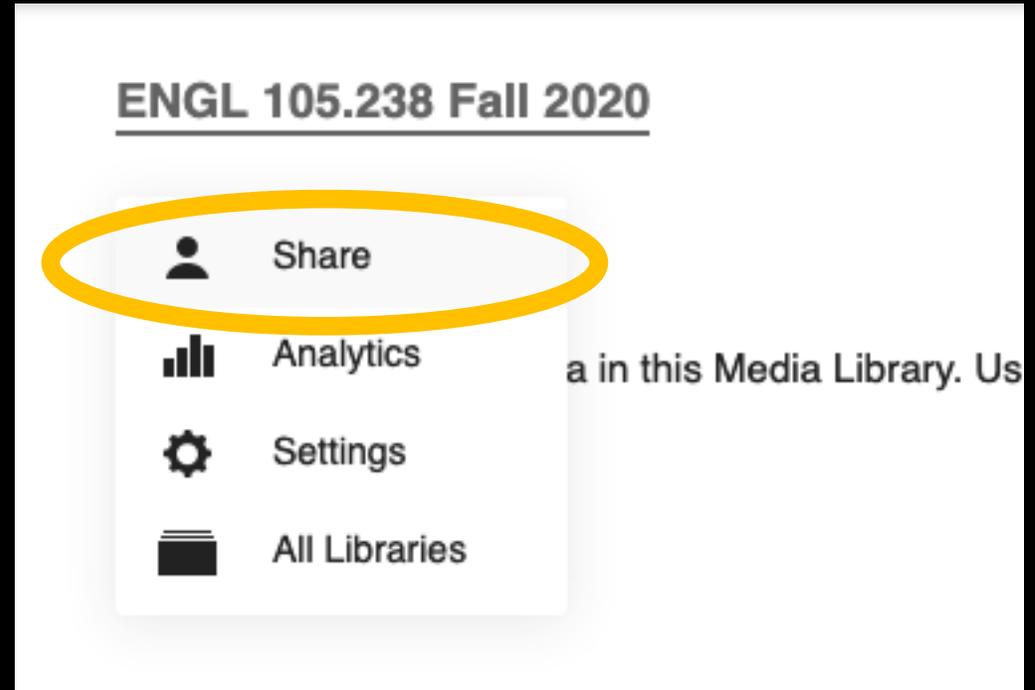
# Step 7: Create a Sakai Menu Button

1. Back in your Warpwire area, click on the media library for your class.
2. In the top left, click on the title of your library.

The screenshot shows a Sakai Media Library interface. At the top left, the title "ENGL 105.238 Fall 2020" is circled in yellow. To the right of the title is a plus sign button. Below the title, a message reads: "There is no media in this Media Library. Use the plus button on the top-right to upload or capture media." On the right side, there is a sidebar for "John Osment (osment)" with a "Media Libraries" section. The list includes: "View All", "AAU Video Project", "CHER101.001.FA19", "CHEM101.002.FA19", "CHIN242.001.S118", "Course Videos Examples", "DEMO JMO 001 FA13", "ENGL 105.238 Fall 2020" (highlighted), "OASIS Help Videos", "Tutorial Videos", and "test2". At the bottom of the sidebar, there is a link to "Expand Media Library List".

# Step 7: Create a Sakai Menu Button

1. From the dropdown menu, select **Share**



# Step 7: Create a Sakai Menu Button

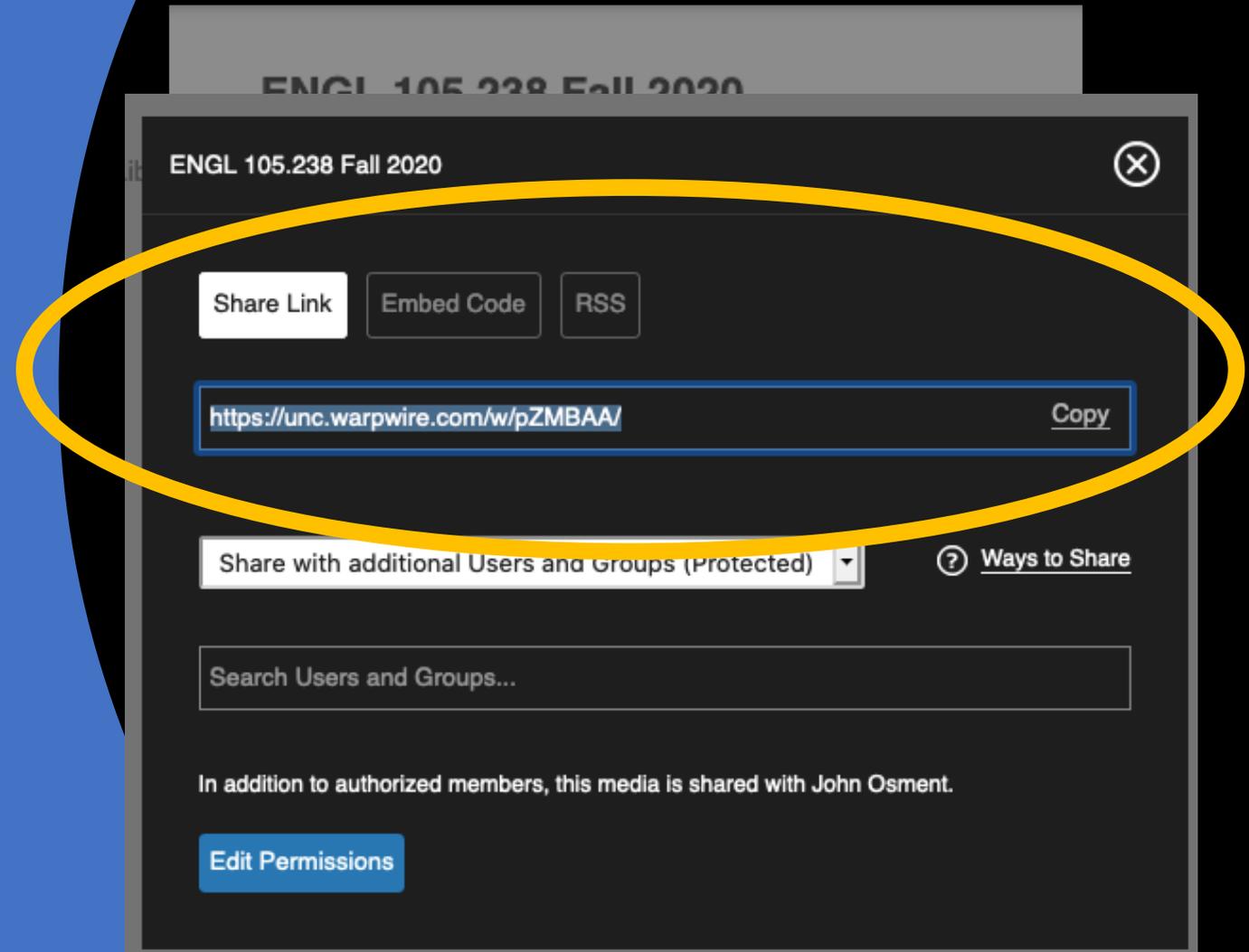
1. From the dropdown menu, select **Share**
2. Copy the **Share Link**.

This is the link students will use to access all of the class recordings.

You may adjust who has access to the library:

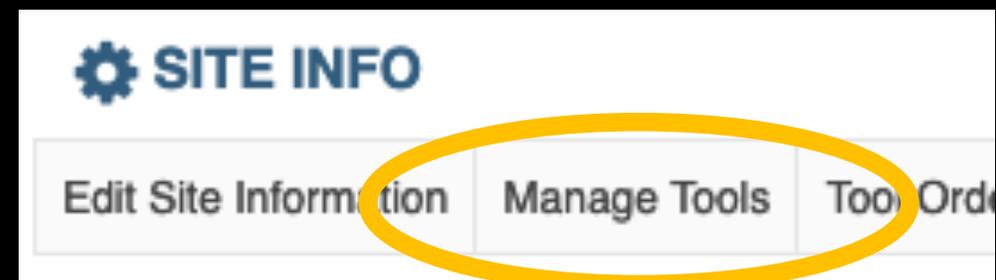
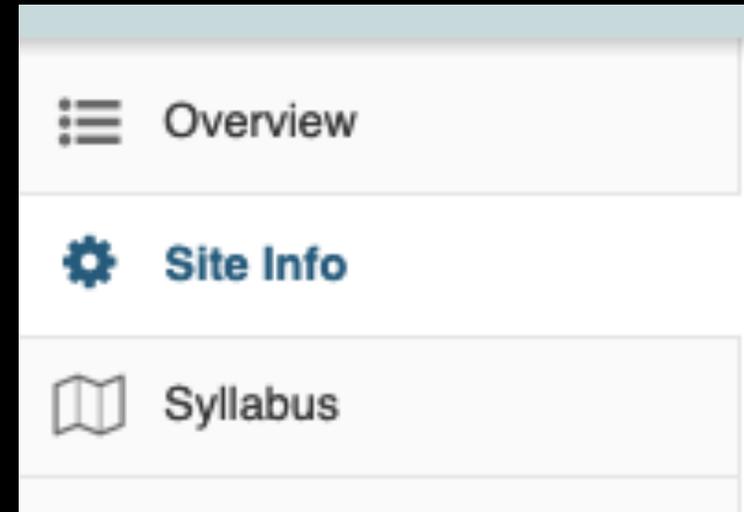
**Share with additional Users and Groups (Protected)**

gives access to this Sakai class.



# Step 7: Create a Sakai Menu Button

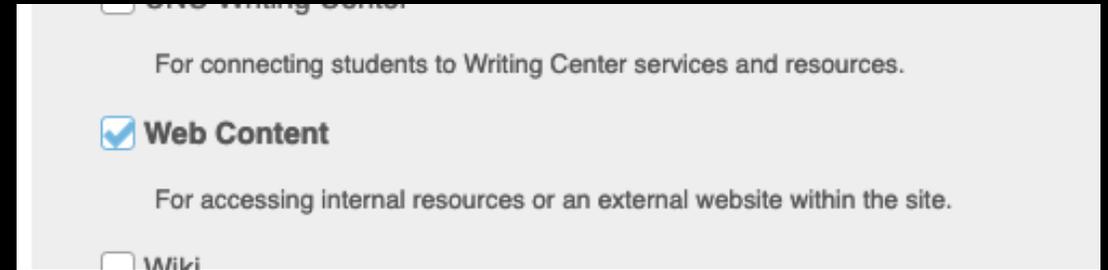
1. Click **Site Info** in the left Sakai menu
2. Click on **Manage Tools**



# Step 7: Create a Sakai Menu Button

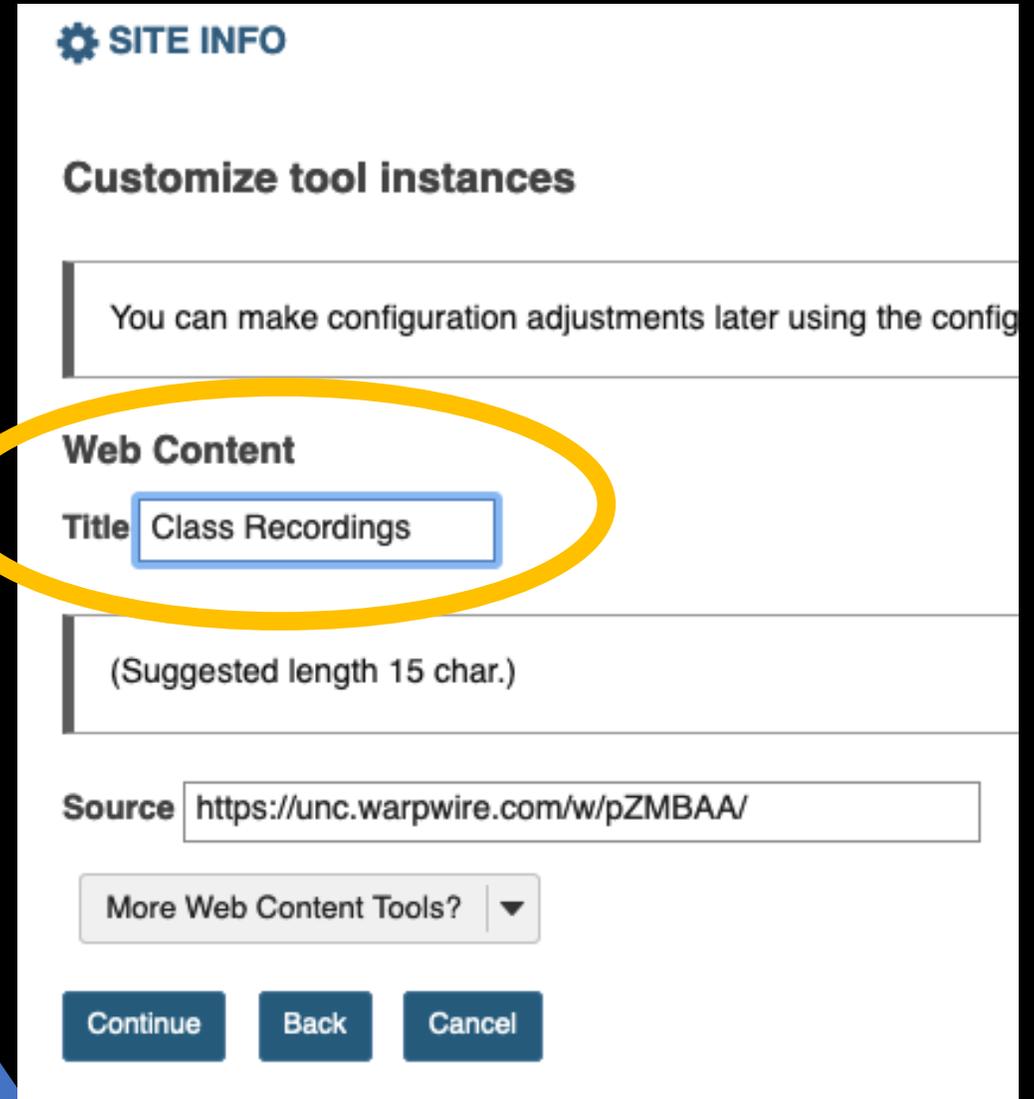
1. Click **Site Info** in the left Sakai menu
2. Click on **Manage Tools**
3. Scroll down and check **Web Content**

After you click **Continue**, you will be able to add the web address.



# Step 7: Create a Sakai Menu Button

1. Enter a **Title** for the menu button



**SITE INFO**

**Customize tool instances**

You can make configuration adjustments later using the config

**Web Content**

Title

(Suggested length 15 char.)

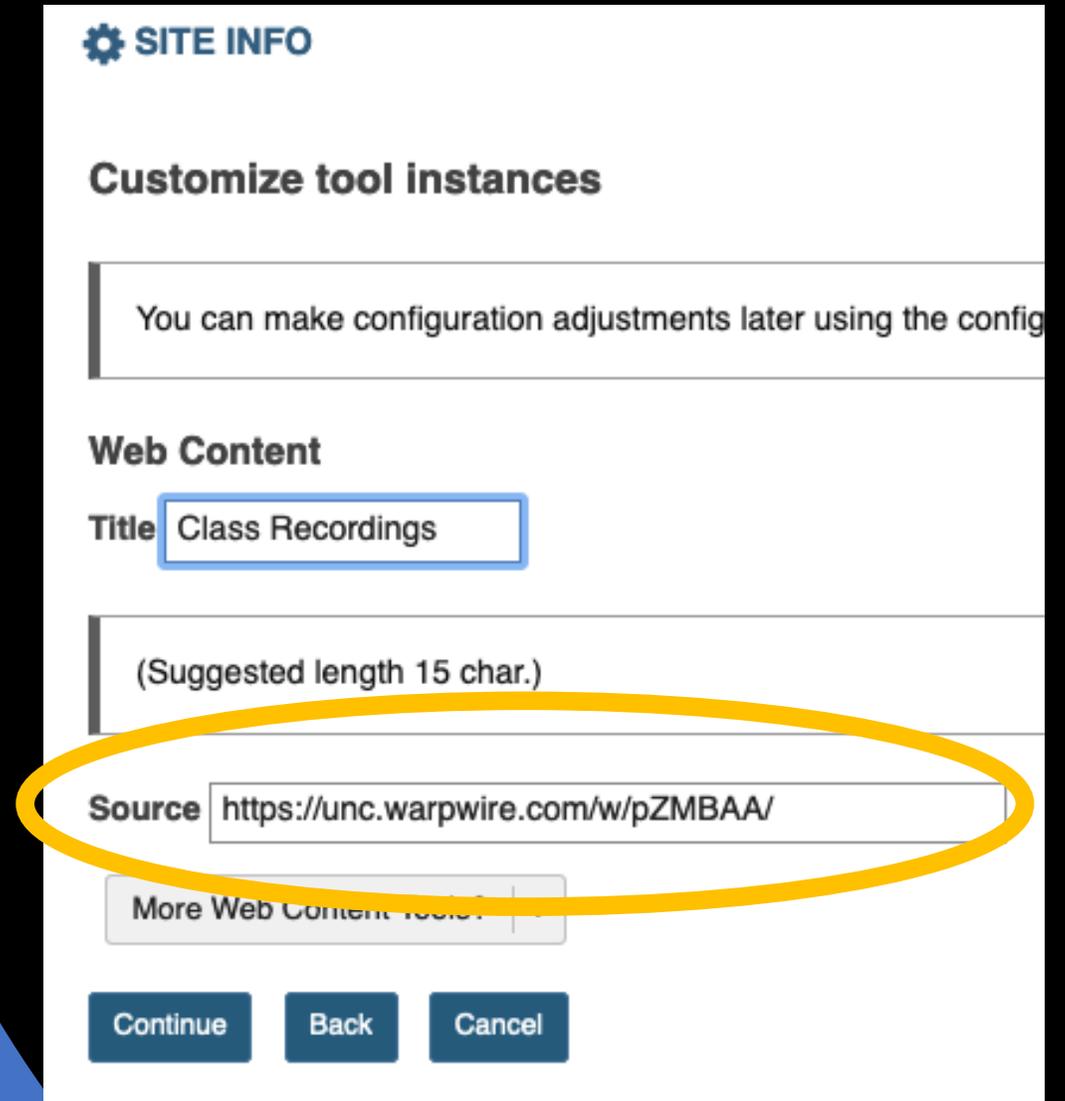
Source

More Web Content Tools? ▼

**Continue** **Back** **Cancel**

# Step 7: Create a Sakai Menu Button

1. Enter a **Title** for the menu button
2. Paste the Share Link from the class media library in the **Source** field



**SITE INFO**

**Customize tool instances**

You can make configuration adjustments later using the config

**Web Content**

Title

(Suggested length 15 char.)

Source

More Web Content Tools

Continue Back Cancel

# Step 7: Create a Sakai Menu Button

1. Enter a **Title** for the menu button
2. Paste the Share Link from the class media library in the **Source** field
3. Click **Continue**

*With this process you may create a menu button for any Web site.*

**SITE INFO**

**Customize tool instances**

You can make configuration adjustments later using the config

**Web Content**

Title

(Suggested length 15 char.)

Source

More Web Content Tools? ▼

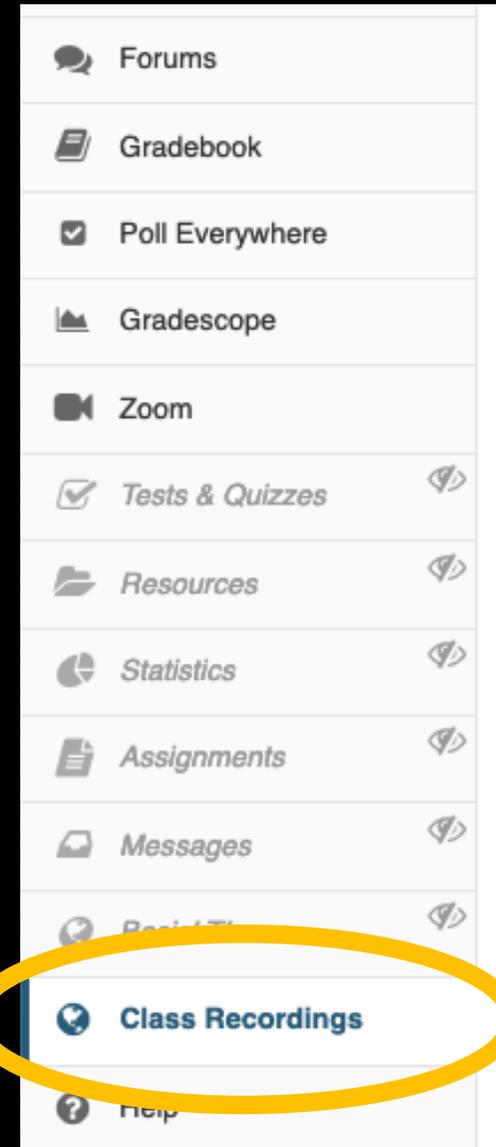
**Continue** **Back** **Cancel**

# Step 7: Create a Sakai Menu Button

Now you have a left menu button giving access to all of your zoom class recordings.

The library is updated automatically once recordings are available.

Note: These recordings are now separate copies from the recordings housed in the zoom cloud.



*For more information, please visit:  
[Kepteaching.unc.edu](http://Kepteaching.unc.edu)*

OASIS – Instructional Technologies Group  
[Oasis.unc.edu](http://Oasis.unc.edu)

