New Zoom Recording Integration for Echo360
## Info & Instructions for Echo360 Users

Echo360 account holders can now have their Zoom Cloud Recordings automatically copied to their Echo Library (and/or specific Echo courses)! .

NOTE: This feature requires both a NCC Echo account (utilizing your NCC email address) and a NCC Zoom account (with same address). If you need to set up your NCC Zoom account, please see instructions on this Tech Update under the Zoom section.

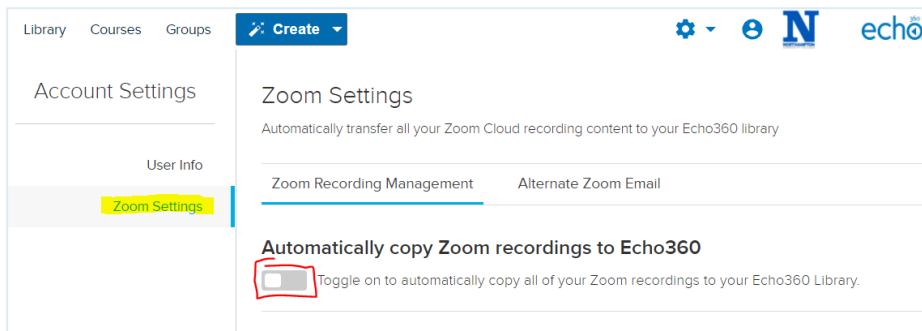**Follow the steps below to auto-transfer Zoom cloud recordings to Echo360 library:**

Turn on Zoom Recording Transfer setting

1. Log into Echo360 via Echo360.org
2. Click on the settings icon (gear) at the top right of the page and select *Account Settings*
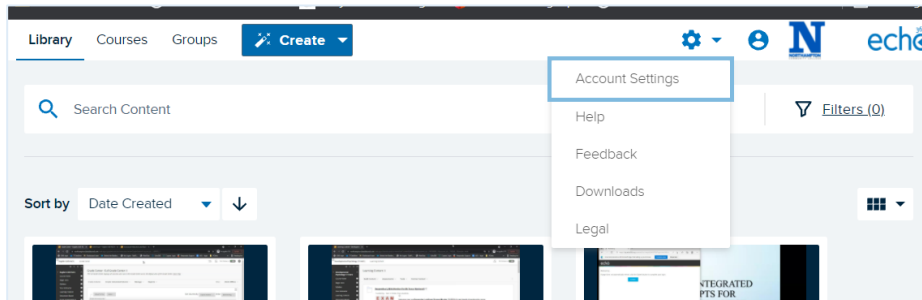
3. Within Account Settings select *Zoom Settings* and toggle the switch **ON**.

The toggle button will turn green. All future Zoom recordings will now go to the Echo library.

{Optional} Automatically create Zoom lessons in Echo360 sections (once auto-transfer is ON)

1. Go to *Account Settings* in Echo360 and select *Zoom Settings* to display the *Zoom Meetings List* in your Zoom account.
2. Select which Zoom meetings to map to your Echo360 course section(s)

Zoom Meeting ID	Zoom Meeting Name	Echo360 Section
7477725133	Personal Meeting Room	Library Only ▼
91437827783	FLCT Course - MEPL 215 FA21 For Rebecca	✓ Library Only
95826268246	Essentials of Biology	**FA21** Human Resources Management 01 FA21
98071614459	Art History Survey (TA SP21)	Introduction to International Business 01 FA21

Considerations and Limitations

While Zoom will allow you to make multiple cloud recording files (Shared screen with speaker view, gallery, and active speaker all as individual files), Echo360 can only pull one cloud recording file. Echo360 has an established priority when looking for the file to bring over, and will pull the highest priority recording in the event there are multiple files associated with a meeting. That priority is:

1. Shared screen with speaker view: MP4 file with audio and video showing both active speaker view and shared content
2. Shared Screen: MP4 file with audio and video showing the shared screen only
3. Shared screen with gallery view: MP4 file with audio and video showing both gallery view and shared content
4. Active Speaker: MP4 file with audio and video showing the active speaker view only
5. Gallery View: MP4 file with audio and video showing the gallery view only

If you start and stop recording multiple times during the Zoom meeting, Zoom will produce an individual file for each start/stop. Echo360 will copy each recording file for the same meeting. It will not combine those recordings into a single file. This can be useful if you are dividing up your lecture into smaller parts.

If the recording is Paused instead of stopped/resumed, one continuous recording file will be produced and sent to Echo.

Zoom meetings longer than 8 hours cannot be copied over. If you have a meeting that runs 8 hours, stop and restart the recording at some point during the meeting to keep the segments under the 8 hour limit.

For more information, please see these resources on the Echo360 Support site:

- [Zoom Integration for Instructors and Teaching Assistants – Teaching & Learning (echo360.com)](echo360.com)
- For more information on using the Zoom mapping, see [this help article.](this help article)

As always, please reach out to OLET with questions or comments via nccEdTech@Northampton.edu or drop into our daily Zoom help sessions, 12.30-3.30, via https://zoom.us/j/94761099653

For specific Zoom concerns, please reach out to NCC Helpdesk – Helpdesk@Northampton.edu