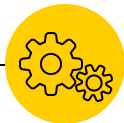


# How to Record and Submit Zoom Cloud Recordings for Assignments



If you need to **record** an assignment using UICapture, see [this page](#) instead.

ITS Help Desk  
Phone: 319-384-HELP (4357)  
Email: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)



## Submit Zoom Cloud Recordings - 1



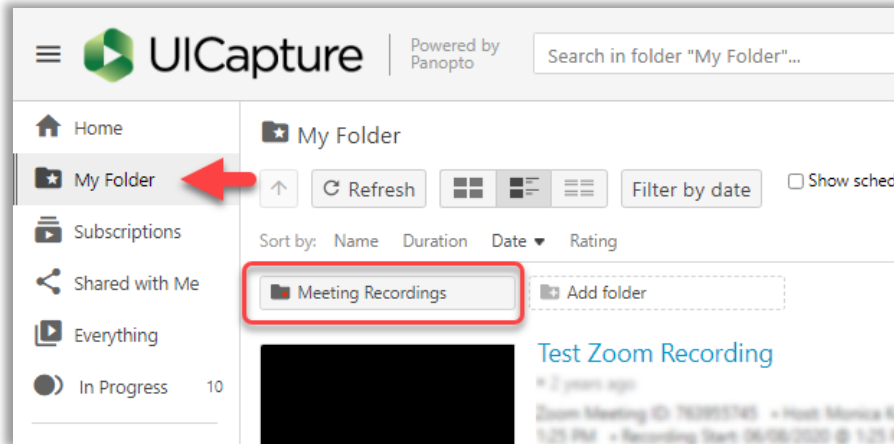
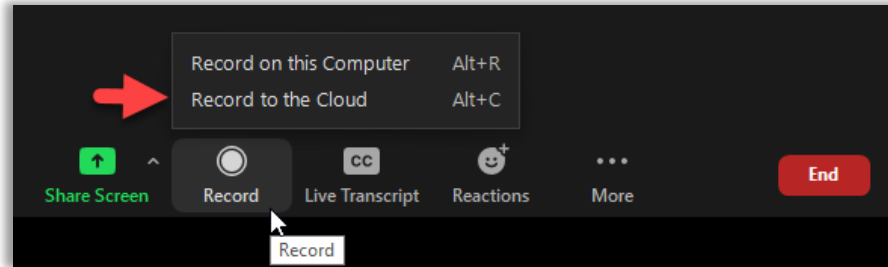
Zoom meetings can be [recorded](#) to the cloud and shared using UICapture, the University's media streaming platform. To use this feature, you must:

- verify your access to [UICapture](#)
- schedule the Zoom meeting using your [University Zoom account](#)
- be logged in on the Zoom app with your HawkID and password to launch the meeting

Tip: if you have not recorded Zoom meetings to the cloud (UICapture) before, please record a test meeting session to the cloud to make sure everything works properly before recording your assignment.



## Submit Zoom Cloud Recordings - 2

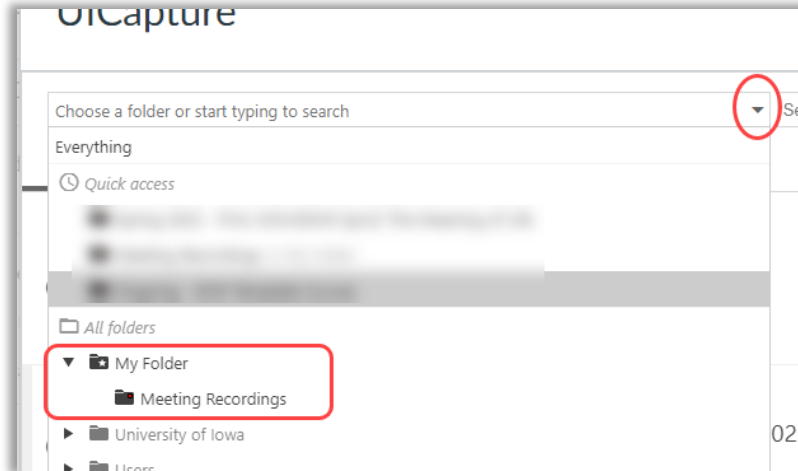
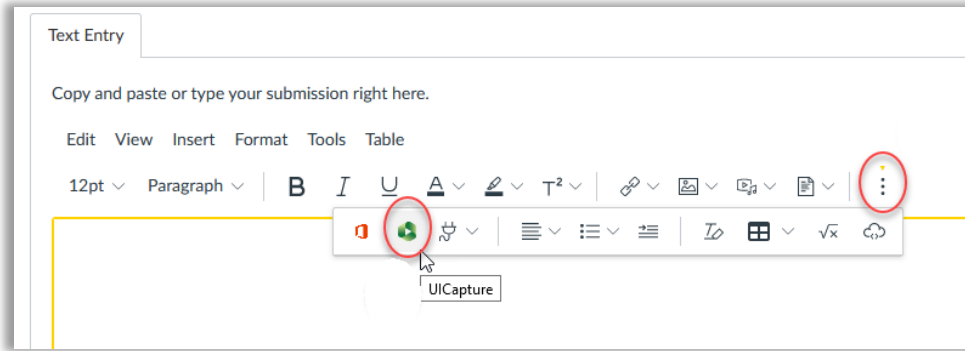


- To record, launch the Zoom session from the Zoom app/web, then click on Record and select “**Record to the Cloud**”.
- After the meeting has ended, the recording will be processed and saved to your UICapture account. You will receive **email notification** when the video is ready in UICapture.
- Login to UICapture to view the recording. Rename the recording in [Settings](#) with course/assignment info as needed.

Tip: You can download a copy of the video in MP4 format for your record.



## Submit Zoom Cloud Recordings - 3



- To submit, go to the assignment's submission screen, then click on the “**Options**” (3-dot) menu and select UICapture.
- On the UICapture pop-up window, select the “**Choose**” tab.
- Click on the (left) folder search bar, navigate to **My Folder->Meeting Recordings** to view folder content. Select the desired recording from the list, then click “**Insert**” on the bottom.



## Submit Zoom Cloud Recordings - 4

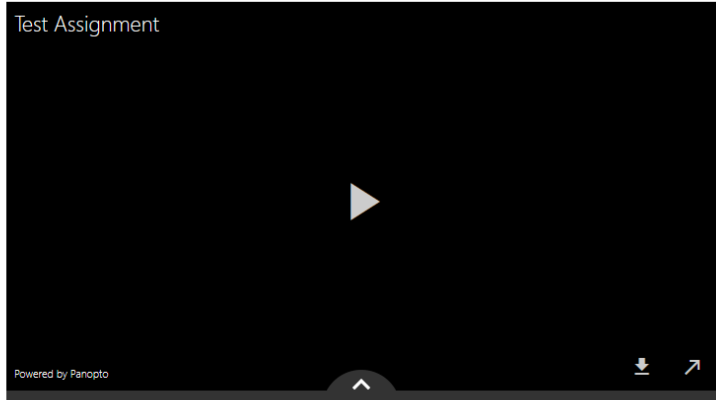
Text Entry

Copy and paste or type your submission right here.

Edit View Insert Format Tools Table

12pt Paragraph B I U A [color] [background color] T<sup>2</sup> [link] [image] [video] [document] [more]


Test Assignment



p [share] [help] 0 words [code] [link] [more]

Comments...

Cancel Submit Assignment



- Your video is now embedded in the submission screen. Before submitting, test the video to make sure it plays normally.
- If you need technical assistance, contact [ITS Helpdesk](#) for assistance.

Tip: You can use Ulcapture's [video editor](#) to edit your recording before submitting.