

Getting Ready to Record on Zoom

1. Sign in to your HDOE email account on Zoom's website: <u>https://zoom.us/signin#/login</u>

Recording Supervision of RF Study Cases

- 1. When you are ready to record your supervision session, start your Zoom meeting.
- 2. Click the **Record** button in the menu then select **Record to the Cloud** to begin recording.
- 3. When you finish discussing your case, click **Stop Recording.** Note: You can also Pause/Resume the recording if needed.
- 4. Exit the Zoom meeting by clicking **End** on the right. The recording will need a few minutes to be processed by Zoom before it is ready for downloading.

Downloading the Recording(s)

- 1. Sign in to your HDOE email account on Zoom's website: https://zoom.us/signin#/login
- 2. In the Personal menu on the left, click **Recordings & Transcripts** (or it might be called Recordings).
- 3. Under **Cloud Recordings**, find the recording that you wish to download.
- 4. Then, click the **three dots.**

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5. Select Download (2 files). Note: Your browser may ask you to Allow Zoom to download multiple files.

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Uploading the Recordings

- 1. Go to the **Downloads** folder on your computer and find the downloaded file(s) from Zoom (typically 2 audio files).
- 2. Add your names to the front of the file name (e.g., Becker and Chorpita_20240910).
- 3. Go to the secure Box File Link ("Hawaii Reaching Families Recordings"):

select the recording files. Note: You may also drag and drop files

5. Confirm that all recording files are selected and click

6. Exit the browser once you see the Success message.

directly.

Upload.

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4. Click Browse your device and then go to your Downloads folder and owse vour dev Upload Cancel



If you have any questions, contact Kim Becker beckerkd@mailbox.sc.edu

2024-09-10 page 2