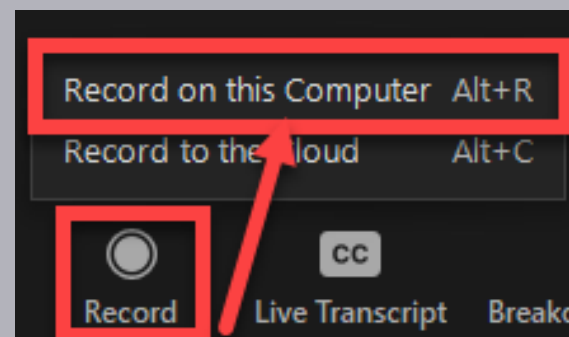
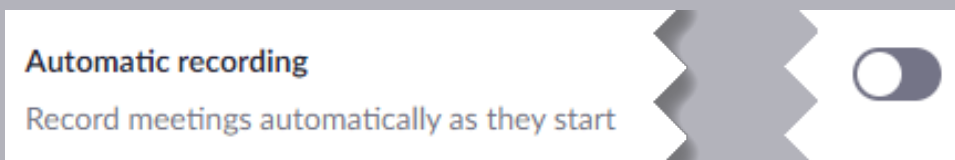
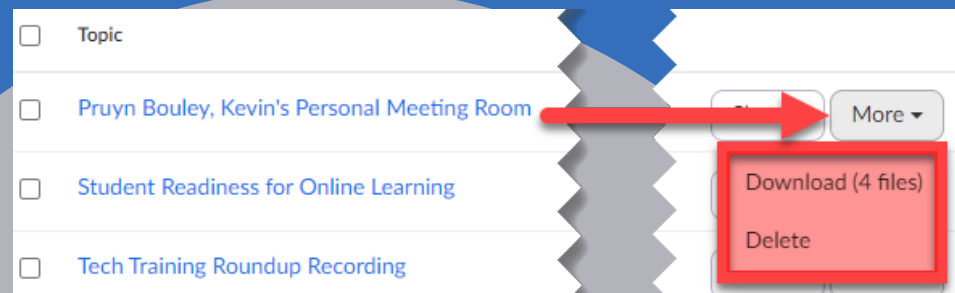




ZOOM CLOUD STORAGE BEST PRACTICES



- **DELETE** cloud recordings you no longer use or wish to share.
- **DOWNLOAD** your existing cloud recordings and save them locally to your computer or upload to an alternative storage space like Google Drive.
- **CONFIRM** that the 'automatic recording' setting in the Zoom Web Portal is disabled.
- **RECORD** meetings locally, rather than to the cloud.



Your cloud recordings are here: https://vccs.zoom.us/recording_

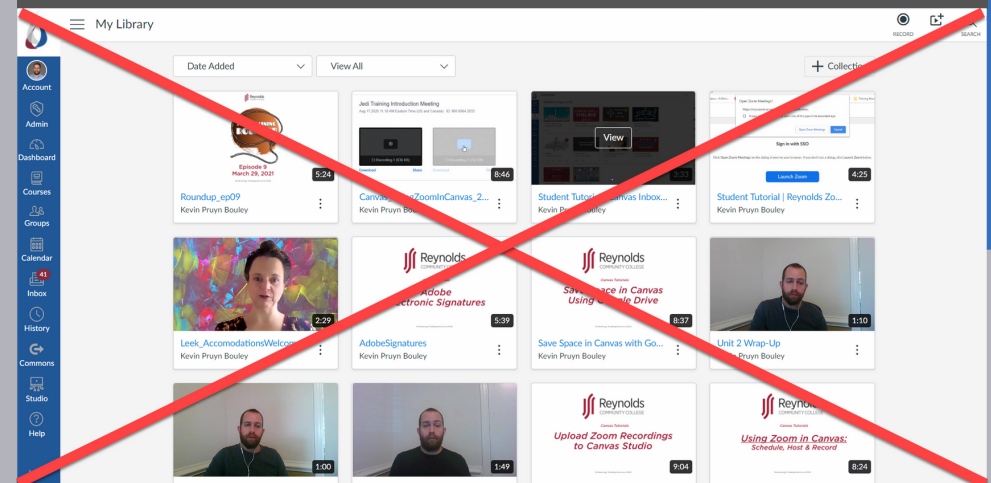


ZOOM CLOUD STORAGE BEST PRACTICES



- **LIMIT** cloud recordings and only record the key points, topics or discussions, rather than the entire class session or meeting.
- **CLEAN OUT** cloud recordings regularly.
Instructors: review and delete unused recordings at the end of each semester.
Staff and students should review and delete every few months.

Please do **NOT** upload recordings directly to a Canvas course or Canvas Studio



*Please note: You will be able to recover any deleted files from the Zoom Trash folder for 30 days before they are deleted permanently.

In considering what to delete, please keep in mind that federal privacy laws prohibit the reuse of recorded lectures where students are present and identified by name, image, or voice unless each and every student has signed a release form allowing you to do so. Thus, except in courses where incompletes are outstanding, you should be able to delete lecture recordings from previous semesters (unless accreditation requirements for your program require their retention).



Your cloud recordings are here: https://vccs.zoom.us/recording_

