4CD Guidance: Zoom Video Recordings and Ongoing Storage Management

May 12, 2021

**Notification to all 4CD Zoom users:**

1. **All Zoom videos stored on the 4CD Zoom cloud will be deleted on July 1, 2021.**
2. **Videos to be retained must be downloaded and/or transferred by June 30, 2021.**

**Background:** California Community Colleges Vice Chancellor Barney Gomez issued a memo regarding the need to delete Zoom files by June 30, 2021 to clear up storage space. ConferZoom clarified that colleges, including the 4CD colleges, that had previously moved to TechConnect Zoom ‘subaccounts’ would have more flexibility in account storage. However, subaccounts have storage limits also and will incur additional charges if limits are exceeded.

**Current Status:** Our current storage capacity without incurring additional charges in Zoom is set at 1.43 TB (terabytes). We are currently at more than 30 TB, or more than 20 times the limit, and we are still adding more to the cloud every day. The result is that we need to  substantially reduce our storage. We do not yet have cost estimates from the CCC Chancellor’s Office for additional Zoom storage if that becomes possible. It is our hope that we will eventually be able to keep a full semester of storage on Zoom before deletions are necessary, but at this time, we do not know whether that is possible.

**Action needed by all faculty and staff who use Zoom:**  Please plan to review and migrate the video files that you want to keep to other platforms **by June 30, 2021.** **All recordings remaining on 4CD Zoom will be deleted** the next morning to make room for coming semesters. Please see below for instructions on migrating videos to that or other sites.

**Relinking videos:** Any links on websites, in documents, and in Canvas courses that are currently connected to videos stored on the Zoom platform will need to be relinked to the new storage location.

**Changing settings to reduce storage impact**: In addition to downloading and migrating any videos you want to save, please implement the following practices:

1. Disable ‘auto recording.’ Many Zoom meetings and conversations are being automatically recorded, unintentionally capturing pre-meeting discussions and videos.  In your Zoom Account, go to Settings > Recordings, and scroll down to Automatic Recording. Make sure the toggle is off for Automatic Recordings.
2. Record to the cloud only when archives are needed, and assign only one person to record at meetings.
3. Delete any unneeded or duplicate videos soon after recording whenever possible.

**Platforms to store retained videos:**

* Transfer videos to [3CMedia Solutions](http://www.3cmediasolutions.org/video/all-videos), where all CCC employees are entitled to free accounts.
* Transfer videos to YouTube, being mindful of federal student privacy requirements ([FERPA](https://studentprivacy.ed.gov/node/548/)) to keep student identities and images private.
* Transfer videos into your Canvas Studio account library. Studio is located inside your Canvas course shell. This software is provided to our district through June 30, 2022. If we do not renew at that time, we will be able to download our individual course libraries before the contract ends.

**Campus Resources:**

Connect to Campus Distance Education support at your campus. Each college will provide guidance and/or training on how to migrate videos to new storage locations.

**For Contra Costa College:**

* Visit the “DE PD Challenges” Canvas shell and use the resources provided in the “Transferring Zoom Cloud Recordings” module.
* Contact Instructional Designers Monica Landeros (mlanderos@contracosta.edu) or Lauren Nahas (lnahas@contracosta.edu) for additional assistance.

**For Diablo Valley College**

* See the [**End-of-term Canvas and Tech Wrap-up Guide**](https://docs.google.com/document/d/1dFwlVofajm4ZfOPm60OrGs819tp7O8vCZrQLPtRLQuY/edit#heading=h.n9rzcuh4acss) (Section: Download Important Content on Zoom)
* See the video [**How to Download Zoom Cloud Recordings**](https://4cd.instructuremedia.com/embed/be8d709e-a6d5-4924-82e5-4aa2d112c0cc)

**For Los Medanos College**

* Please see the “[Managing Zoom Recording Flex](https://losmedanos.instructure.com/courses/61038/pages/managing-zoom-recordings-flex-3-slash-4-slash-21?module_item_id=2844683)” located in the [LMC Tutorials & Online Teaching Resources](https://losmedanos.instructure.com/courses/61038)
* For additional support, please contact Courtney Diputado (cdiputado@losmedanos.edu)