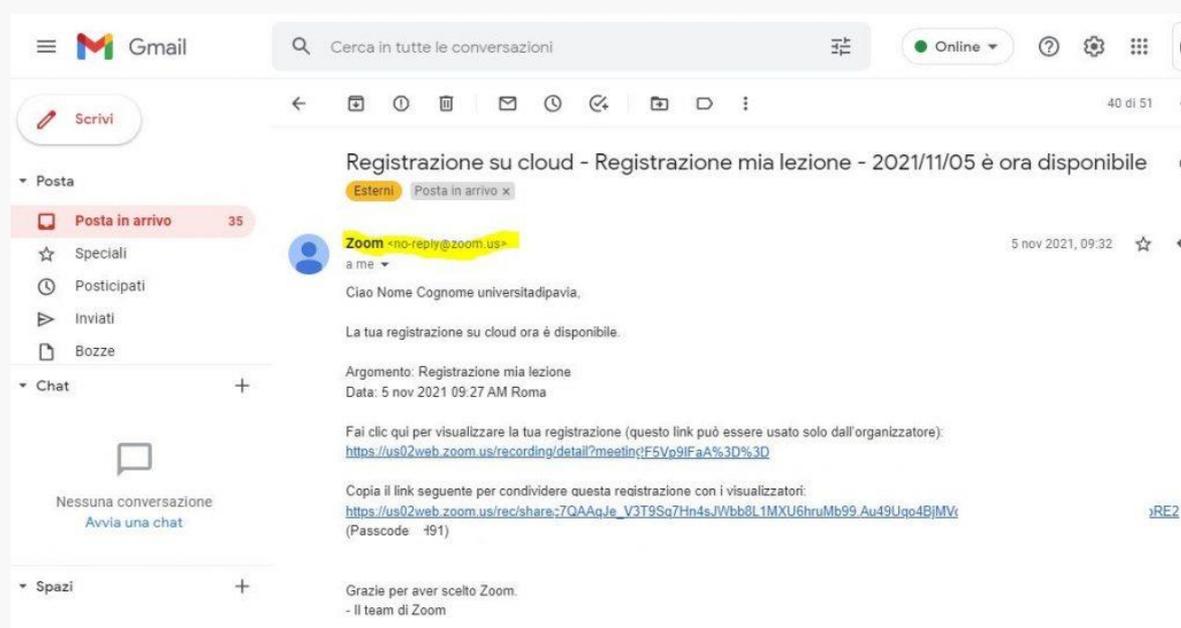




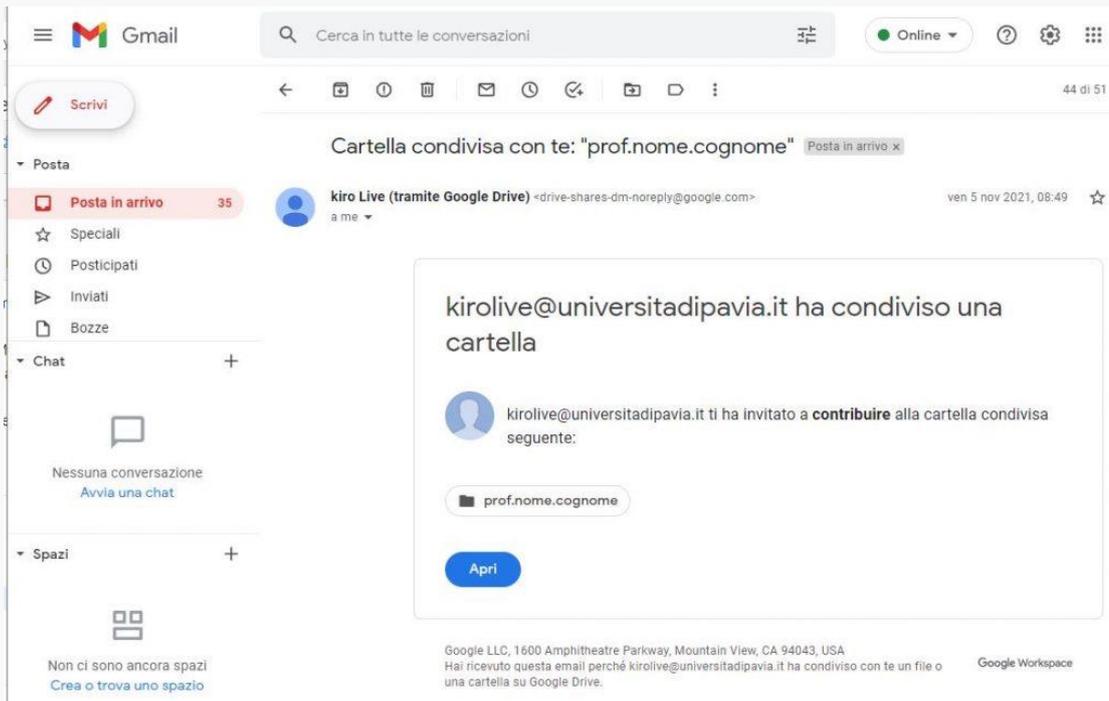
When a new Zoom Cloud recording is completed, an email notifies the teacher that the file is ready for download.



With the new functionality (active from 14 February 2022) teacher don't need to download the file from the Zoom Cloud to upload it to Google Drive afterwards:

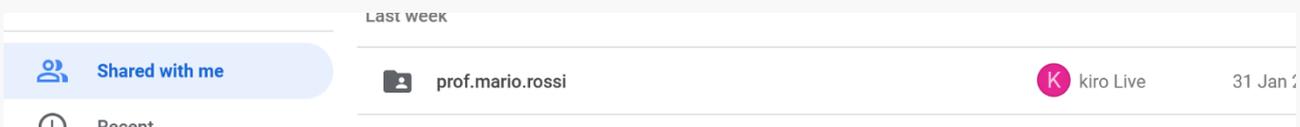
the system will create a Google Drive folder owned by the user *kirolive@universitadipavia.it*, named *prof.name.surname* (i.e.: prof.mario.rossi) and shared (with full permissions) **only** with the teacher who recorded the lesson in the Zoom Cloud.

The system will notify this process through an email containing the direct link and the name of the folder:



The folder will be permanently available to the teacher in the following way:

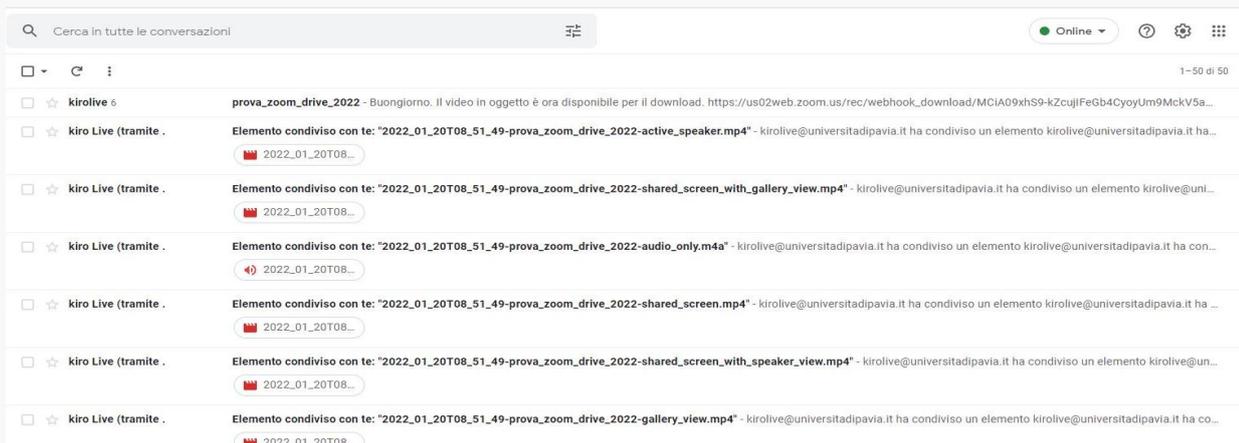
- log in to Google Drive with the *prof.name.surname@universitadipavia.it* Gmail account
- go to the “Shared with me” section through the left menu
- the folder named *prof.name.surname* will be visible and accessible



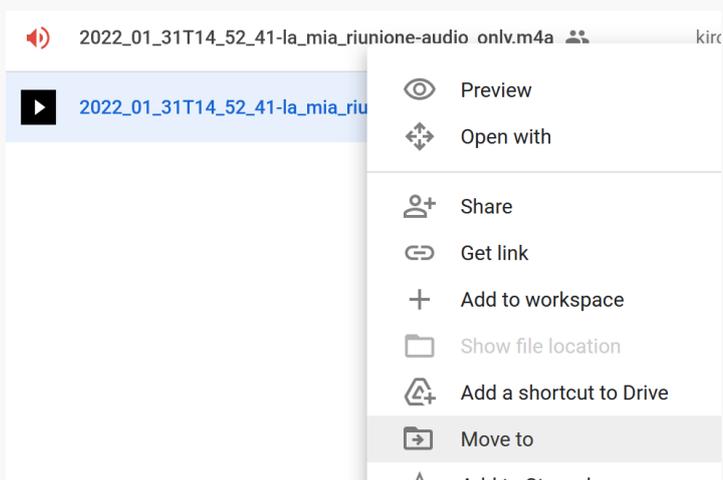
Since that moment all the following Zoom Cloud recordings will be automatically transferred in the *prof.name.surname* folder. File will be named as follows: *date-time-subject.mp4*

Condivisi con me > prof.nome.cognome			
Nome ↑	Proprietario	Ultima modifica	Dimensioni file
2022_01_19T16_57_02-prova_zoom_drive_2022-active_speaker.mp4	kiro Live	19 gen 2022 kiro Live	662 kB
2022_01_19T16_57_02-prova_zoom_drive_2022-audio_only.m4a	kiro Live	19 gen 2022 kiro Live	566 kB
2022_01_19T16_57_02-prova_zoom_drive_2022-shared_screen_with_speaker...	kiro Live	19 gen 2022 kiro Live	2 MB
2022_01_19T16_57_02-prova_zoom_drive_2022-shared_screen.mp4	kiro Live	19 gen 2022 kiro Live	2,6 MB

Every automated file transfer process will be notified to the teacher by an email



The teacher will then be free to choose when and how to share recordings with the students: for instance he will be able to move file from the Google Drive *prof.name.surname* folder to a Google Drive folder he previously created and shared with the students (and whose link is posted on the Kiro course).



Please note that any Zoom Cloud recording will be deleted automatically after 5 days from the lesson, while file saved in the *prof.nome.cognome* folder will remain permanently, unless the teacher deletes or moves them.

For further information, please write to staff.aulemultimediali@unipv.it

ATTENTION: starting from 31 January, this functionality will be active for the *prof.name.surname@universitadipavia* accounts, whose “name” starts with an “m” (i.e. *prof.matteo.bianchi@universitadipavia.it*...).