# How to store Zoom recordings in Media Gallery

When you set up the meeting, make sure that under "Meeting Options" you have clicked "Record the meeting automatically on the local computer". You can also edit your meeting and under Meeting Options toggle the item to "Record the meeting automatically on the local computer" in case you did not set it up this way. This also saves you from having to remember to start and or stop the recording.

The meeting will be automatically saved to your computer at the end of the session and will also be named automatically.

In the example case below, since the meeting is named QM323 Class and the meeting number is 755105844, the name of the folder that is generated on March 14, 2020 at 2:39 pm is: 2020-03-14 14:39:12 QM323 Class 755105844. See the Zoom Folder below which has the saved recording folders.
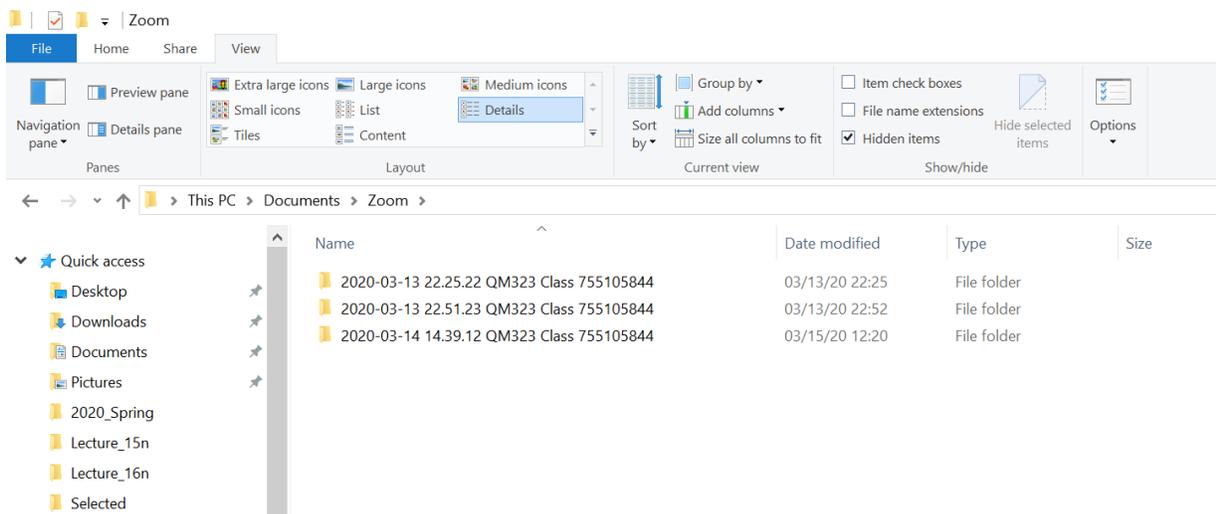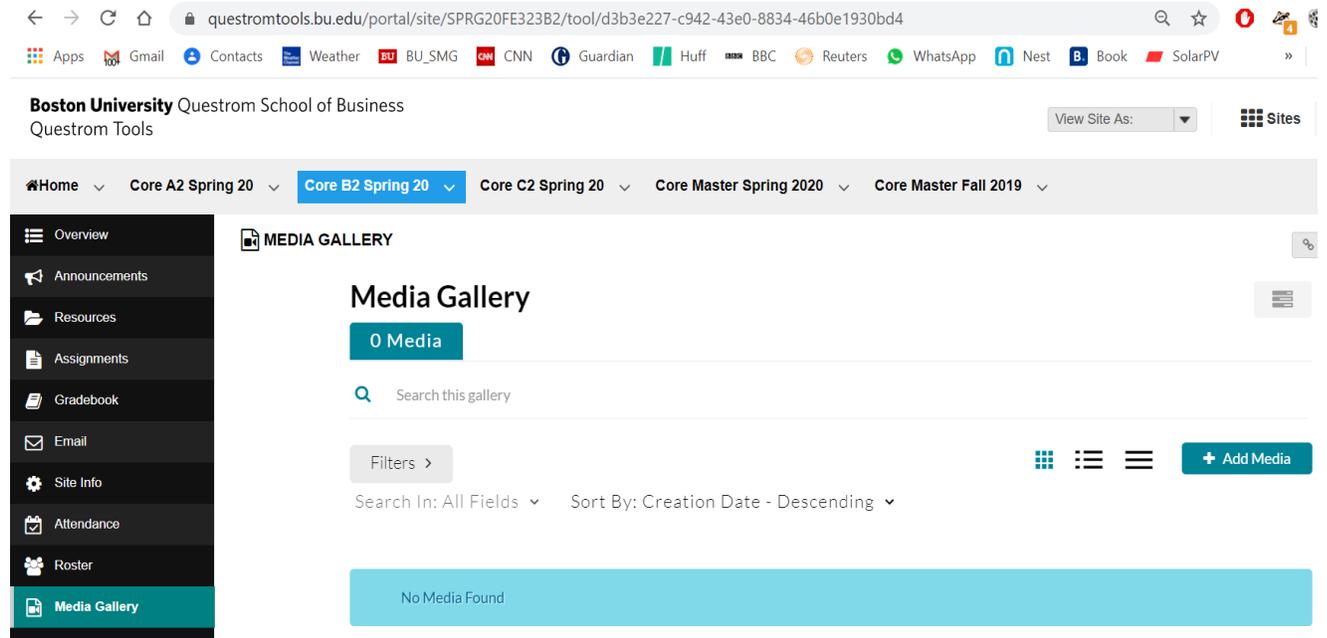

Each folder has three files in it, namely audio, playback and zoom_0. The audio file is just the audio recording of the session, the playback is the transcript of the session and zoom_0 is the full audio/video file of the session. The file of interest is zoom_0. Example folder shown below.
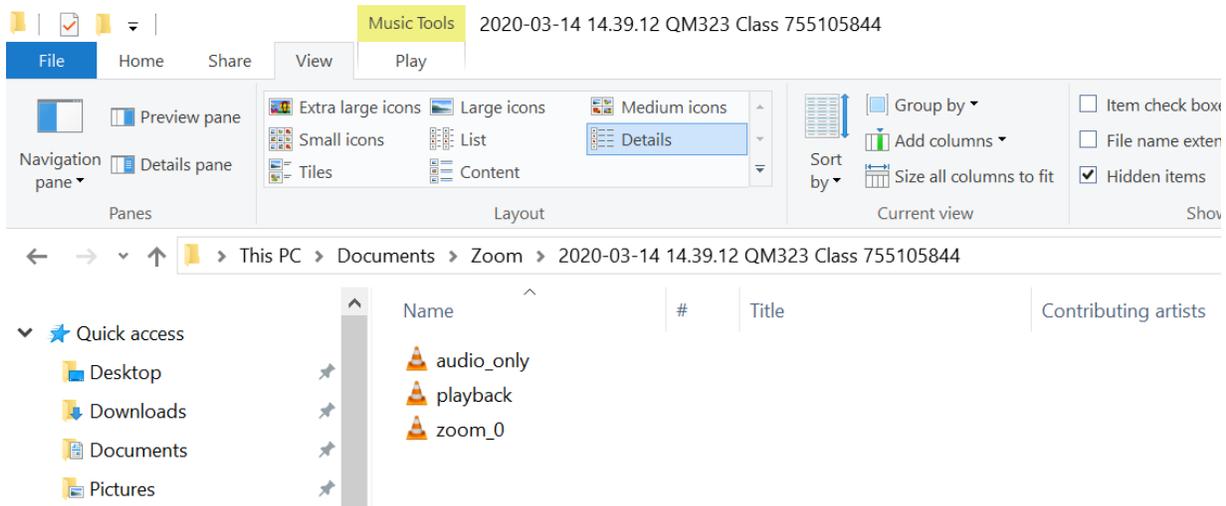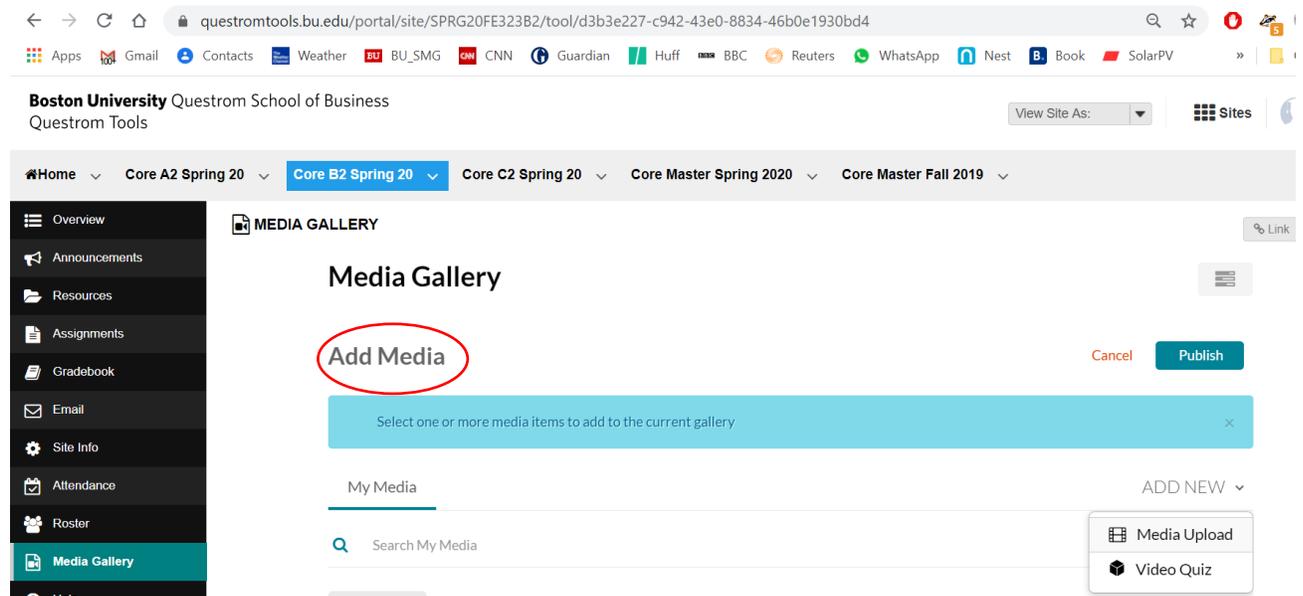
Using Media Gallery on Questrom Tools

On your QuestromTools section site, go to Media Gallery shown on the bottom left. Click Media Gallery. It will pop up a screen which will show existing media, if you have any, and the option to add media. See the panel below and you will see the Add Media button on bottom right. Clicking that button will pop a page where you have the option to load the file. See the second panel below.

In the panel below, on the right, there is the button "**Add New**". Clicking that button provides two options, "Media Upload" and "Video Quiz". Select "Media Upload". This will provide an option to upload the file you want. Recall, you want to upload the file zoom_0.

File Renaming: A Naming Convention for Core

Once the file is uploaded, you would be presented with the following screen. The first thing that is required to be done next, is to rename the file zoom_0 to something meaningful.

We are recommending the following format for the filename: Date_Class_Session Number.
So, for instance, for the QM323 Class 13 on March 14, 2020, the recommended file name is:
2020_03_14_QM323_Class13.

Once the file had been renamed, make sure to click the Save button at the bottom of the media upload page. Once done, click "Media Gallery" button and the file should show up in the Media Gallery.