



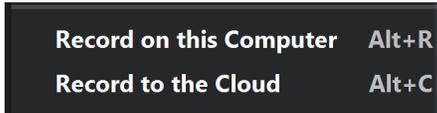
Record in Zoom and Upload to a Canvas Course

Step 1: Recording lecture in Zoom

1. When you are having a Zoom meeting with your class and are ready to start lecturing first click on the **Record** button in your meeting controls. (If you don't see the **Record** then click **More** with the three horizontal dots in your meeting controls.



Select either **Record on this Computer** or **Record to the Cloud**.



There will be separate instructions on how to manage each recording later.

2. If you need to pause the recording at any point click **Pause Recording** in your meeting controls (Remember to **Resume Recording** when you are ready.)



3. When you are done click **Stop Recording** in your meeting controls





Step 2a: Recording on this Computer (You only do steps 1-3 once, before your first use)

1. Before you even start a Zoom meeting you can tell your computer where to put the file.



In your desktop Zoom's Home page on the **Settings** option in the top right corner

2. Go to the **Recording** section.



3. You can **Change** the location of where your videos will be saved or **Open** to see the default location.

Local Recording

Location:

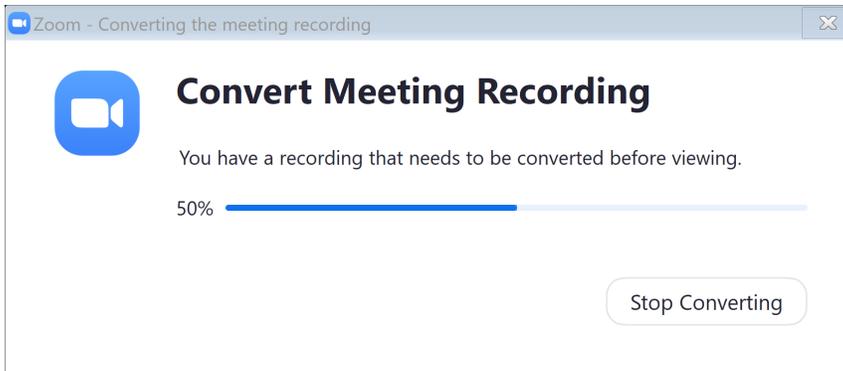
C:\Users\Name\Desktop

Open

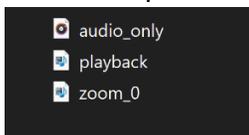
Change

337 GB remaining.

4. Start recording. (Instructions above)
5. When you finish the meeting this will pop up. Let it finish running.



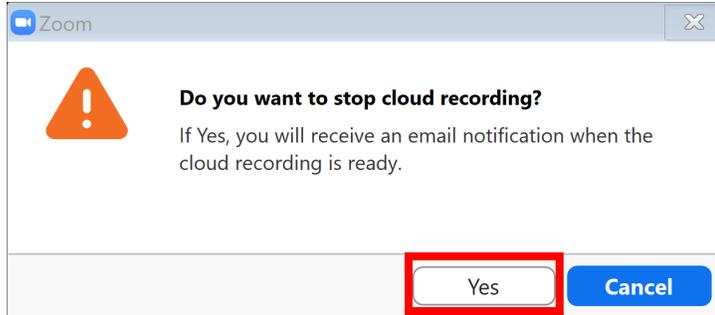
6. It will bring up your new video files on your computer. It will give you different video files of different layouts of your recording. You can then rename the file you want to use and then upload it to Kaltura now. (Instructions below)





Step 2b: Recording to the Cloud

1. After you are done recording using this method, you will get this pop up. Click **Yes**.



2. In the email, go to the link with the header: **For host only**

For host only, click here to view your recording detail (viewers cannot access this page):

[https://uwsp.zoom.us/recording/detail?
meeting_id=xIAhnSC9RCqGWR%2BuUDvVFA%3D%3D](https://uwsp.zoom.us/recording/detail?meeting_id=xIAhnSC9RCqGWR%2BuUDvVFA%3D%3D)

3. The link will bring you to the recording, where you can then download the file you want.
From this page you can find your other cloud recordings

Recording 1
2 files 3 MB

Download (2 files) Copy shareable link

Recording Item	Views	Size
Shared screen with speaker view	0 views this month	3 MB
Audio only		330 KB
Audio transcript		Unable to transcribe

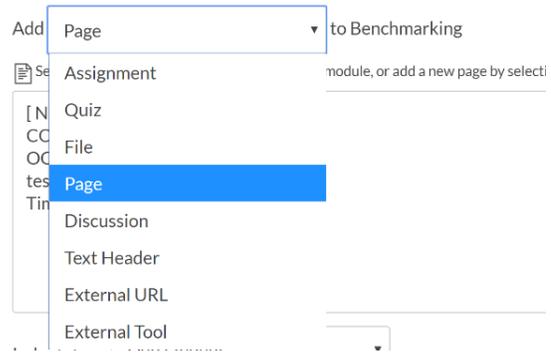
4. Now you can then rename the newly downloaded file and then upload it to Kaltura.
(Instructions below)



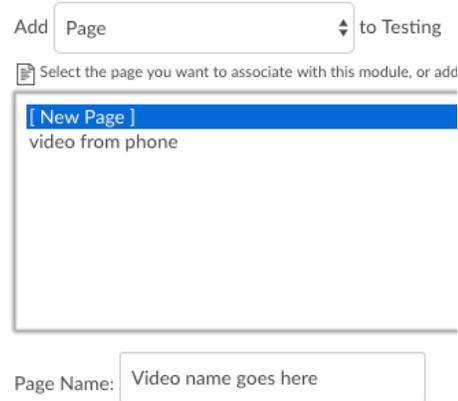
Step 3a: Uploading directly into your Canvas Course

NOTE: If you are uploading multiple videos and do not yet know where they will be located in a Canvas course, you can upload them to Kaltura and embed them later.

1. Login to Canvas and enter your course.
2. Create a module if necessary.
3. Click the plus sign to the right of the module name to add an item.
4. Choose **Page** from the options to add.



5. Select [**New Page**] and type the page name in the text entry box below.



6. Click the **Add Item** button on the bottom right.

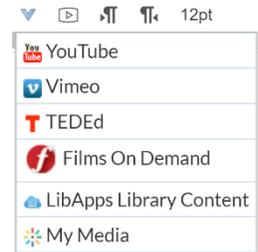
7. Click the name of the item you just created to view it and select **Edit** on the top right.



Video name goes here

NOTE: If you do not want the video linked individually under modules, you can also create a page in the Pages navigation area of Canvas and link to it within another page.

8. Click the  icon for **More External Tools**.
9. Choose **My Media** from the list of options (the page may be slow to load).

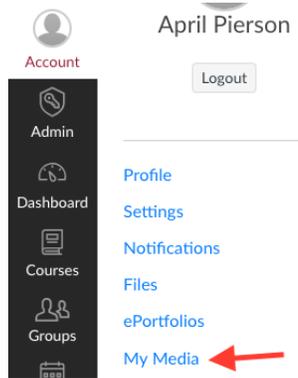


To Upload a Video: (skip these instructions if the video has already been uploaded)

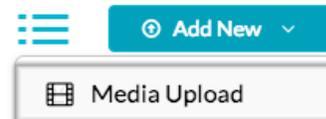
1. Click **Add New** on the top right.
2. Select **Media Upload**.
3. Agree to the terms and conditions.
4. On the Upload Media page, click on “Choose a file to upload.”
5. Find the file on your computer and double click on the file or click Open to upload.
6. The blue progress bar will turn green when the upload is complete. Large files may take minutes to upload.
7. Ensure the name is accurate. The name of the uploaded file will be used by default.

Step 3b: Uploading into your Kaltura Repository

1. Login to Canvas.
2. Click **Account** in the global navigation on the left.
3. Select **My Media**.



4. If this is your first time using Kaltura within Canvas, you will need to click **Authorize**.
5. Click **Add New** on the top right.



6. Choose **Media Upload**.
7. On the Upload Media page, click **Choose a file to upload**.
8. Find the file on your computer and double click the file or click **Open** to upload.
9. The blue progress bar will turn green when the upload is complete. Large files may take minutes to upload.
10. Ensure the name is accurate. The name of the uploaded file will be used by default.