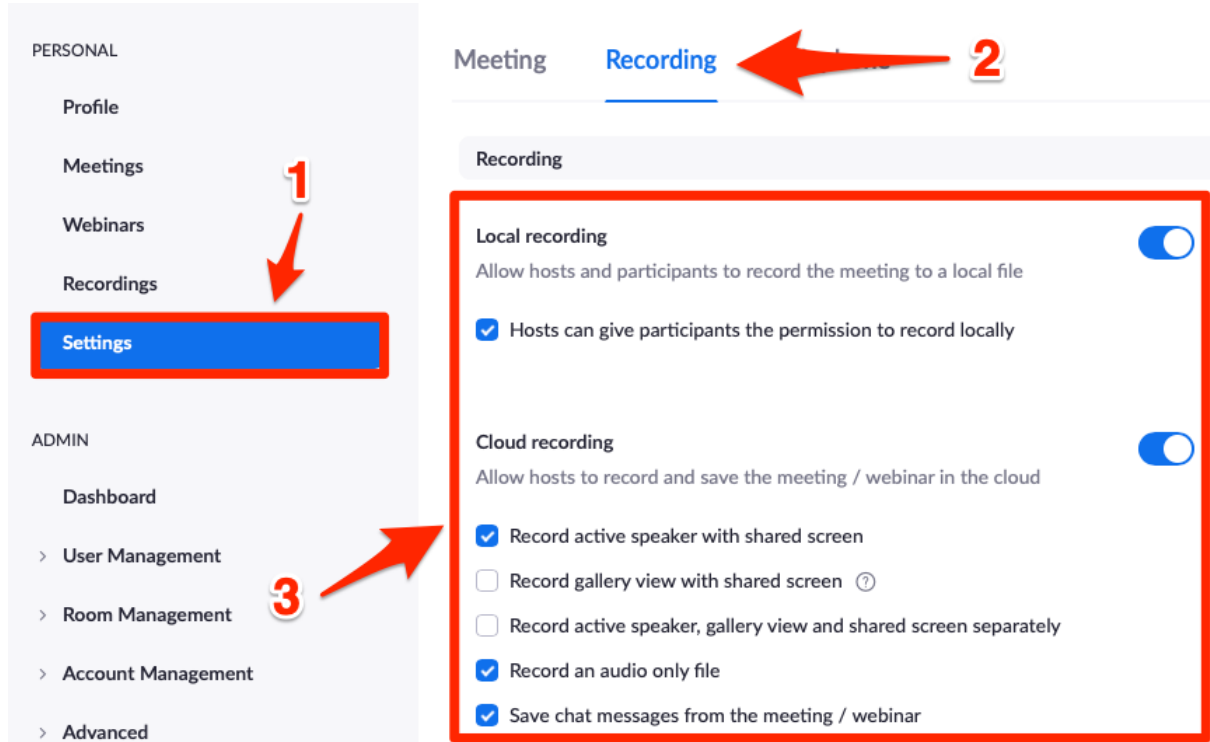
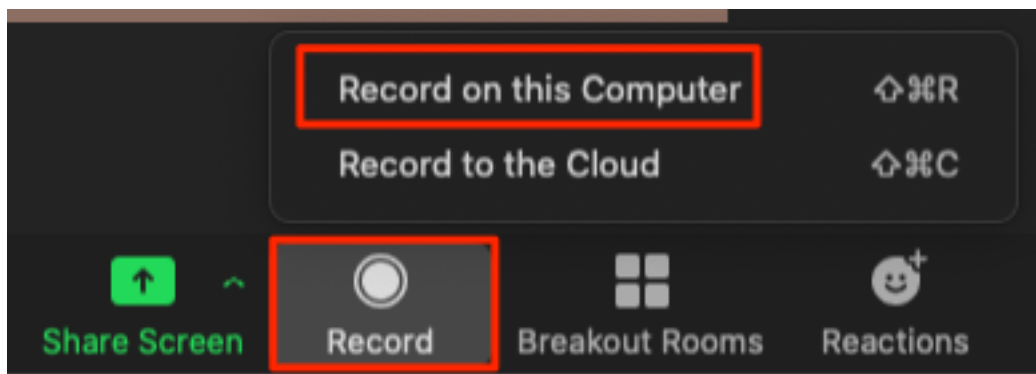


Add a Recorded Zoom Video to Canvas

To begin, go to westasd.zoom.us and sign into your Zoom account. Once there, click on “Settings” [1], then “Recording” [2]. Just verify that your settings match these.



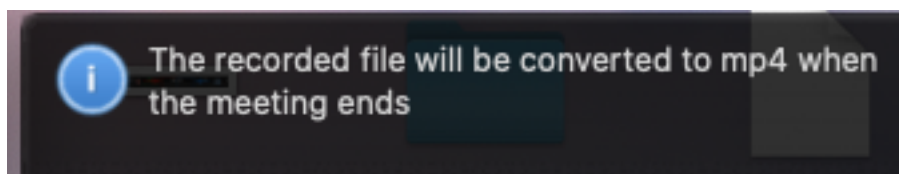
Start your Zoom session like you normally would. At the bottom of your Zoom window, you should see a menu like the one below. To record, click the “Record” button. Then click “Record on this Computer”.



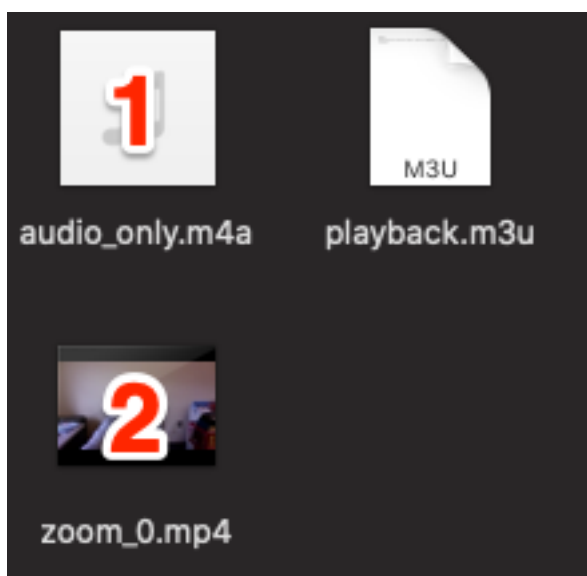
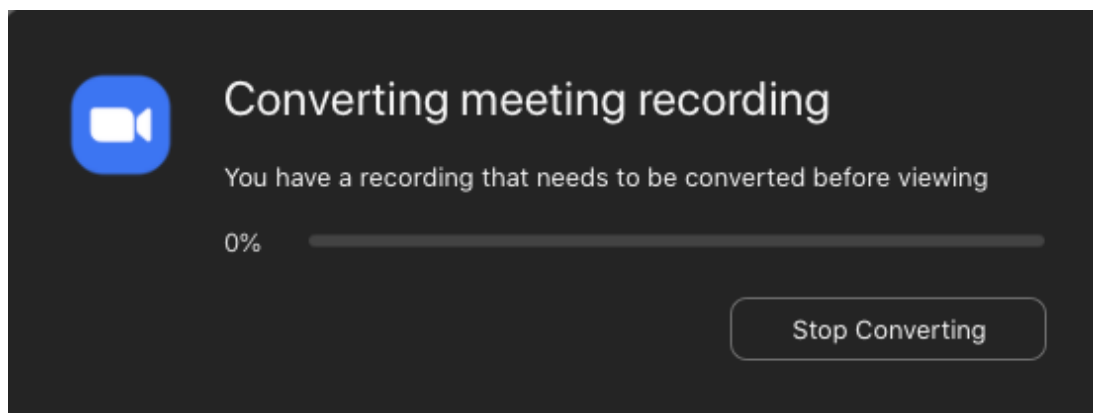
Once you start recording, the record button will turn into the “Pause” and “Stop Recording” buttons. Pausing the recording [1] will stop the video until you click resume to start recording the same session. Stopping the recording [2] will end the recording for that session.



When you are finished with the meeting, stop the recording. A message will appear like the one below.



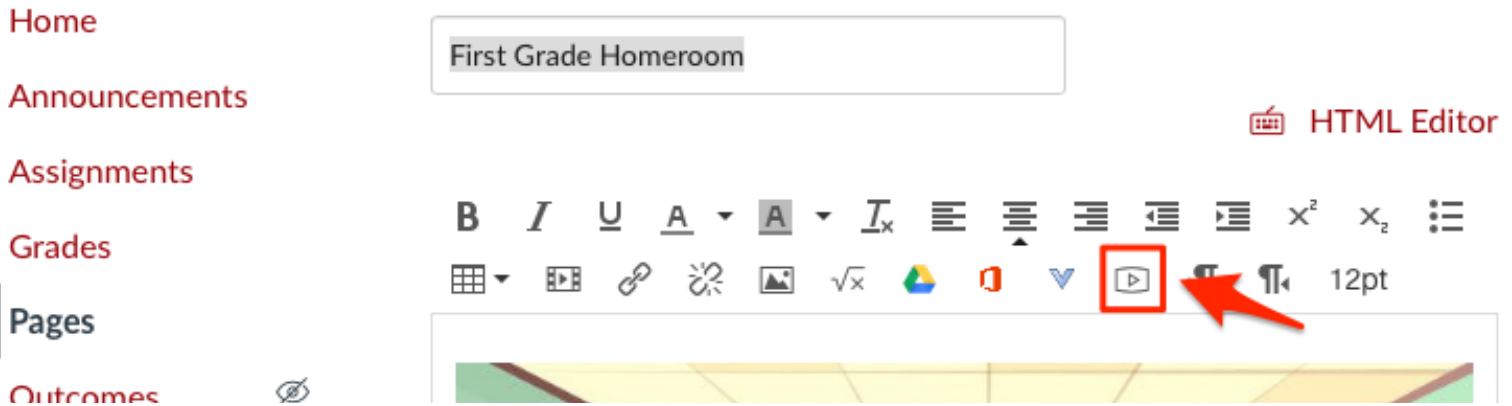
Then end the meeting like you normally would. Once you end the meeting, the video will begin converting. Once it finishes converting, it will open the folder where the video and audio are saved.



In the folder you will see an audio file [1] and a video file [2]. If you just want users to listen to the meeting, you can use the audio file. If you want to have users view the meeting, use the video file (the video file also has audio).

Placing the Video in Canvas

First, go to the Canvas course like you normally would. Then figure out where you would like to place the video for your students to view. In my example, I will place the video on my homepage. Click the “Media/Record” button.



When the “Record/Upload Media Comment” window appears, click the “Upload Media” [1] tab and then the “Select Video File” [2] button. Select the video you want to upload.



Your video will be automatically uploaded. You can place a comment below the video if you like. Once you are finished, be sure to save your changes.

