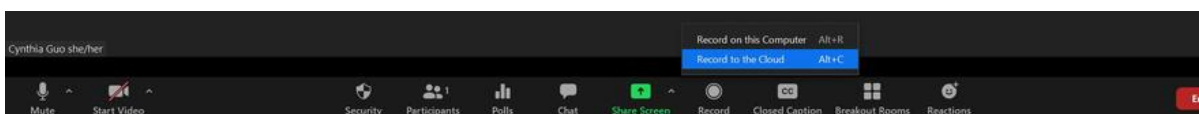


# HOW TO POST ZOOM CLOUD RECORDINGS TO CANVAS SITE

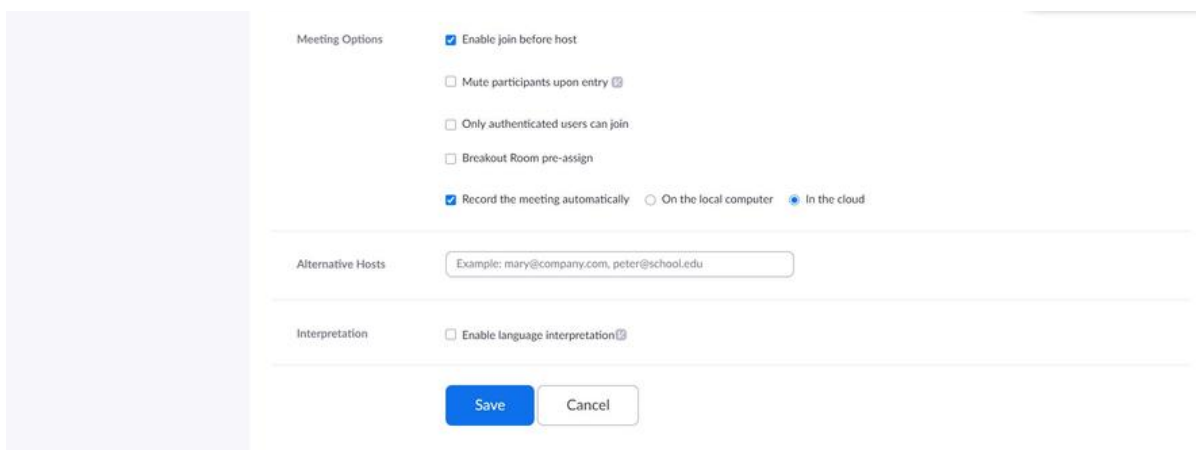
## STEP 1: RECORD THE ZOOM SESSION TO THE CLOUD

Record to the cloud manually by clicking Record > Record to the Cloud once you start the zoom session.



When you record the meeting manually, you have more control over what's being recorded – for example, you can skip the part in the beginning of the Zoom session when you check in with students. The downside is that you will need to remember to hit “record” for every single class.

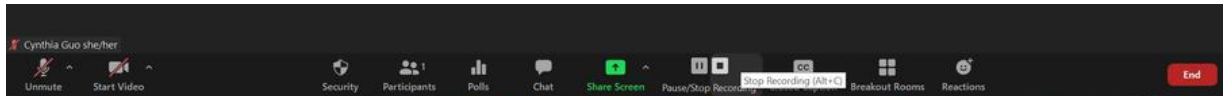
Alternatively, you can also set the Zoom meeting to record automatically. To do this, go to [emory.zoom.us](https://emory.zoom.us) and sign in with your Emory login. Then go to “Schedule a New Meeting” for a new meeting or go to your existing meeting. Go to the bottom of your meeting page and click on Meeting Options > Record the meeting automatically > In the cloud. Then, click on “Save.”



When you record the meeting automatically, you don't need to remember to hit “record” for every session. Once the Zoom session begins, the recording automatically starts.

## STEP 2: STOP THE RECORDING

Regardless of whether you record manually or automatically, you should stop the recording after each class session. This is particularly important if you have one-on-one meetings with students after class to protect their privacy. To stop recording, click on “Stop Recording.”



**Optional: Pause the Recording During a Breakout Session.** If you assign students to breakout rooms, it is a good idea to “Pause Recording” during the breakout session. Otherwise you will end up with 10-15 minutes of recordings of just yourself! To pause the recording, click on “Pause Recording.”

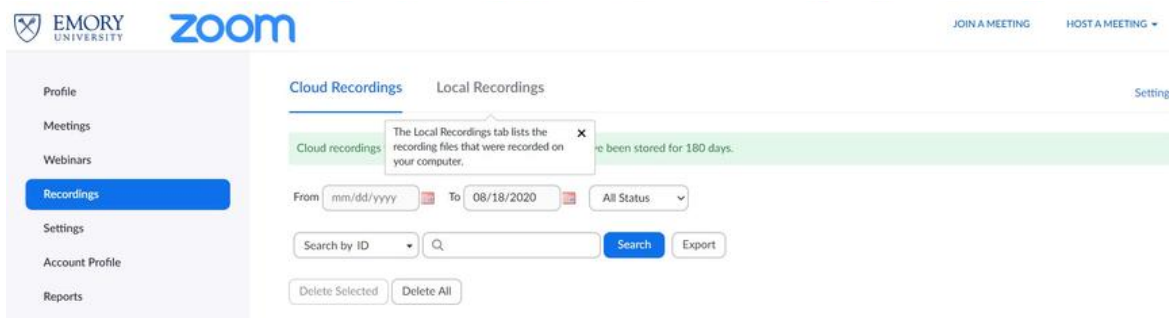


To start the recording again after a breakout session, click on “Resume Recording.”

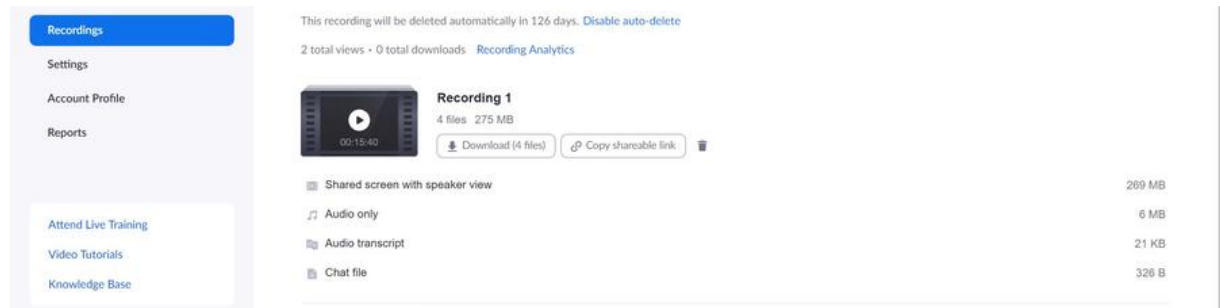


## STEP 3: EDIT THE RECORDING & TRANSCRIPT (OPTIONAL)

**Edit the recording:** You can trim the beginning and end of your cloud recordings as a host before sharing them with your students. To edit a recording, go to [emory.zoom.us](https://emory.zoom.us) and login through your Emory login. Then, go to “Recordings” on the left sidebar, and select the recording you would like to edit



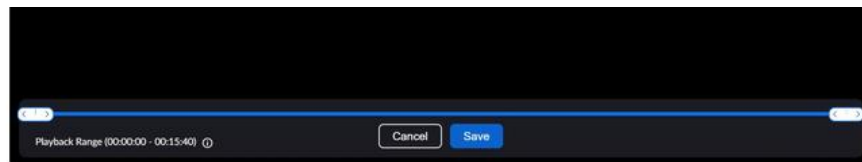
Click on the recorded video.



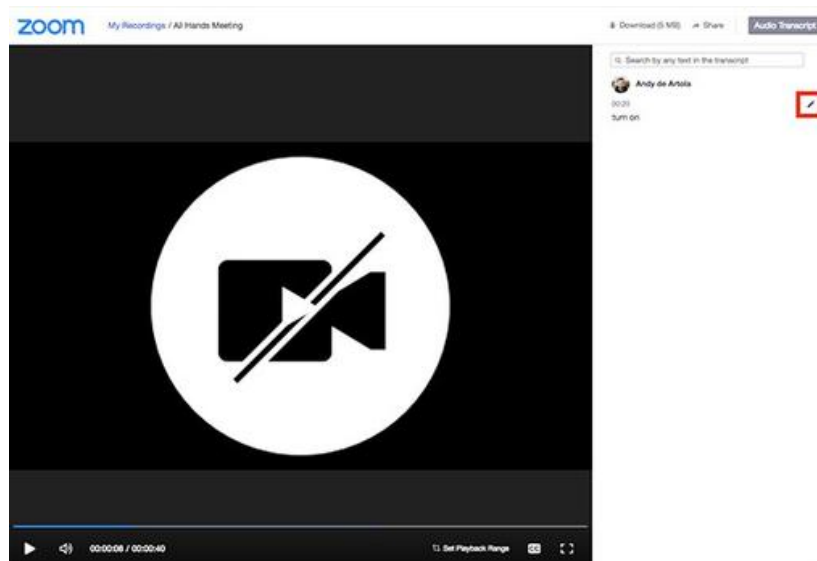
To trim your recording, click on the scissor icon (“Set Playback Range”) next to “Speed” on the bottom right corner of the video.



Then, drag the cursor to select the range of recording you would like your students to see, and click “save.”

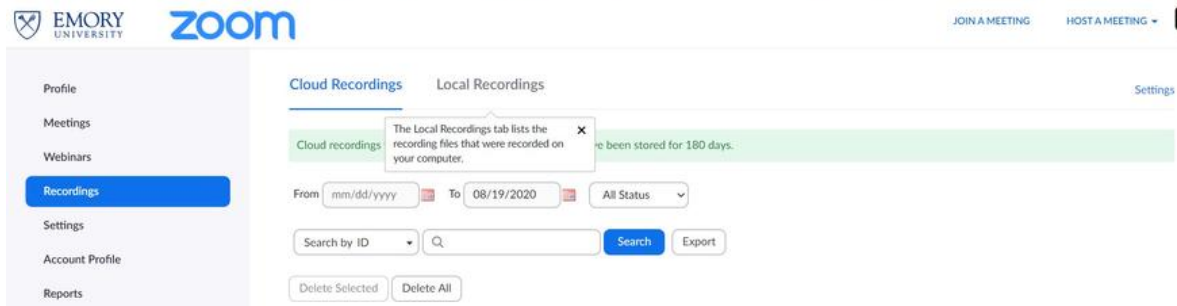


**Edit the transcript:** When you record to the cloud, Zoom also automatically generates a transcript from the recording. You will receive an email when the audio transcription becomes available. You can edit the transcript by navigating to the audio transcript panel on the right and click the pencil icon next to the phase you want to edit. Make any changes to the text, then click “Save.” The updated version of the text will be displayed when you play the video.

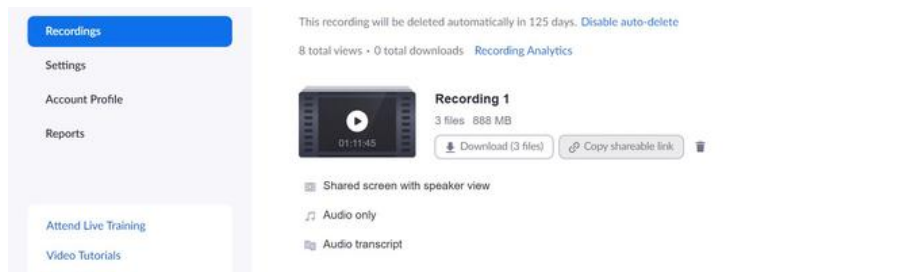


# STEP 4: GET A SHAREABLE LINK OF THE RECORDING

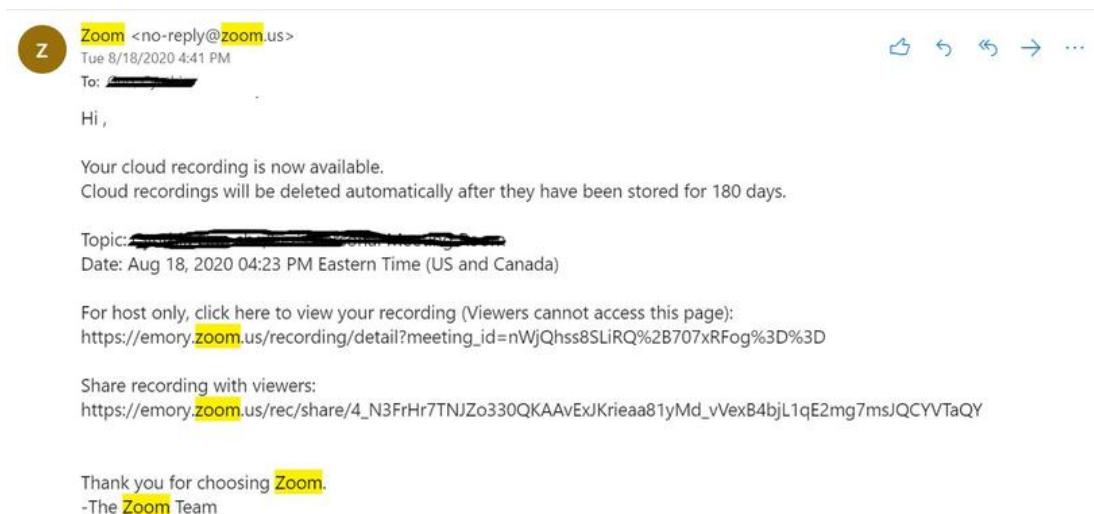
**From the Zoom website:** Go to [emory.zoom.us](https://emory.zoom.us) and login with your Emory login. Then click on “Recordings” on the left side bar. Then, search for the recording you want to post using the search engine. If you just finished a Zoom session, the session should show up on the first page.



Click on the recording. On the page of your recording, click “Copy shareable link.” Then a shareable link is copied to your clipboard.

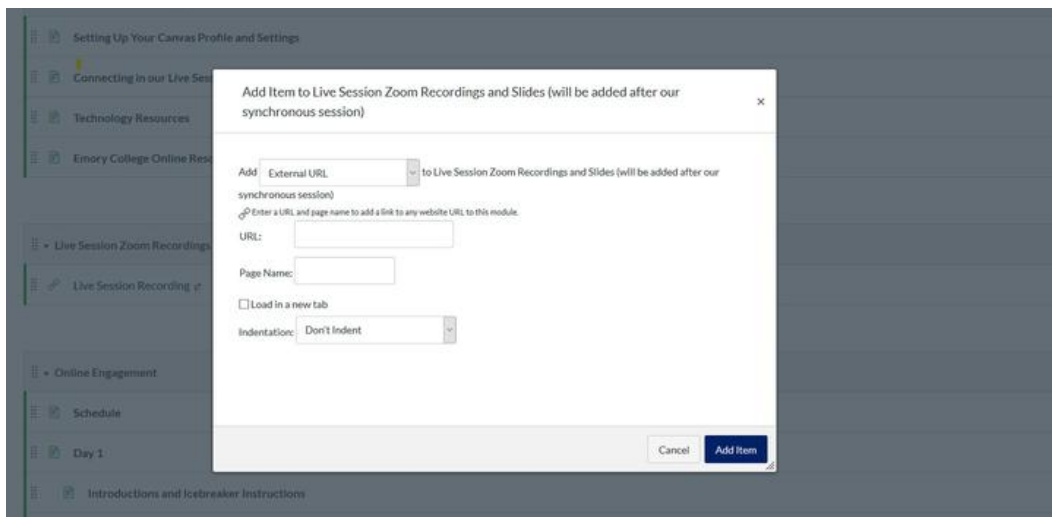


**From Email:** Every time you record a Zoom session, Zoom will automatically send you an email when the recording is available for sharing. If you don't need to edit the video, you can simply copy the link from the email under “Share recording with viewers.”

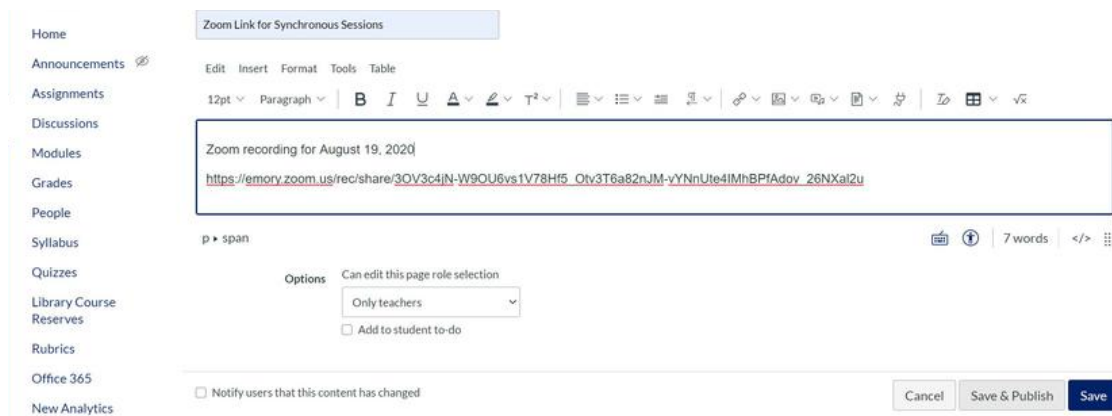


# STEP 5: POST THE RECORDING

If you have a module set up to host synchronous session recordings, you may add the link under that module as described below. Alternately, some faculty prefer to post their recordings under weekly module or as a separate file. Once you've logged into Canvas, navigate to your Modules. Select the module within which you'd like to post the cloud recording and click on the + sign in the upper right-hand corner. Click "Add" and select "External URL." You may then paste the link to the cloud recording in the "URL" box and name the "Page Name" with the date of your class session. We also recommend checking "Load in New Tab."



Alternately, you may create a page and paste the link to your zoom recording. Make sure to "Save and Publish" after you finish editing.



*Please note that Zoom cloud recordings expire after 180 days. You can download the recordings and save them on a local computer or a hard drive if you need to access them beyond that.*