

How to Preserve Zoom Recordings

**Zoom cloud recordings expire 150 days after videos are recorded.
What should you do when your recordings are going to expire?**

Preserving Your Zoom Recording Document

Step 1

Go to emory.zoom.us and log in with your NetID and password.

Step 2

Click on Recordings on the left bar. Then, use the date range and search bar to find the recordings you want to save.

Step 3

Click on each recording that you would like to save. Then click on “Download” to download the recordings to your local computer. Depending on file size, the download may take up to a couple of minutes.

To upload recordings to Canvas Studio and use them for another course:



Dashboard



Courses



Calendar



Inbox



History



Commons



Studio



Help

Step 1

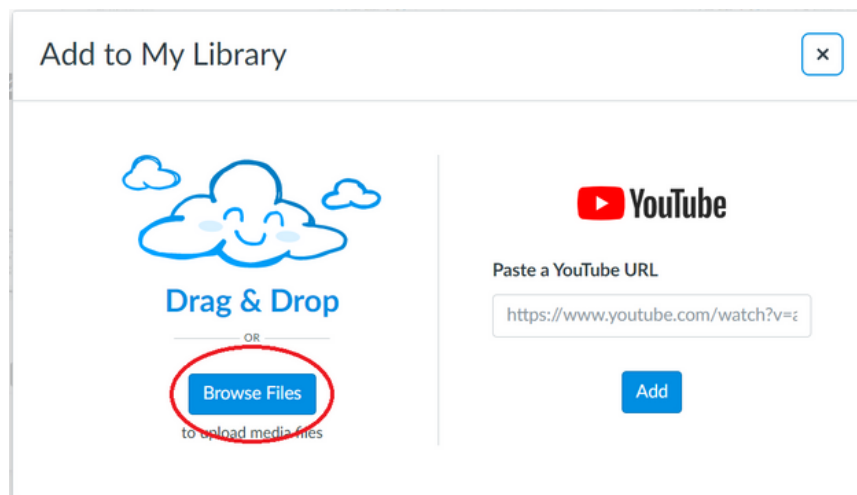
Go to canvas.emory.edu and login with your NetID and password.

Step 2

Click on “Studio” on the left bar.

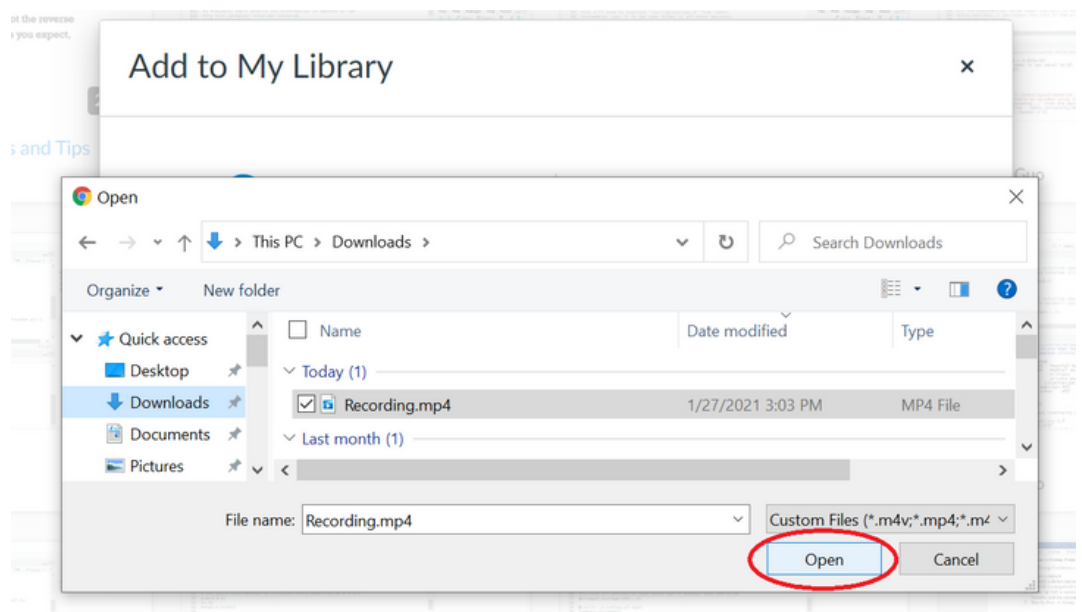
Step 3

On the top right corner of the page, click “Add,” then click “Browse Files” to upload your downloaded recordings.



Step 4

Select the recording you would like to upload to Studio and click “Open.” It may take a few minutes for the recording to upload and process.



Step 5

Canvas studio allows you to add captions to your video recordings. You can add captions by clicking on your uploaded recording. Then, go to “Captions,” select the language, and click “Request.” Please note that the captions provided in Canvas Studio is ~85% accurate; therefore, it doesn’t reach the accuracy requirement set by the ADA. You will have the option to edit the caption afterwards.

My Library

Details Comments Insights **Captions**

Captions Request

Our technology can listen for words in your video and create ~85% accurate captions for this media

Which language is spoken?

Upload

English Arabic Czech

Danish Dutch French

[Show More](#)

Now that the recording has been uploaded to Canvas Studio, you can link it to your canvas courses (and, you can use the same recording for multiple courses).

Step 6

To link the recording to a specific course, go to your canvas dashboard, and click on a course. Then, open any canvas feature area that supports the rich content editor, such as Discussions, Assignments, or Pages. Click the Studio icon.

It is important to upload video through Studio rather than embedding videos directly in your course. There is no storage limit when you use Studio, and your videos will not expire.

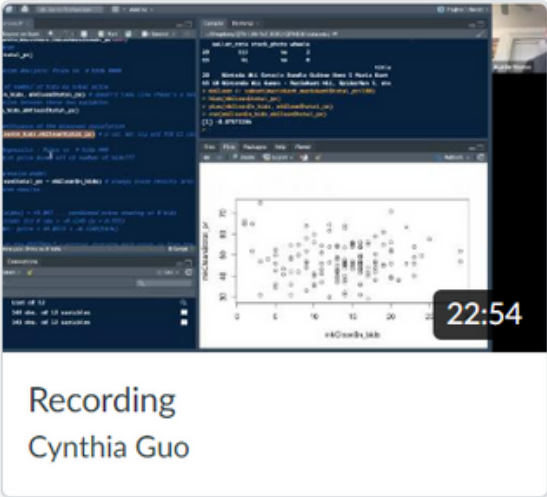
t Format Tools Table

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Step 7

By default, the page displays media from your collection. Select the video and click “Embed.” You will have the options to turn off “Allow Comments” and “Display Download Option.”

Studio
×



Standard Embed

Embed Options

Allow Comments

Display Download Option

Questions?

Visit our website to set up a one-on-one consultation, or email emorycollegeonline@emory.edu for more information