



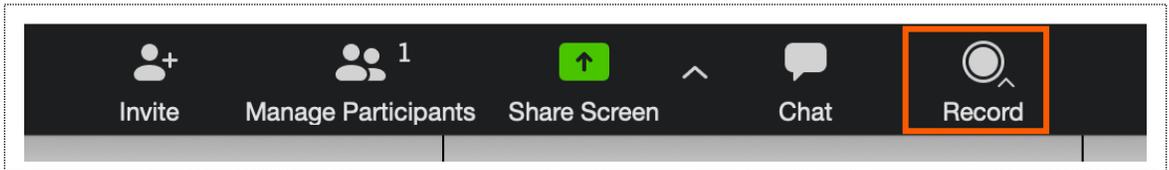
How to Record a Zoom Meeting & Upload It to Canvas

Tutorial Summary: This tutorial consists of two tasks. The first task will walk you through the process of recording a Zoom meeting to your local computer. The second task will show you how to upload your recorded Zoom meetings to Canvas.

Task #1: Record a Zoom Meeting to Your Local Computer

Step 1

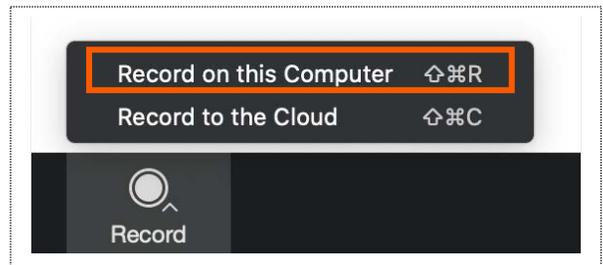
Launch your Zoom application, go to the bottom menu and click on the <Record> button.



Step 2

After clicking on Record, choose the option <Record on this Computer> to record your Zoom meeting.

- During the recording process, you have the option to **Pause** or **Stop** the recording.
- After your meeting, your video recording will get converted to .mp4



Step 3

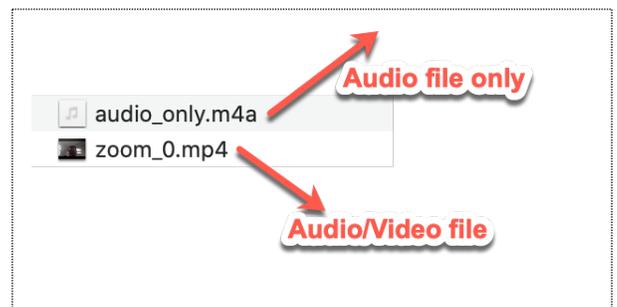
Next, access the video recording files from your local computer:

- If you have a PC, then your recording files will be here:
 - C:\Users\User Name\Documents\Zoom
- If you have a Mac, then your recording files will be here:
 - Mac: /Users/User Name/Documents/Zoom

Task #2: Upload a Video Recording File From Your Local Computer to Canvas

Step 1

Before you upload your file, locate your video recording files in your Document folder. Zoom generates several files after you finish a meeting session, please remember to choose the recording file with the .mp4 extension, which has both audio/video.



Step 2

Go to Canvas and select the module where you want to upload the video recording file to, then click on the plus sign <+> to add the file to the module.



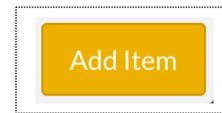
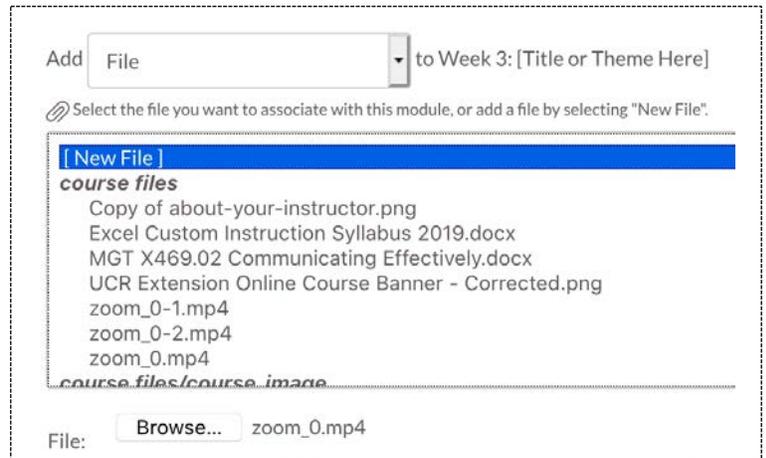
Step 3

After clicking on the <+>, you will add a file to the module by clicking on the dropdown triangle and select <File>.

- a. Select <New File>
- b. Choose <Browse> to select the video recording file for upload from your local computer.

c. Click on <Add Item> to complete the upload.

d. **Upload wait time.** Depending on the size of the file and internet connection, there may be a short waiting period. *On average, a file of 150MB will take about 6-8 minutes to upload.*



Step 4

Once your file has been successfully uploaded to your Canvas module, you will see the green check mark next to the item.

- a. **Video Conversion Wait Time.** Canvas may need a few minutes to convert your uploaded video to be viewable online.

