



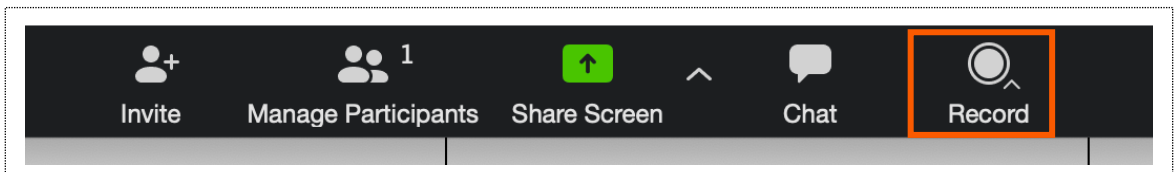
How to Record a Zoom Meeting & Upload It to YuJa

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 meeting to YuJa.

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

Step 1

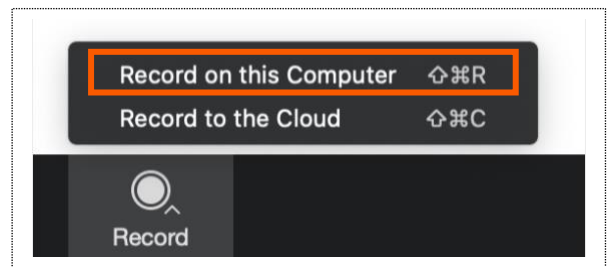
Launch your Zoom application, go to the bottom menu and click on the <Record> button.



Step 2

After clicking on Record, choose <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

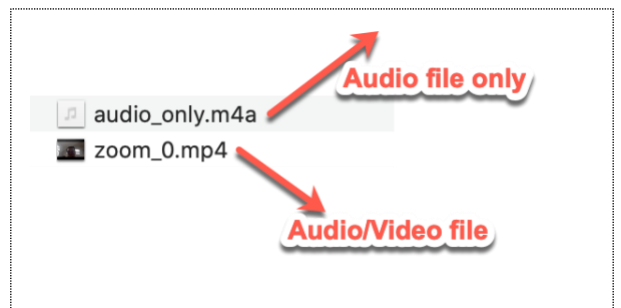
Next, access the video recording files from your local computer:

- 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 YuJa

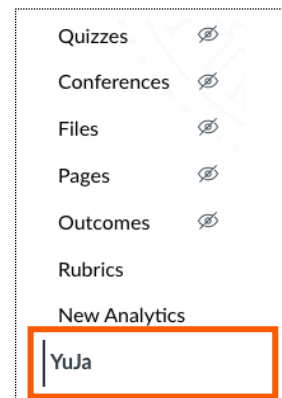
Step 1

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



Step 2

Go to your course in Canvas and click on the <YuJa> Tab from the left navigation menu.

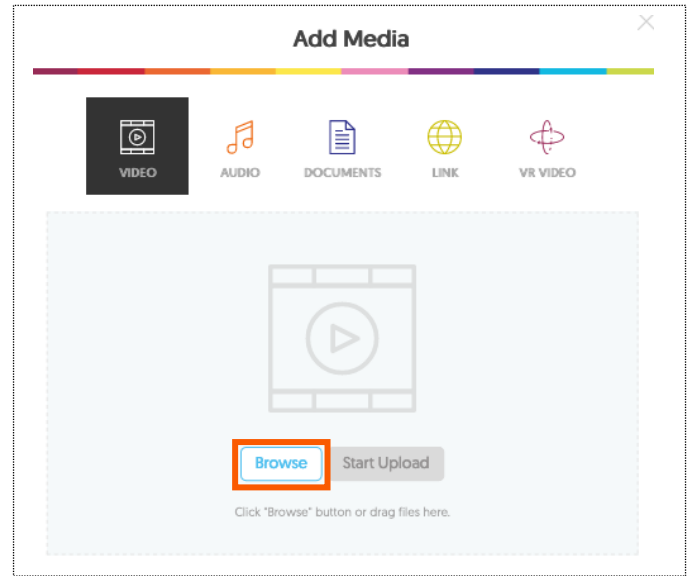


Step 3

Next, you will see the YuJa dashboard. From the top menu, select <Upload>.



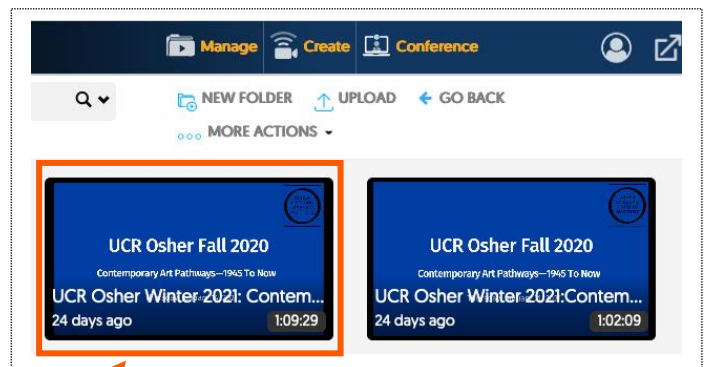
- a. An **Add Media** window will appear.
- b. Choose <Browse> to search for the video file from your local computer to upload.
- c. Next, click on <Start Upload> to upload the video.



- d. **Upload Wait Time.** Depending on the size of the file and internet connection, there may be a short waiting period. **NOTE, please do not let your computer goes to sleep during the upload process.**

Step 4

Once your video file has been successfully uploaded to YuJa, you will see the video in the gallery area.



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



Step 5

Once your video file has been successfully uploaded to YuJa, you can take the following steps to share the video in Canvas.

- a. Use your mouse cursor and hover over the video to see the <more> button. Click on the more button to see more details about the uploaded video.
- b. Click on the <Links> tab to see the links for sharing the video. You have the choice of either using the **Embed Link** or the **Direct Link**.
- c. Copy one of these links and then you are ready to put it into your Canvas course - either by adding an External URL to a module or adding it to a Canvas Page, Assignment, Discussion, etc.

