



Version Control

| Date | Amendment | Author |
|----------|--------------------|-------------------|
| 17/09/20 | Documented created | Jonathon Reynolds |
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Releasing a virtual Zoom recording to publish on Canvas

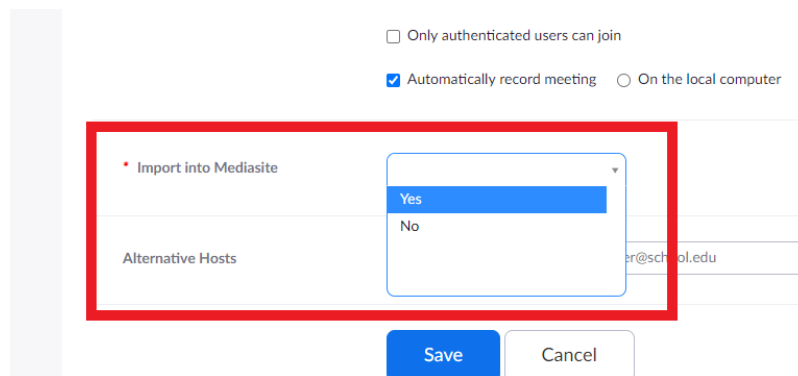
Background

This guide outlines the process to schedule a virtual Zoom recording to be automatically imported into Mediasite (Faculty Videos) and how to move the recording to a Faculty shared folder.

1. Enable 'import into Mediasite' in Zoom Schedule

This is an important step! Without this the recording will **not** be imported to Faculty Videos / Mediasite.

If you forget to select this when scheduling please follow the manual process of uploading which can be found here [*Insert link*](#)

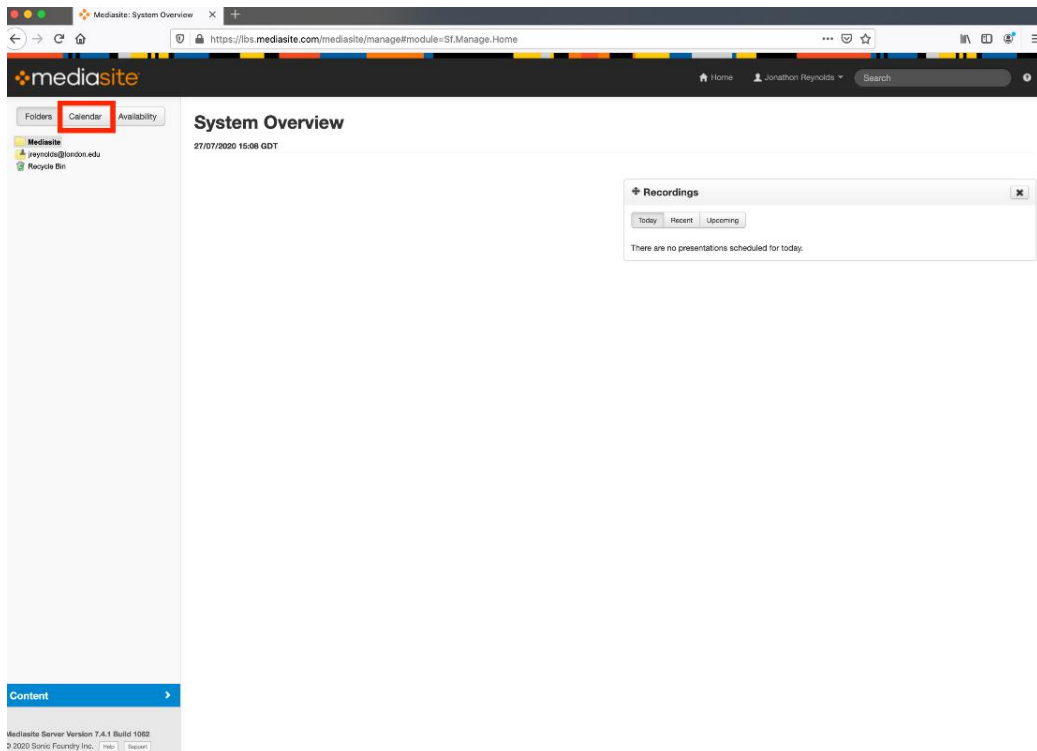


The image shows a screenshot of the Zoom meeting settings interface. A red rectangular box highlights the 'Import into Mediasite' dropdown menu, which is currently open and showing 'Yes' as the selected option. Other visible settings include 'Only authenticated users can join' (unchecked), 'Automatically record meeting' (checked), and 'On the local computer' (unchecked). Below the dropdown menu, there is a 'Save' button and a 'Cancel' button. The 'Alternative Hosts' section is partially visible below the dropdown menu.

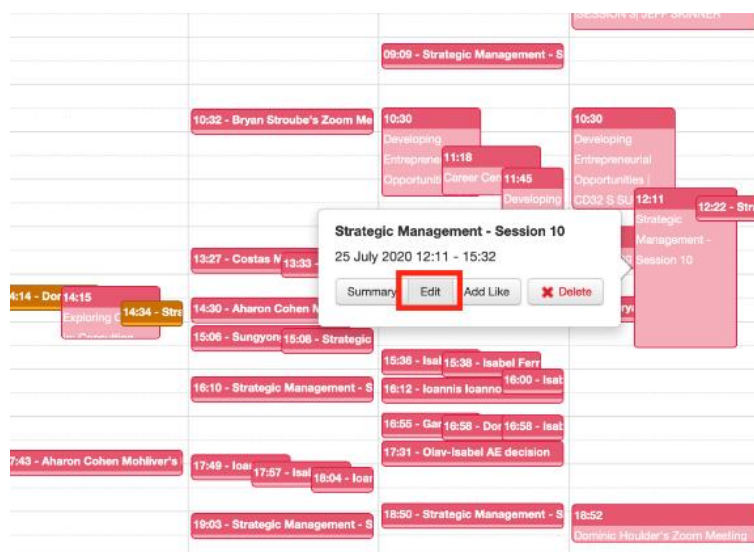
2. Move recording to Faculty Shared folder

For privacy reasons Zoom recordings import into a Faculty's private folder. Before you can publish a lecture recording to Canvas you must first move the recording to their shared folder.

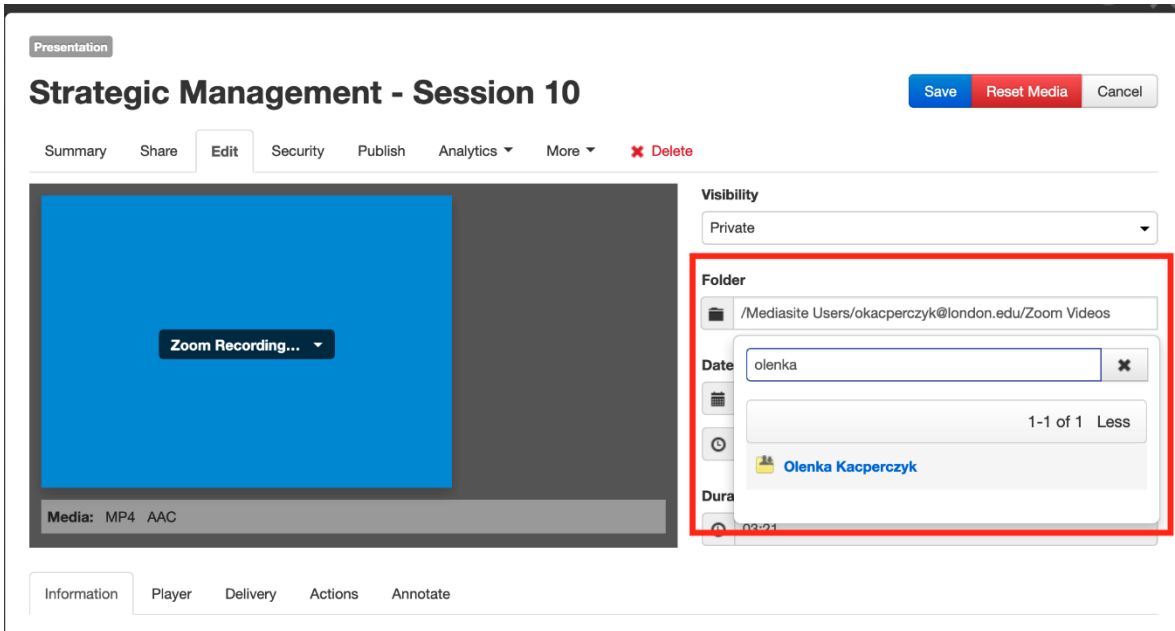
- 1) Navigate to <https://replay.london.edu/mediasite/manage>
- 2) Select 'Calendar'



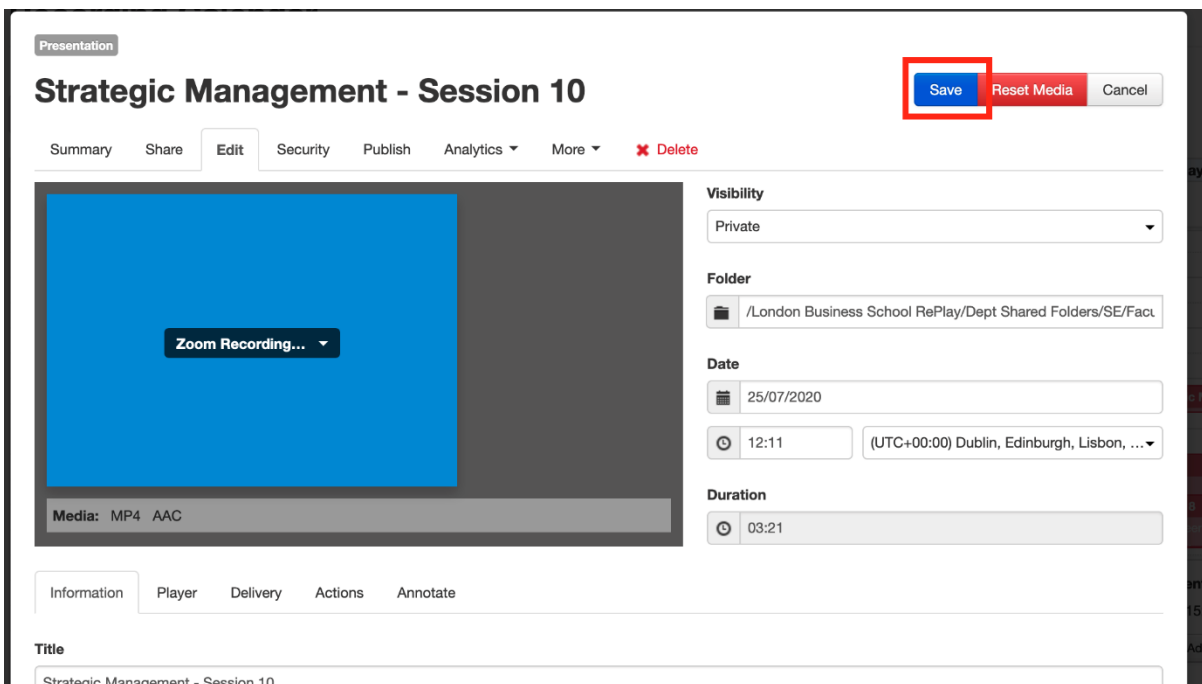
- 3) Locate recording, left click and select 'edit'



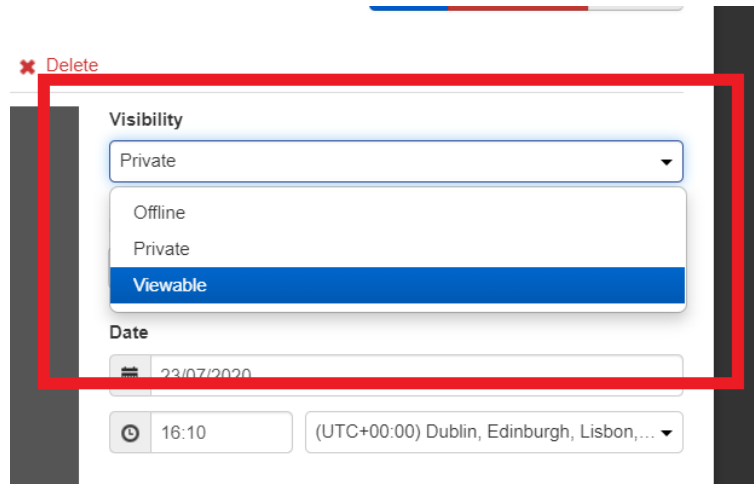
4) Select 'folder' and search for Faculty's shared folder



5) Click 'save'



6) Change visibility to 'viewable'



You may now return to Canvas to complete the editing and publishing process.