



## Manually uploading a Zoom Recording to Faculty Videos

Please note the zoom lecture recording will need to be downloaded from the Zoom cloud and saved on your local machine or an external hard drive before the following steps to add the Zoom lecture recording to the Canvas course can be carried out.

**Note:** Zoom recordings will only be available on the Zoom cloud for 5 days from the day the lecture took place.

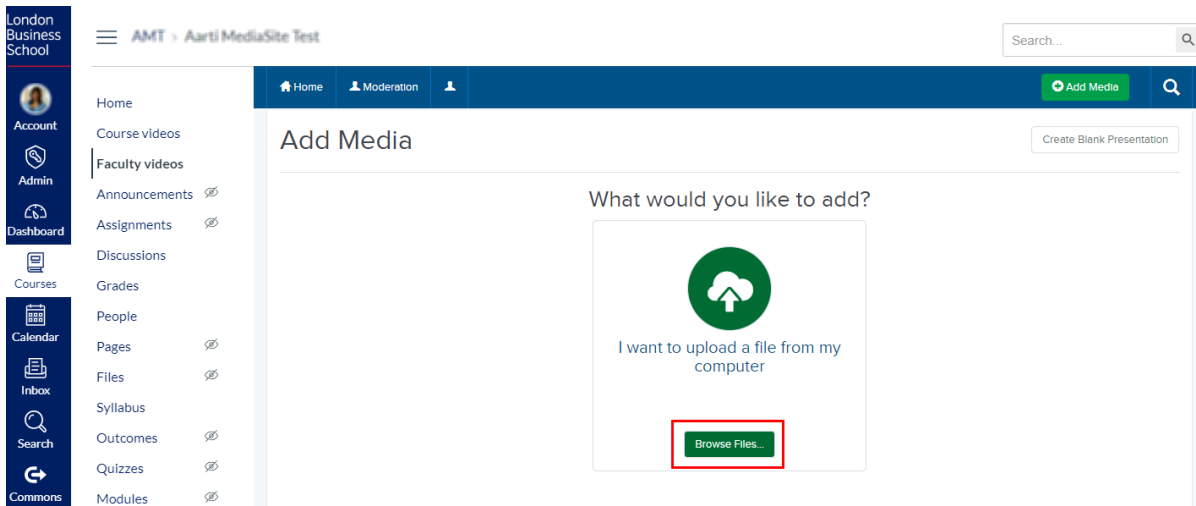
- 1) Navigate to the **'Faculty Video'** tab on your desired course.

The screenshot shows the Canvas LMS interface for course QDL014. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Search, and Commons. The main content area has a top navigation bar with 'Home', 'Faculty videos' (highlighted with a red box), 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', and 'Outcomes'. A notification box in the center reads: "No recent messages You don't have any messages to show in your stream yet. Once you begin participating in your courses, you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." The right sidebar shows 'Course status' with 'Unpublish' and 'Published' buttons, and a 'Coming up' section with 'Nothing for the next week'.

- 2) Click **'Add Media'**

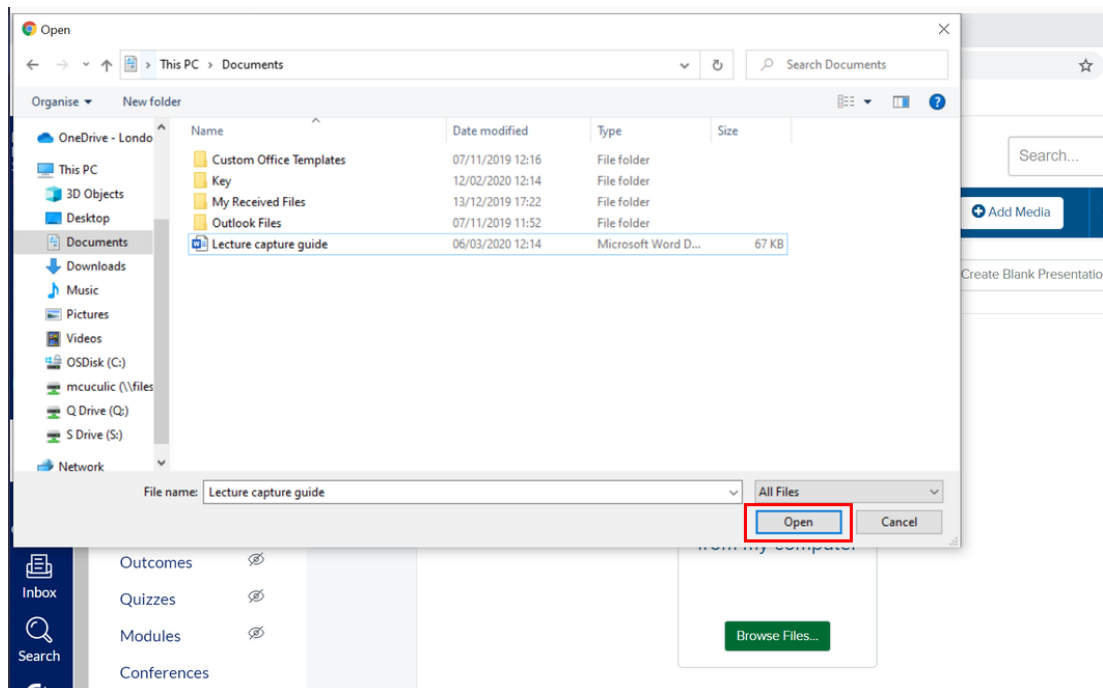
The screenshot shows the Canvas LMS interface for course QDL014 > Mediasite Test August 2019. The left sidebar is the same as in the previous screenshot. The main content area has a top navigation bar with 'Home', 'Moderation', and 'Add Media' (highlighted with a red box). Below this, there is a section for 'My Presentations' by Jonathon Reynolds, with a 'My Presentations' dropdown menu and a 'My Drafts' link. The right sidebar shows 'Sort By' (Most Recent), 'Source' (Any Source), and 'Quizzes' (Any).

3) Click **'Browse Files'** to upload the Zoom lecture record from your computer



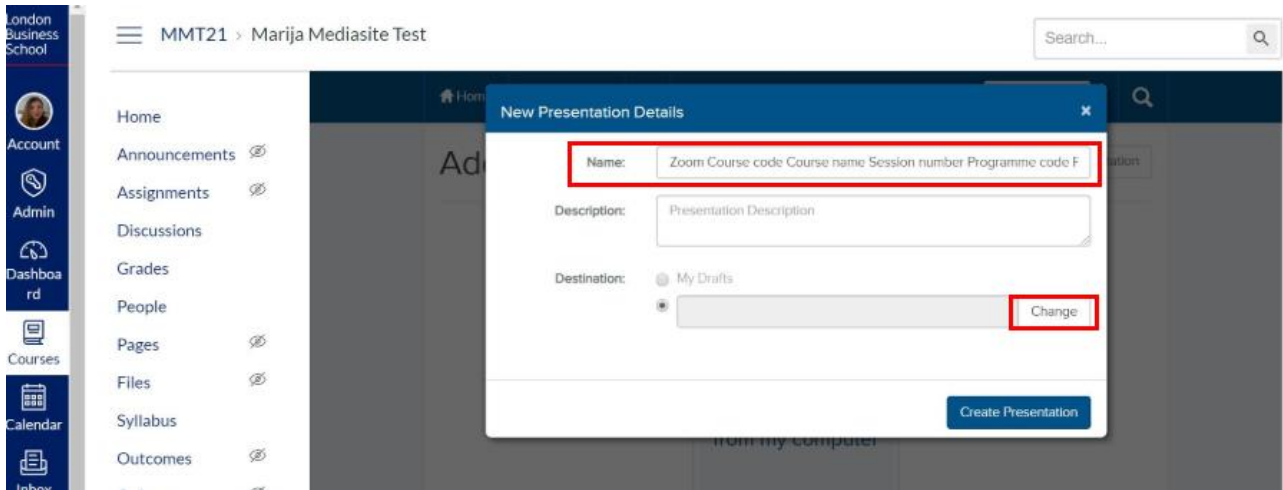
4) Find the Zoom lecture recording you have downloaded

5) Select Zoom recording and click 'Open'

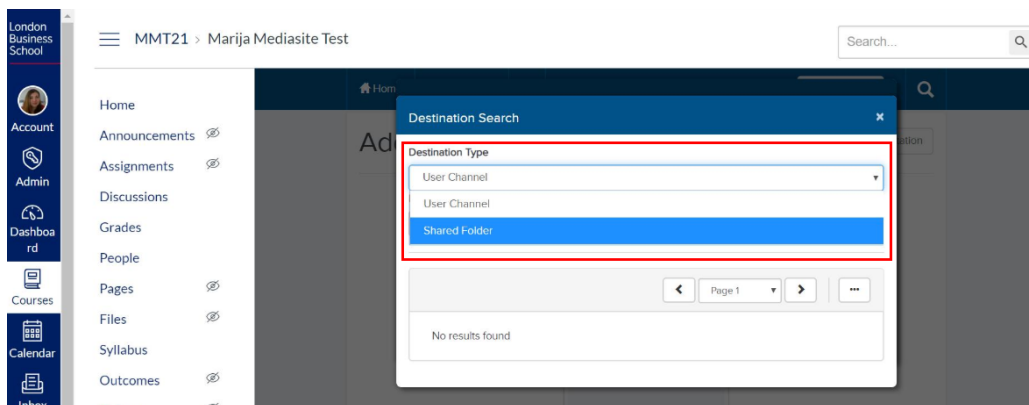


6) Name the presentation using the following naming convention:  
["Zoom", Course code, Course name, Session number, Programme Code, Faculty name, Date (MMDDYYYY)]

7) You must change the Destination by clicking **'Change'**



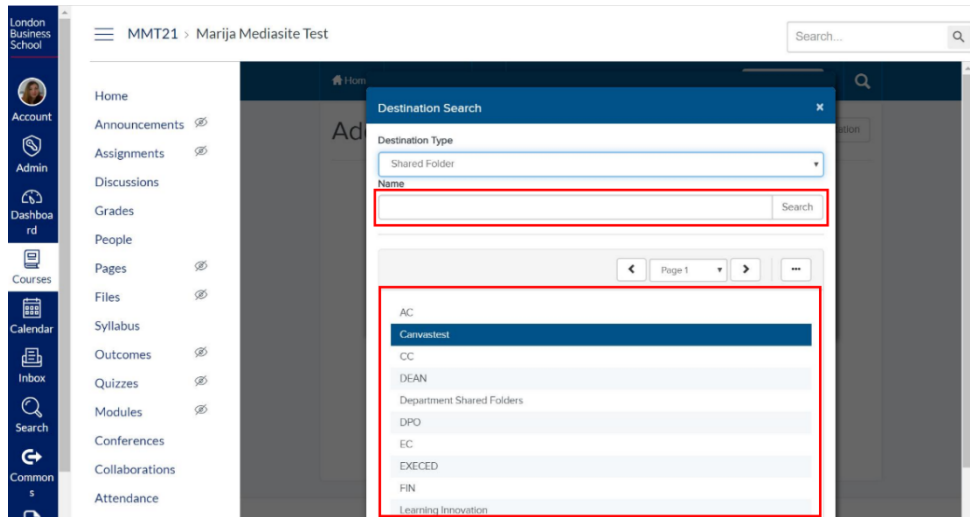
8) Change Destination Type to 'Shared Folder'



You will be presented with a list of folders

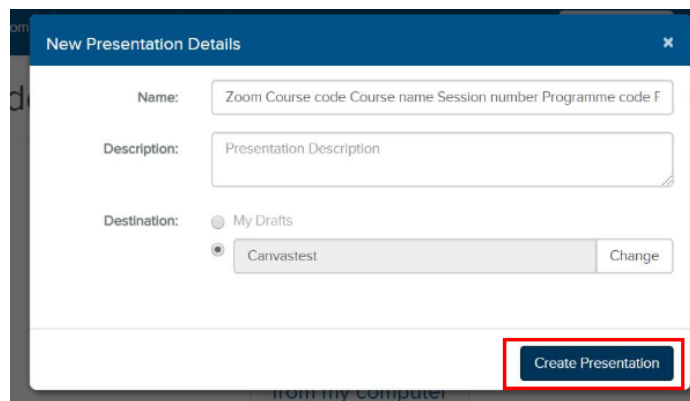
9) Select the folder for your Faculty

**Note:** Alternatively you can also search for the folder using the Search field

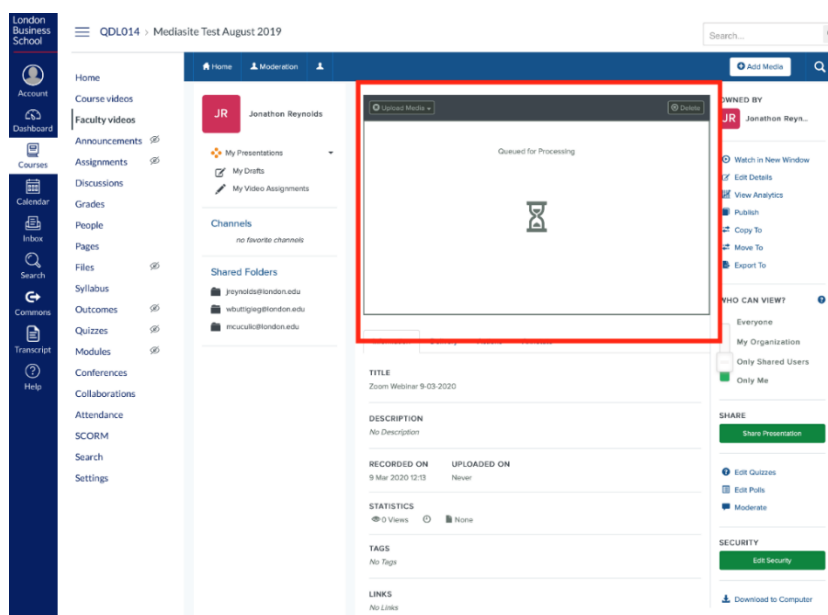


10) Click 'Create Presentation'

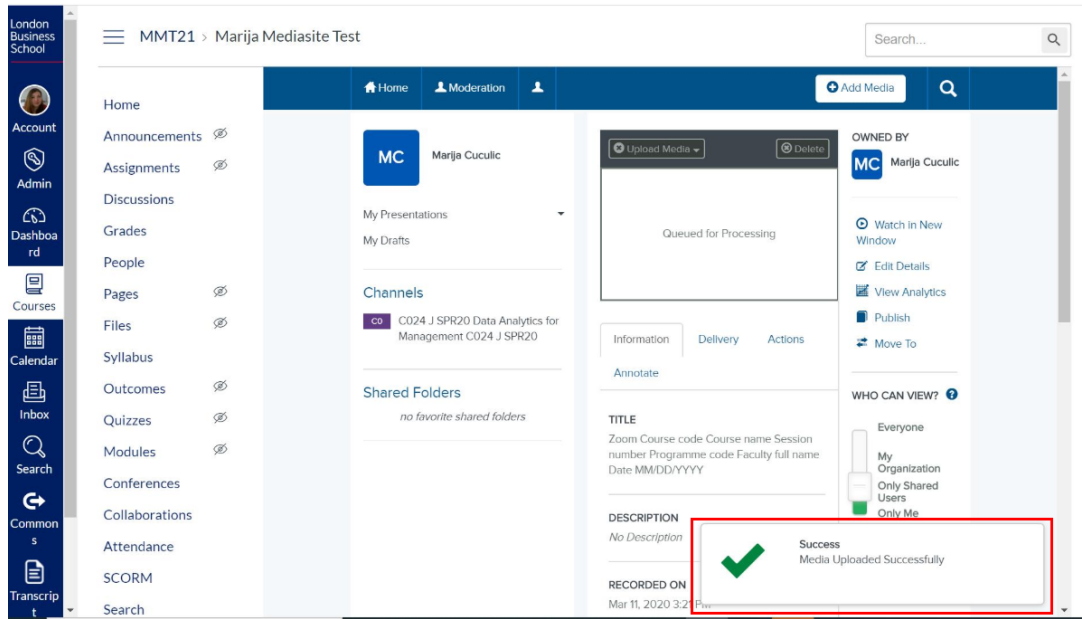
11) The Zoom lecture recording will now be processed and uploaded.



**Note:** This can take 10-15mins depending on the size of the recording. The upload time will vary from recording to recording due to the size of the file, please allow up to an hour for successful upload.



A 'Media Uploaded Successfully' will appear once the lecture recording is processed uploaded



12) Please **refresh your browser** to allow you to **edit** the recording.