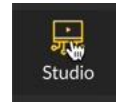


Procedures for Recording Zoom Meetings to Canvas Studio

The ability to record Zoom meetings, or parts of Zoom meetings, to Canvas Studio creates the means to share the video with students in Canvas in simple steps. It alleviates the need to download the Zoom recording and then re-upload it to Canvas Studio.

Setup—one time only

When you navigate to Canvas, select the Studio icon in global navigation (the vertical bar at left).



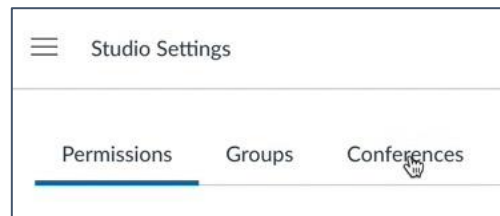
Canvas Studio will open. Select the hamburger menu next to “My Library”



Studio will display several options. Choose “Settings”



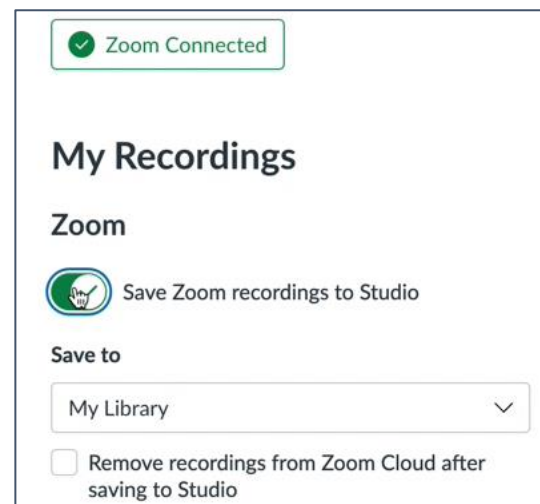
Under Studio Settings, select “Conferences”



Under Conferences, ...

1. Choose the option to “Save Zoom recordings to Studio”
2. Keep the setting to Save to... My Library
3. Do not check “Remove recordings from Zoom Cloud after Saving to Studio.”

You’re set up!



Procedures for Recording Zoom Meetings to Canvas Studio

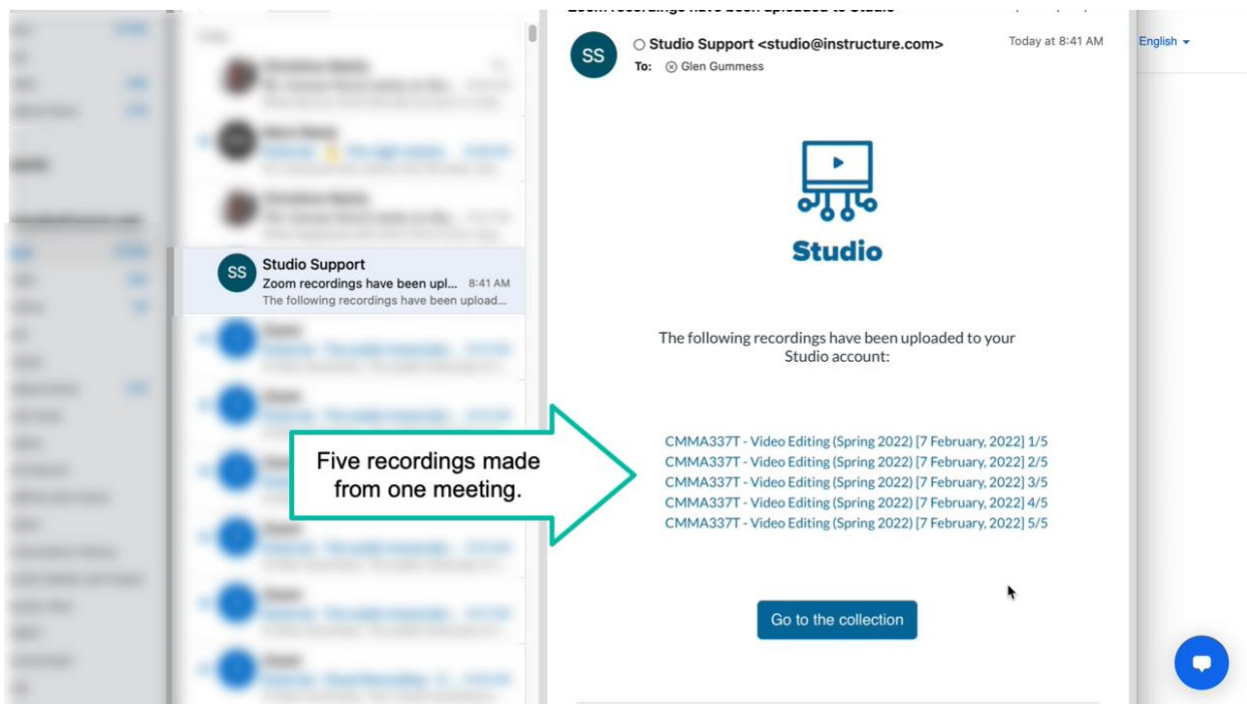
Recording from Zoom to Studio

When you are in your Zoom meeting and you want to record all (or part) of it, select “Record” and “Record to the Cloud” (not to your computer).



You may stop the recording at any time, and start a new recording within the same meeting. Every time you start and stop, you create an individual recording that will appear in Canvas Studio.

You will then be notified by email of the status of your completed recordings. Below is a sample Outlook email notifying the user of five recordings being made during one Zoom meeting.



You may then use Canvas tools to place a Studio video in the Canvas content of. Your choosing, such as a page, assignment instructions, announcement or other method that utilizes the Canvas content editor. (See “How to Place a Canvas Studio Video into Canvas Content”).