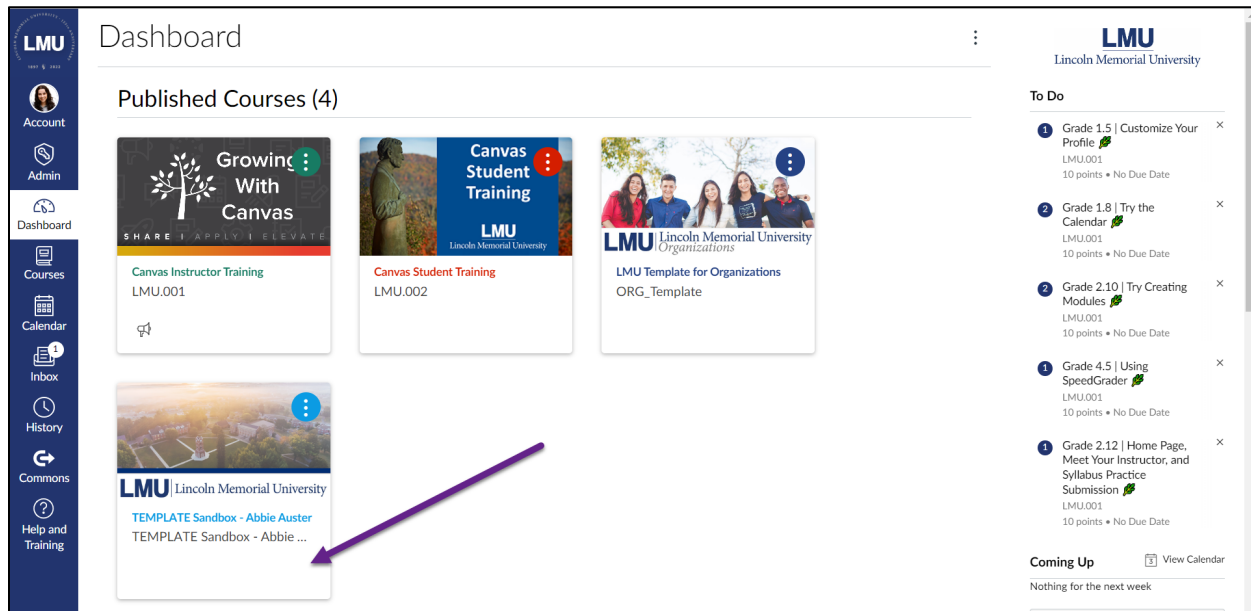
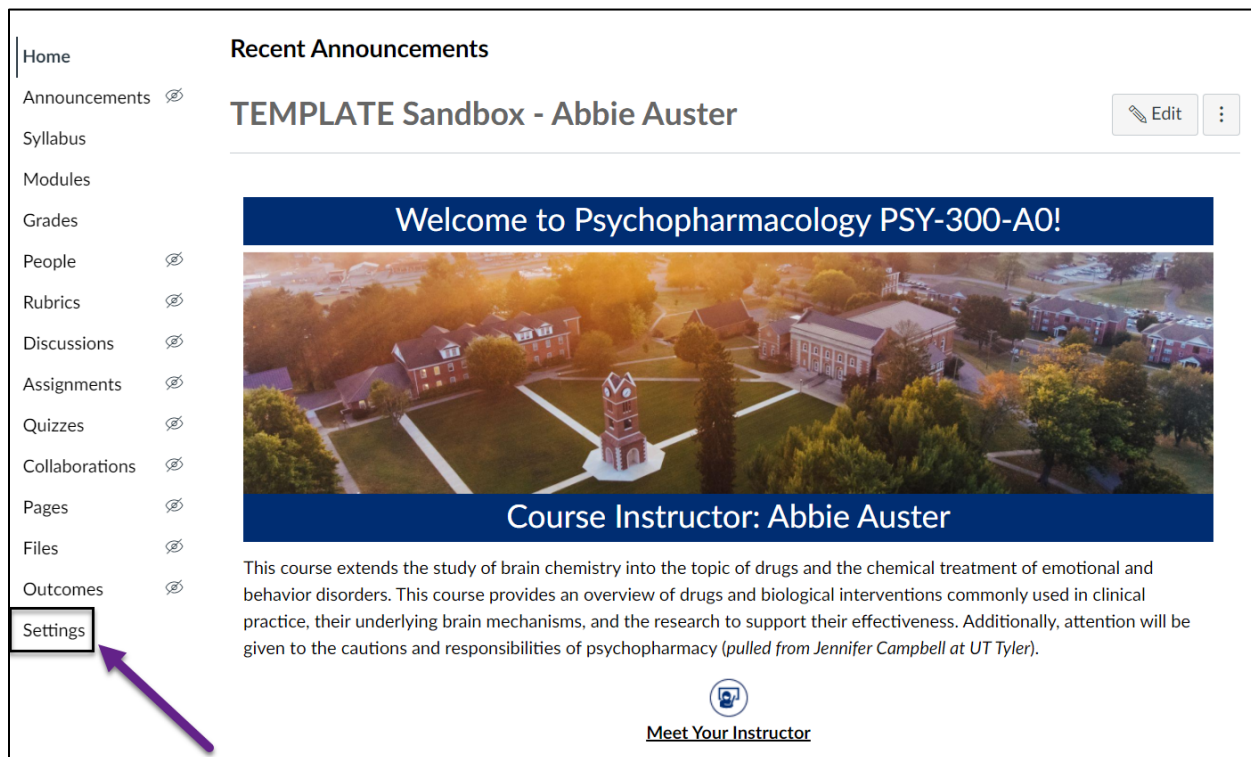


Creating a Cloud Recording via Zoom in Canvas:

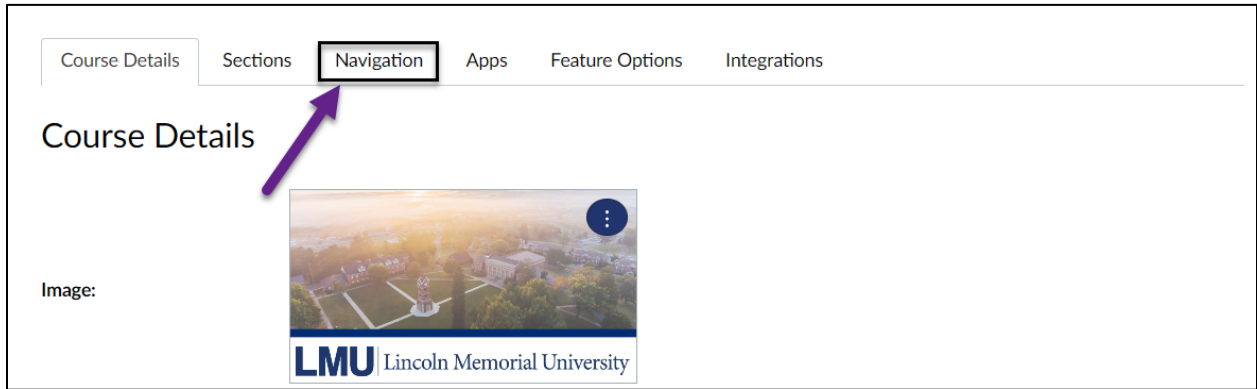
1. Login to Canvas and select the desired course.



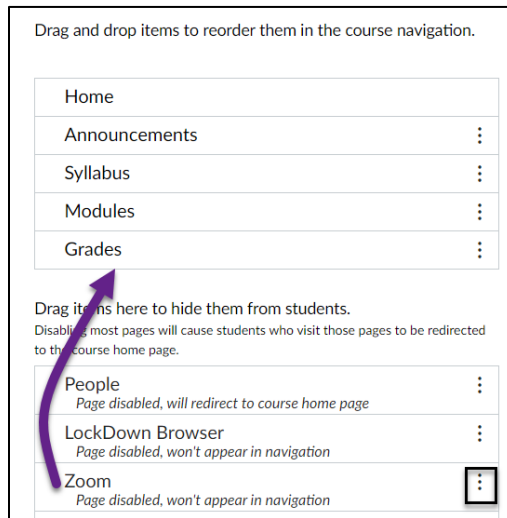
2. Select "Settings" from the Course Navigation Menu.



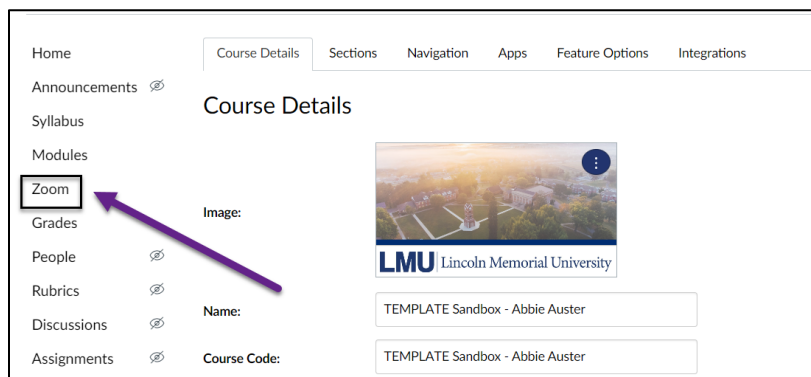
3. Select the "Navigation" from the Settings menu.



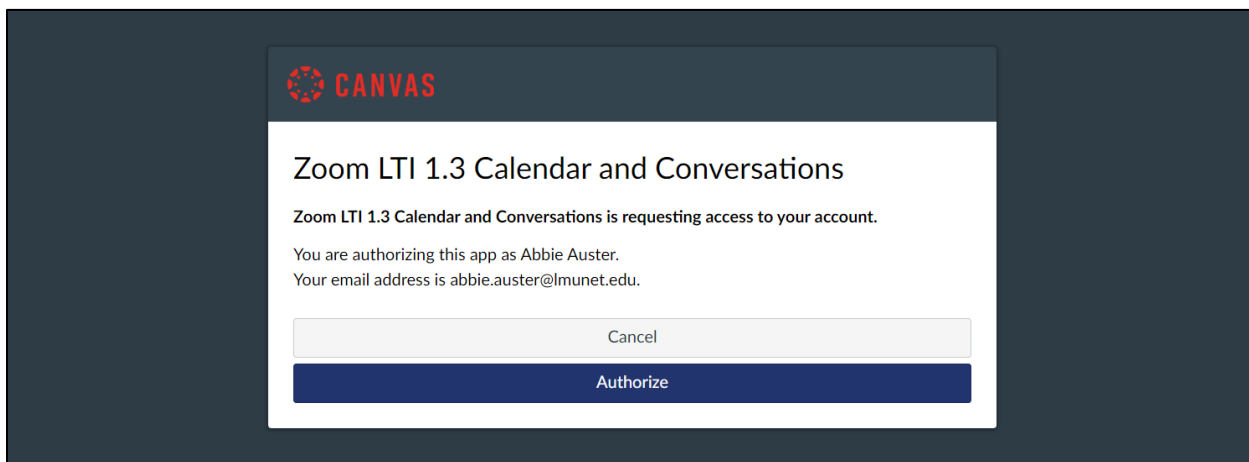
4. Use the 3 dots to the right of "Zoom" to drag it from the hidden section to the visible Course Navigation Menu. Then select "Save" at the bottom of the page.



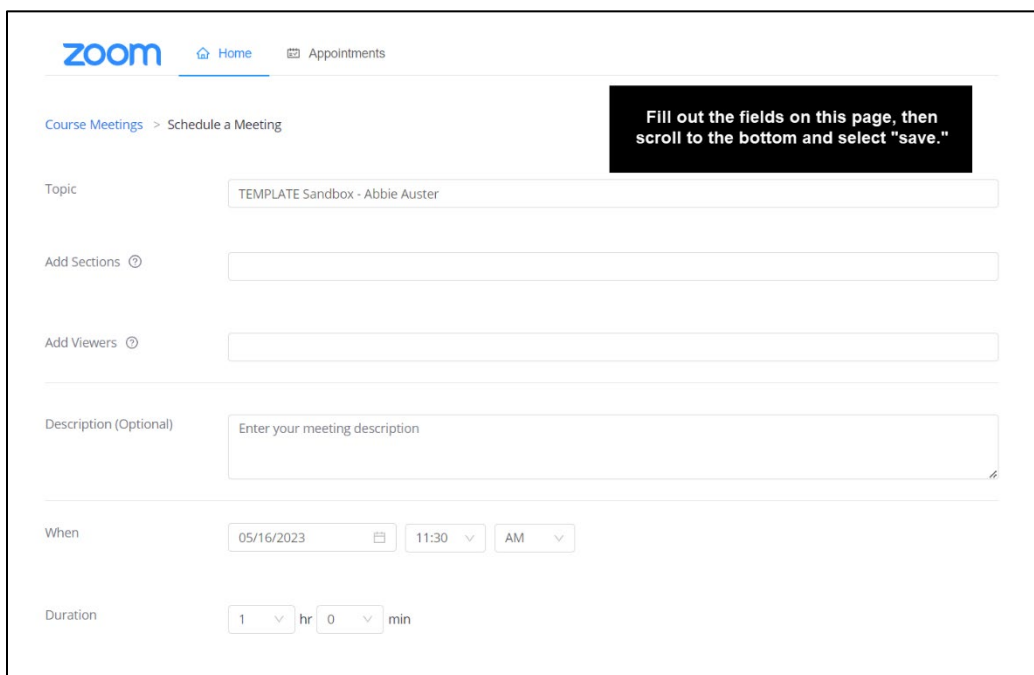
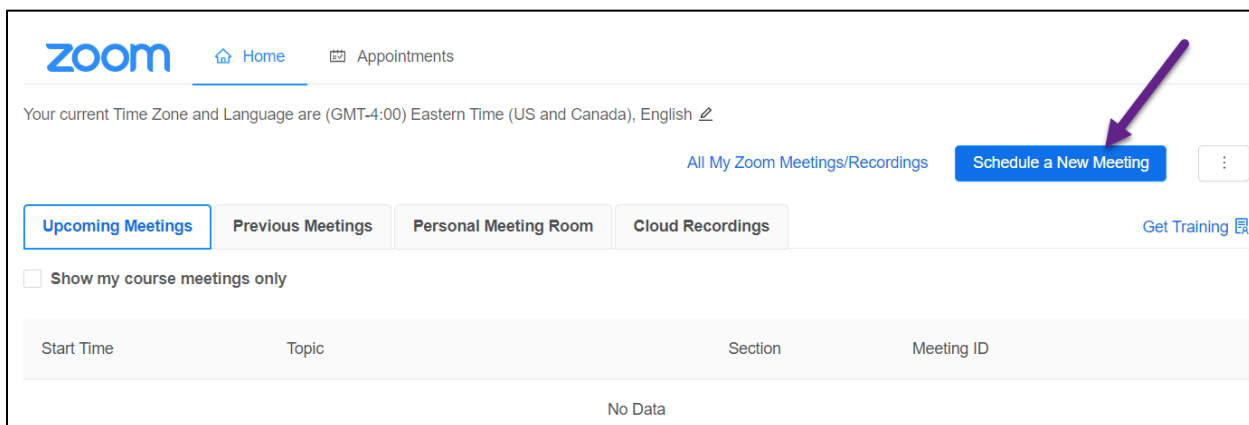
5. Select "Zoom" from the Course Navigation Menu.



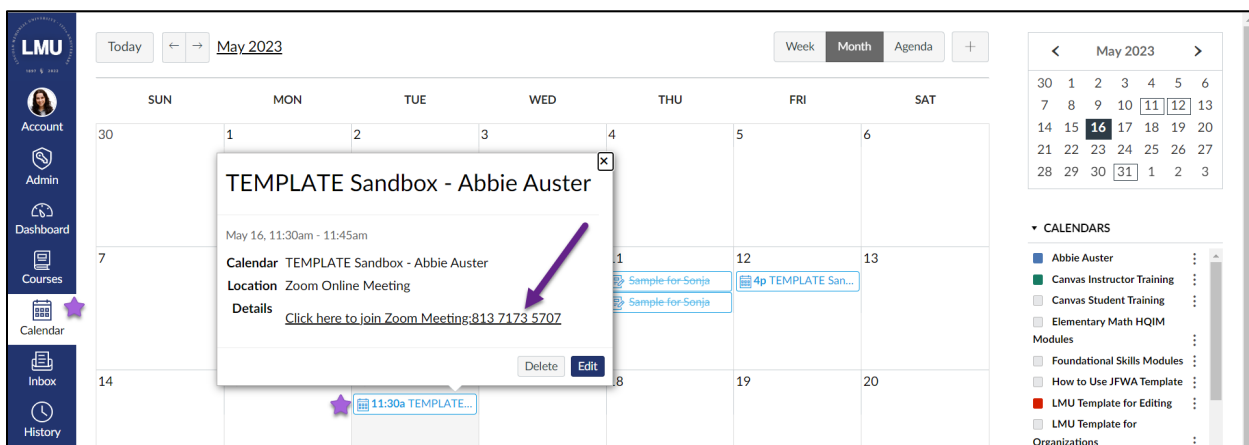
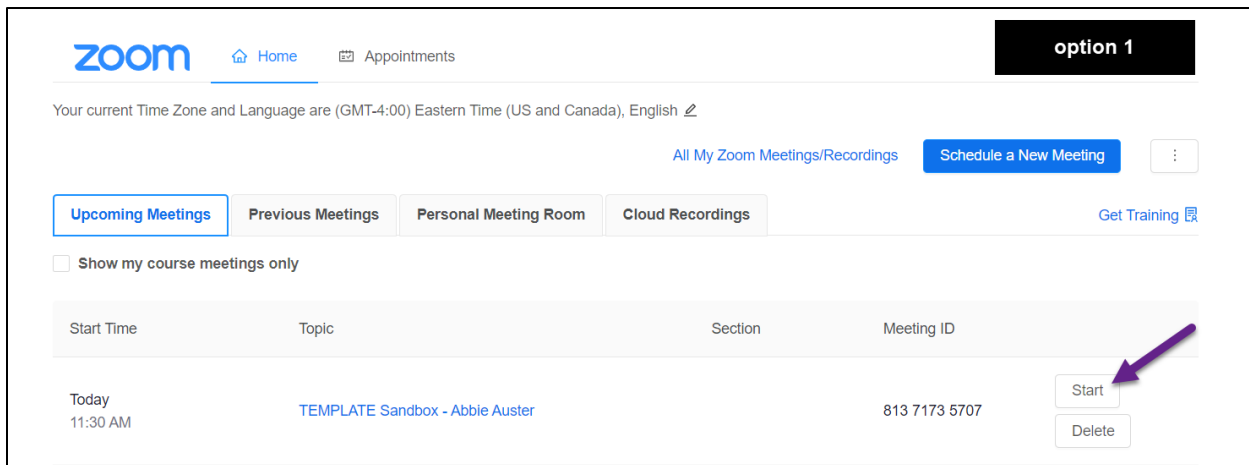
6. Select “Authorize” on the pop-up window.



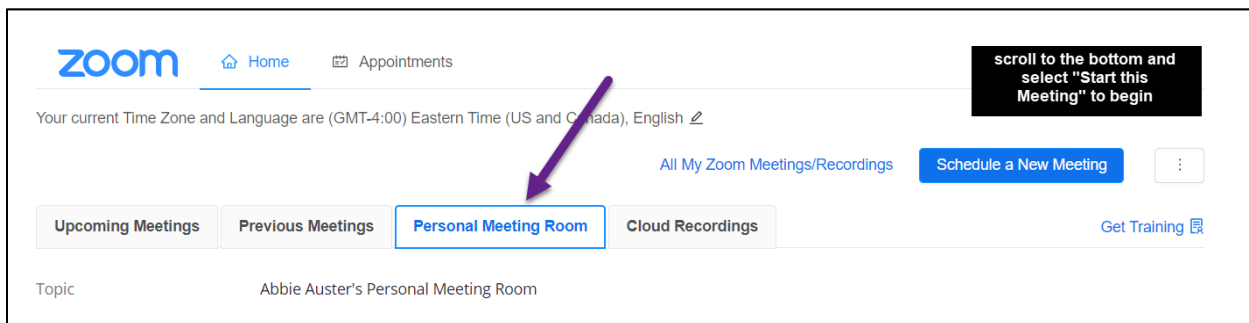
7. To create a live, online recording with students present, select the “Schedule A New Meeting” button to schedule a Zoom meeting. Fill out the appropriate information, scroll to the bottom of the page, and select “Save.”



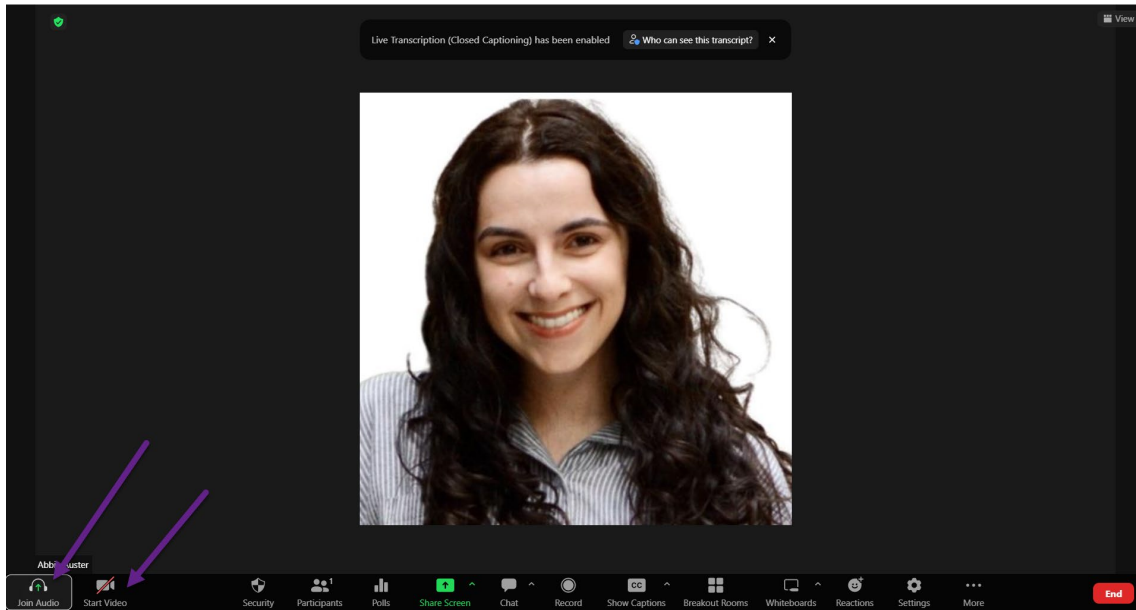
- The scheduled Zoom meeting can be joined from within the Zoom integration either by a) selecting the “Upcoming Meetings” tab and choosing the desired meeting OR b) selecting the link to join the meeting via the Canvas Calendar.



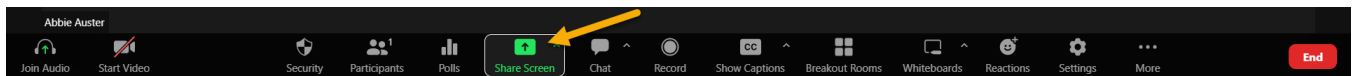
- To record a Zoom meeting without students, select the “Personal Meeting Room” tab and then scroll to the bottom of the page and select “Start this Meeting.”



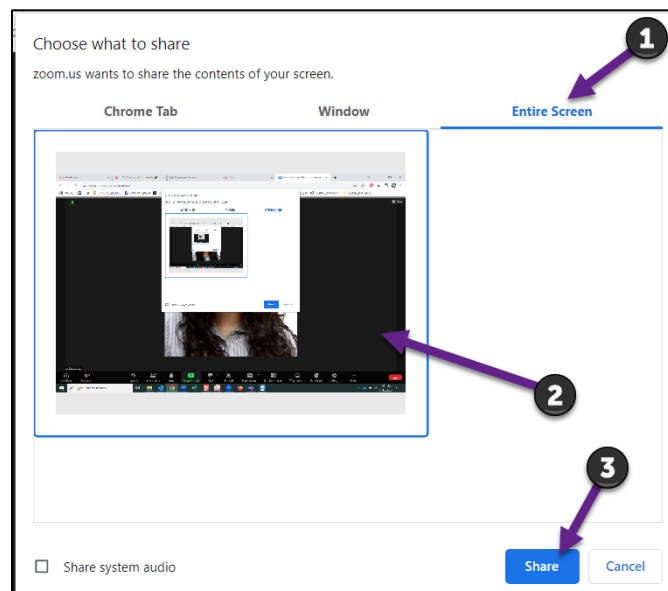
10. Whether live or offline, once Zoom launches, make sure to “Join Audio” and “Start Video” if desired from the toolbar at the bottom of the application.



11. To screen-share, select the neon green “Share Screen” button from the Zoom toolbar.



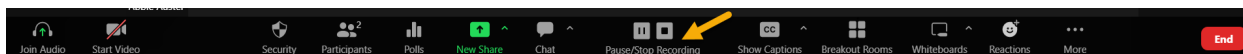
12. A pop-up window will appear with multiple screen-sharing options. To share the entire screen, select the “Entire Screen” tab, select the screen, and then select “Share.”



13. To begin recording, select the “Record” button from the Zoom toolbar. The recording will begin immediately.



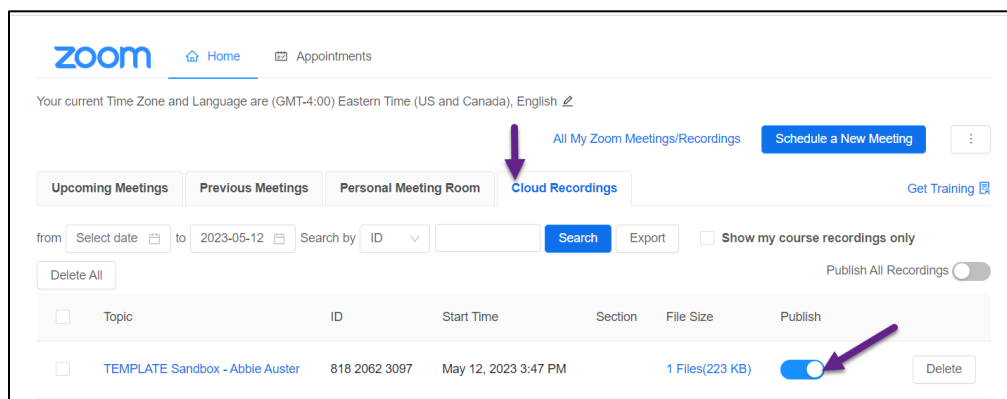
14. To stop recording, select the “Pause/Stop Recording” button. If Pause is selected, the recording can be resumed from the point where it was paused.



15. To end the recording, select the “End” button, and then choose “End Meeting for All.”



16. To publish a live, online recording, return to the Zoom integration in Canvas, and select the “Cloud Recordings” tab. Then, toggle the “Publish” button to the right.

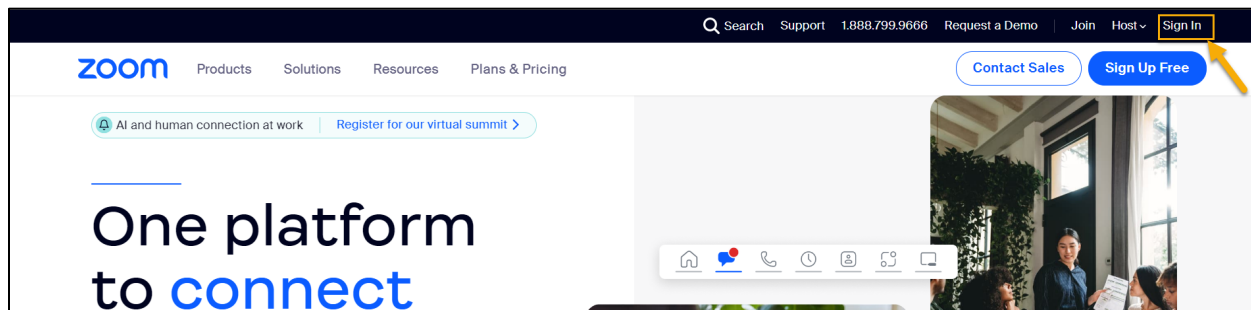


Note: Emails will be automatically sent to notify users when a Zoom cloud recording video file and audio file are available for download. Recordings are also accessible via links included in these emails.

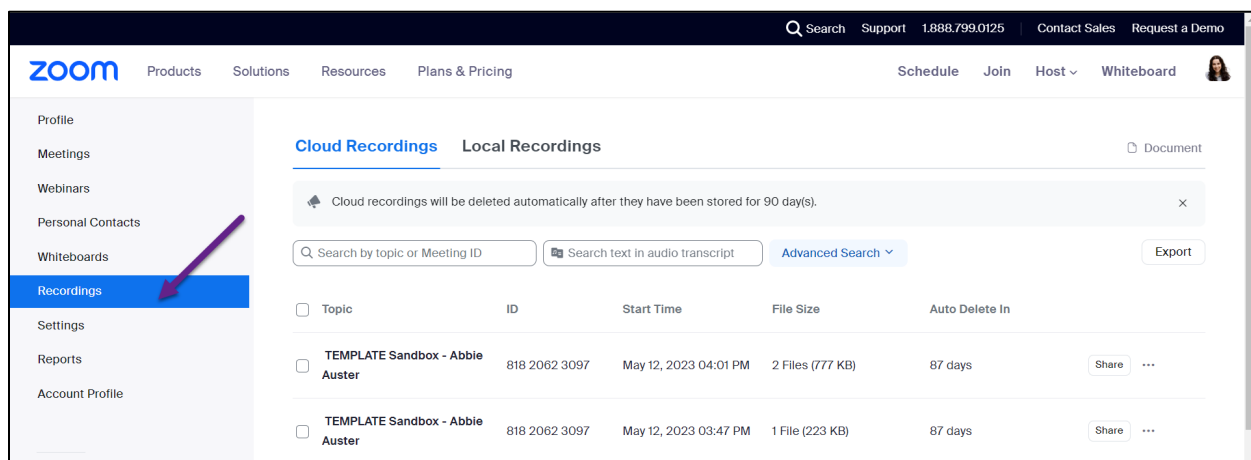
Keep reading to learn about downloading Zoom cloud recordings, uploading them to OneDrive, and importing them into Microsoft Stream.

Downloading a Zoom Cloud Recording:

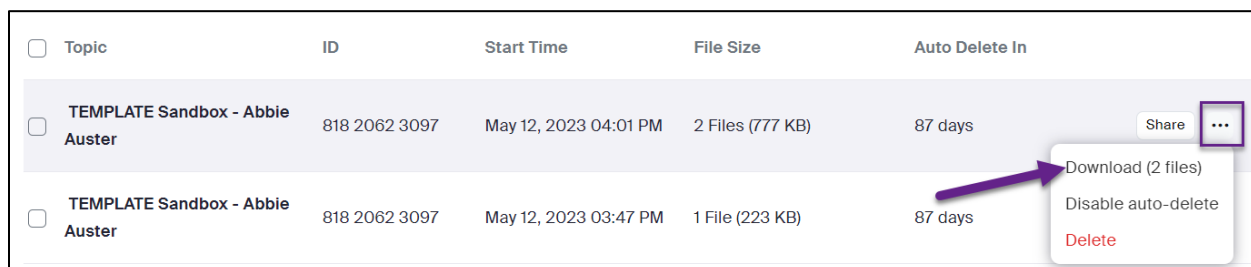
17. All Zoom cloud recordings will automatically erase from the user’s Zoom account after 90 days. To ensure a recording is not lost, go to the [Zoom website](#) and select “Sign In.” Sign in using LMU Zoom credentials.



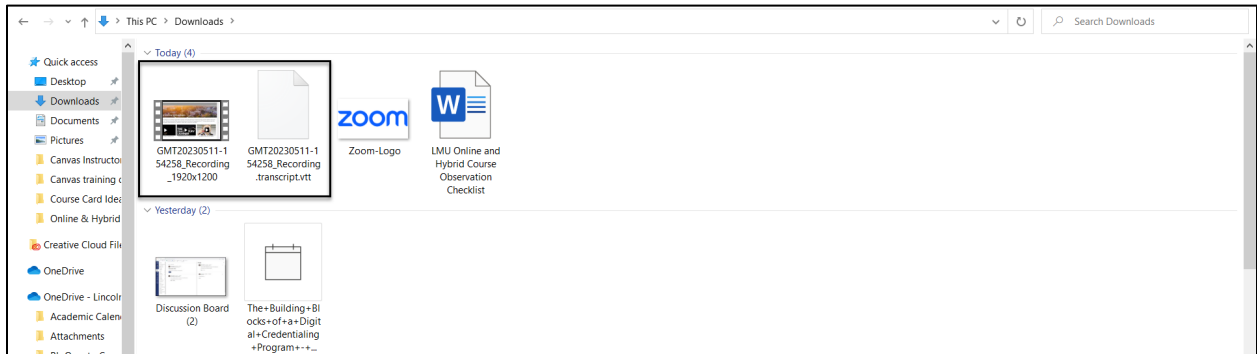
18. Once logged in, select “Recordings” from the navigation menu. All existing Zoom cloud recordings should be visible.



19. Recordings that include video and audio will have 2 files listed under File Size. Recordings that also include chat will have 3 files listed. To download a recording, select the horizontal “three-dot menu” adjacent to the desired recording. Then, select “Download” from the drop-down menu.

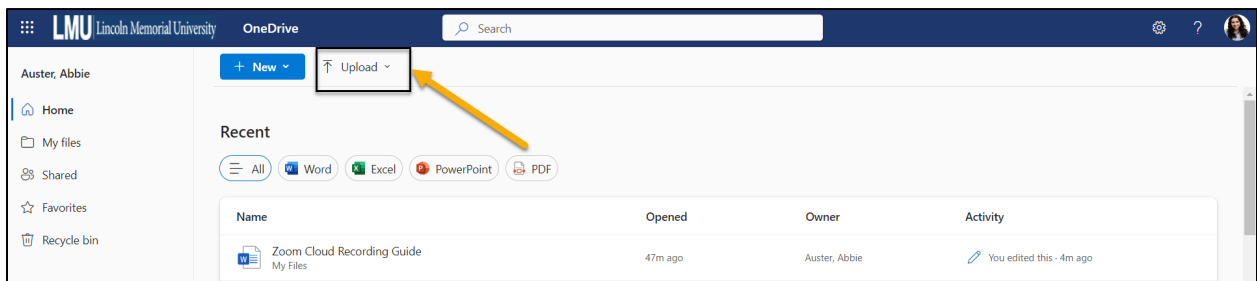


20. The Zoom recording video and audio transcript will now be available in the Downloads folder of the computer.

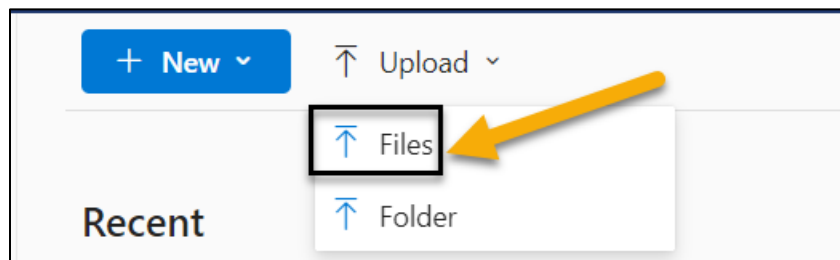


Uploading a Zoom Cloud Recording to OneDrive via web browser:

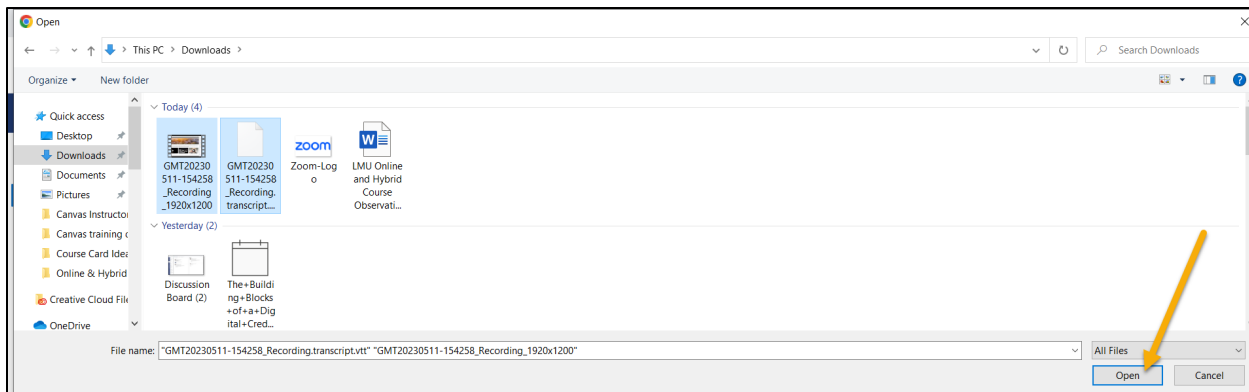
1. To begin, access [LMU OneDrive](#).
2. OneDrive will launch in a new tab or window. Select “Upload.”



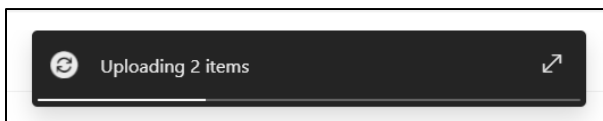
3. Select “Files” from the drop-down menu.



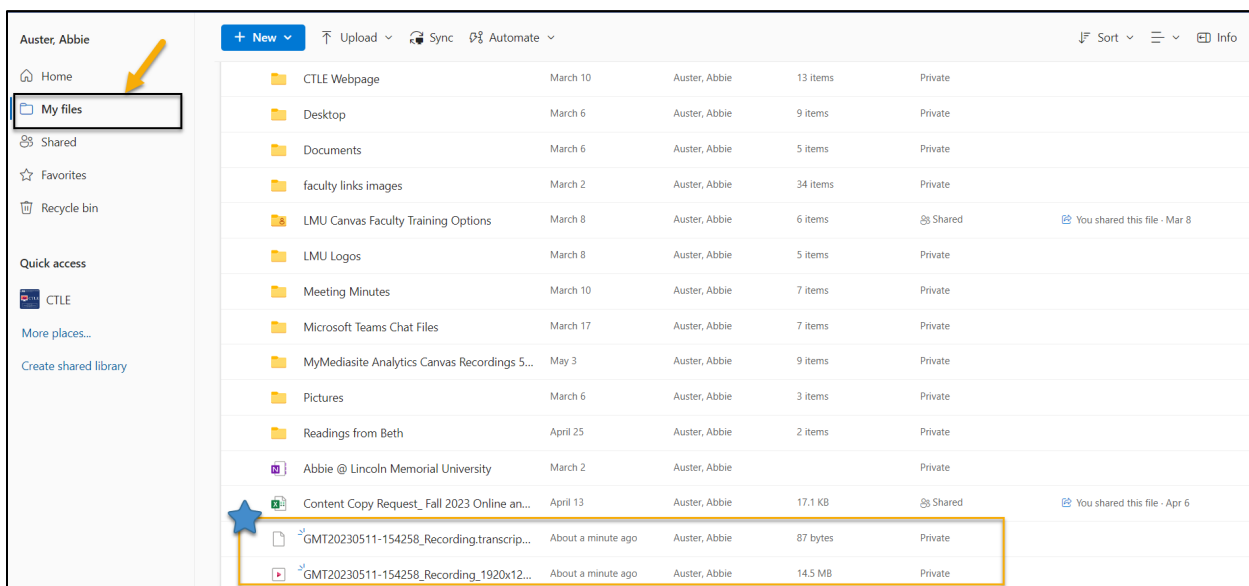
4. The File Explorer window will open. Navigate to the area where the Zoom video recording and transcript are saved. To select both files, hold down the shift key and select each file; both files will appear highlighted if both files are selected. Then select “Open.”



5. A status window will appear while uploading, and the message will change to indicate the files have uploaded once complete.

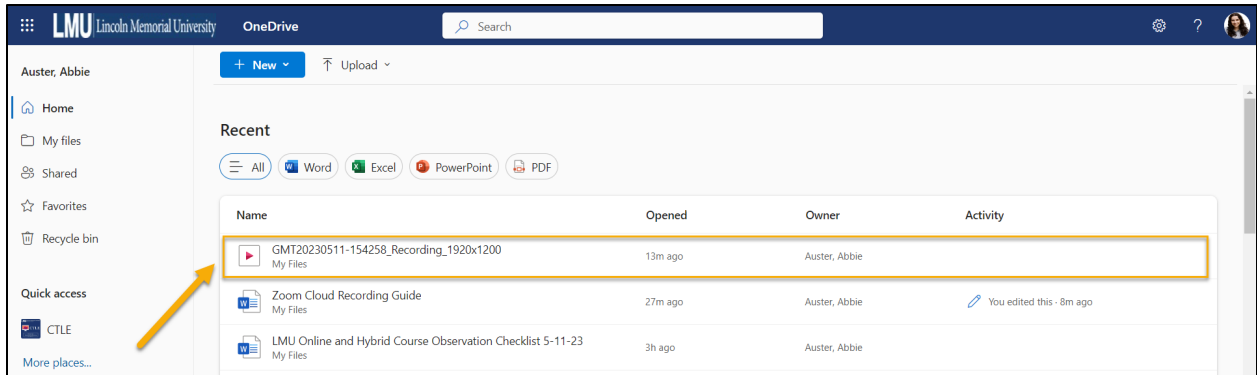


6. Navigate to “My Files” from the left-hand OneDrive toolbar. The uploaded files should now be visible.

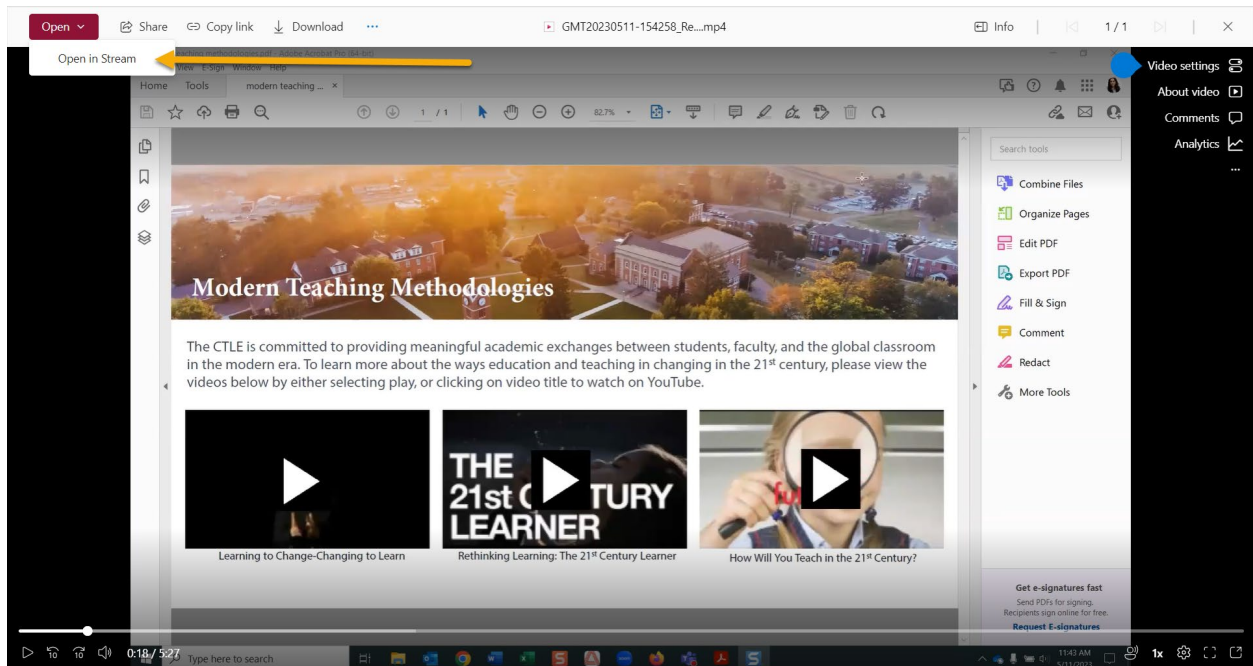


Adding Captions to a Zoom Cloud Recording via OneDrive Stream:

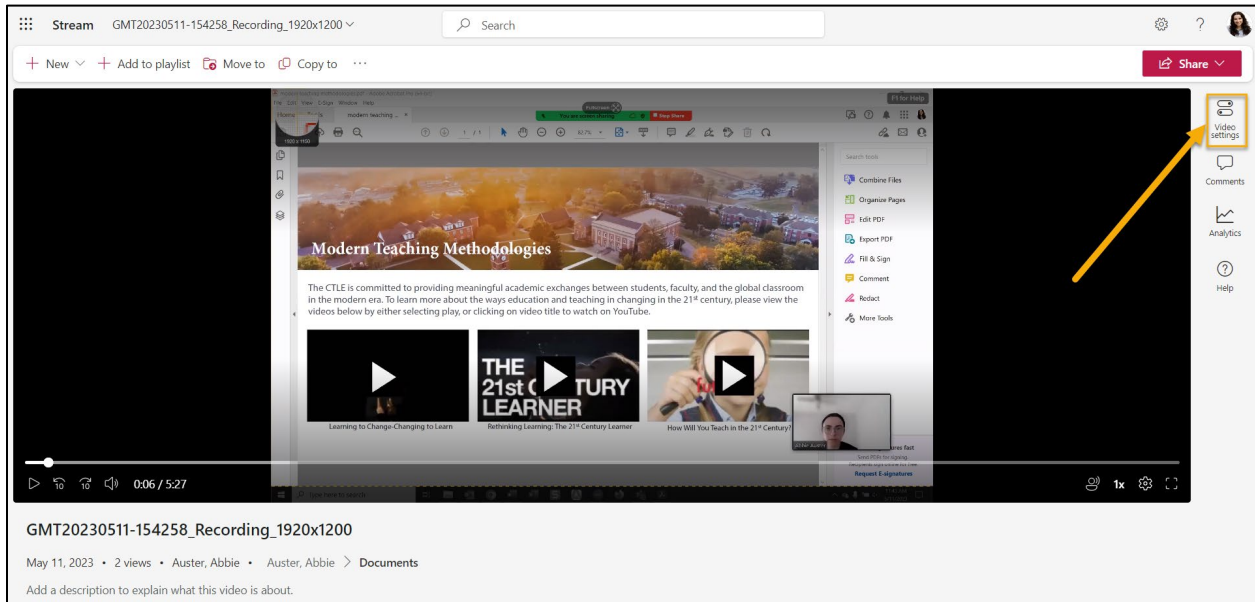
1. Access [LMU OneDrive](#).
2. Locate the Zoom cloud video recording and select it.



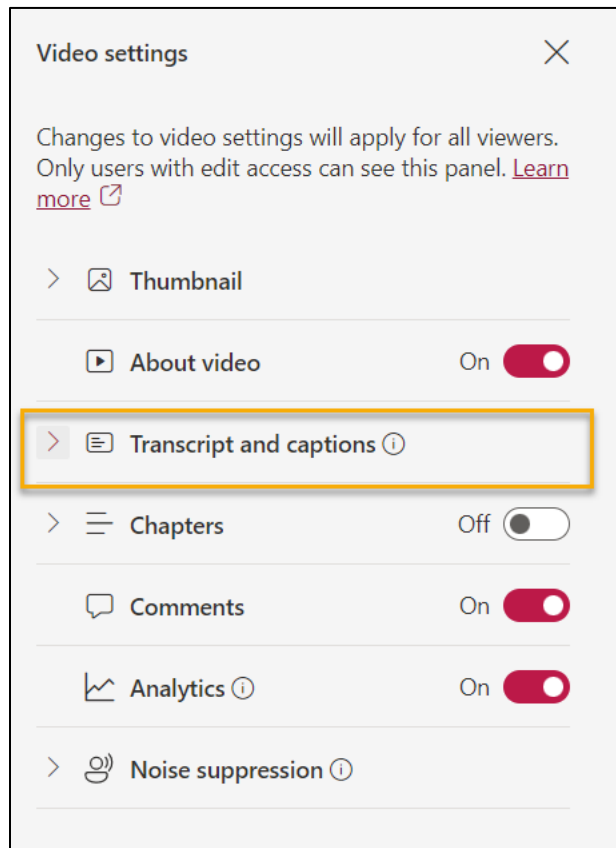
3. Select “Open” from the video player toolbar. Then select “Open in Stream” from the drop-down menu.



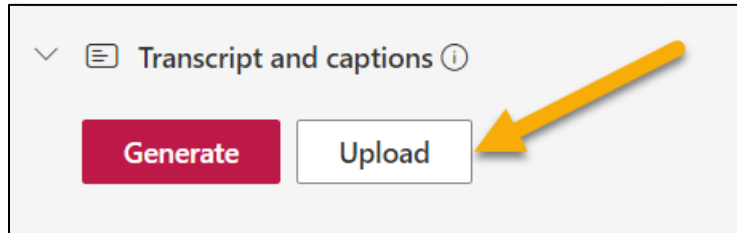
4. The recording will now open in Stream. Select “Video Settings” from the right-hand menu to add captions.



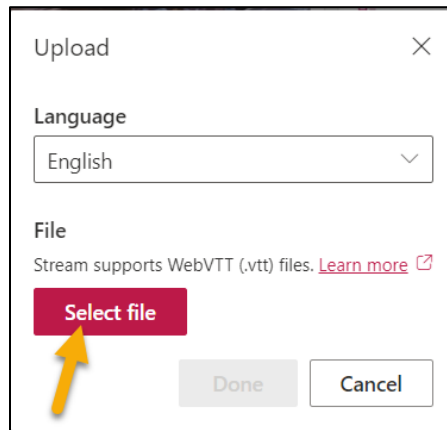
5. Select “Transcripts and captions” from the Video Settings Menu.



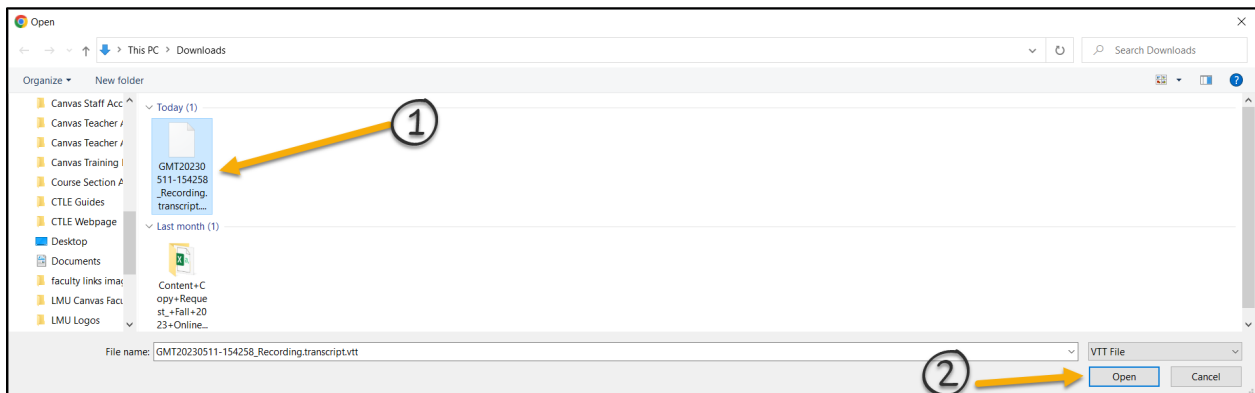
6. Select “Upload” from the drop-down menu.



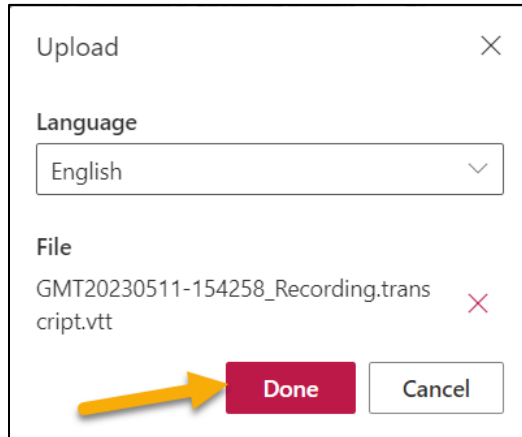
7. Choose “Select file” from the Upload pop-up window.



8. Locate the transcript file downloaded from Zoom. Select the file, then select “Open.”



9. Select “Done” from the Upload pop-up window.



10. The captions should now be uploaded to the video. To add this video to Canvas, please review the OneDrive Instructor Guidance for Canvas document on the [CTLE website](#).