

How to Upload a Zoom Meeting Recording to Canvas

Zoom is a great tool that not only enables people to host meetings and communicate with each other over the Internet, but it is also a great application where you can record a lecture or presentation that you can then share in Canvas.

Accessing Your Recorded Meetings

There are two ways to record a Zoom session. You can record the meeting directly to the desktop or laptop you are using to present, or you can save it to the Zoom Cloud.

Record to Your Computer

Recording to your computer is a great option when you are hosting a Zoom Meeting from your work desktop or laptop. When you choose the option in Zoom to record to your computer, after the meeting has ended Zoom will then convert and compress the video file for you. When it is finished the video file will be located in your **Documents** >> **Zoom** folder. It will be listed as an MP4 format video file.

Record to the Zoom Cloud

Recording to the Zoom Cloud is best for when you are hosting a meeting using someone else's computer, such as a presenter laptop or a computer provided by a conference center. When you choose the option to record to the Cloud, Zoom streams the meeting to their Cloud servers. After the meeting has ended, Zoom will then convert and compress the video on their end. It may take several minutes or hours depending on how long the meeting lasted, but once conversion is complete, Zoom will send you a link to the recording. Once you are back to your work laptop or computer, you can click the link and choose the option to download the video. It should save the video in your **Downloads** folder, again as an MP4 video file. [Disclaimer: Due to limited space available in the Zoom Cloud, recordings will be deleted periodically to make room for more. Please be diligent about downloading your recordings to your computers as quickly as possible to minimize risk of loss.](#)

Uploading Videos to Canvas Studio

The steps for uploading videos to Canvas are simple, but there are many options you can set that will make your videos easier to find in the future for you and your students. Please check out OSU ITLE's training material and video series on Canvas Studio for a [much more in-depth guide](#).

Accessing Canvas Studio

Once you have logged into Canvas, click on the **Studio** item in the navigation menu on the left.

Uploading Videos

There are two ways to upload videos to Canvas Studio. The first is to bring up your Zoom folder or Downloads folder from your computers **File Explorer**, depending on how you recorded your Zoom Meeting, and simply **Drag-and-Drop** the video file into the Canvas Studio window. You'll see a status bar as the video file uploads. [Disclaimer: Depending on the Internet speed at your current location, it can](#)

take a while to upload videos to Canvas Studio. Do not close your Canvas webpage until it moves on to the processing stage.

After it has finished uploading and processing, you'll want to click on the new page Canvas has created for the video and edit the **Details**. Changing the title, adding a description, and, most importantly, tagging the video are all very important for filtering and finding these videos in the future.

The second way of uploading is to click the **Add** button on the Studio landing page and either Drag-and-Drop into this new window, click the **Browse Files** button and navigate to your video files on your computer, or copy in a link to a previously created **YouTube** video.

Embedding Studio Videos into a Class

After the videos are uploaded, the last thing you'll want to do is embed the videos into your class modules for your students to see. Again, please check out ITLE's great [video tutorial](#) for in-depth guide.

Adding a Video to a Class Module

To add the video to an existing class module, simply navigate to your class, click the **+** button in the appropriate section, and choose the option that says **External Tool**. Scroll down and click on **Studio**, search for your video, choose your **Embed Options** and then click **Embed**. Be sure to **Publish** the videos so your students will be able to access and view them.

And that's it! Your videos will now be included in your class modules. If you need further assistance, please contact your Computer Support Specialist, or check out [ITLE's guides on Canvas](#).

Deleting Your Recordings After Moving

After you have moved your meeting recording to Canvas Studio, if you used the Record to the Zoom Cloud feature, you'll want to remove the recording from Zoom to make room on the server for other recordings.

Disclaimer: Please be sure that you have successfully moved your recording to Canvas Studio before deleting it from the Zoom server. This action is irrevocable.

Log into the Zoom web interface at dasnr.zoom.us. Once logged in, click the **Recordings** link in the navigation menu on the left. Find the recording you just moved, and click the **More** button to the right and select the **Delete** option in the submenu.