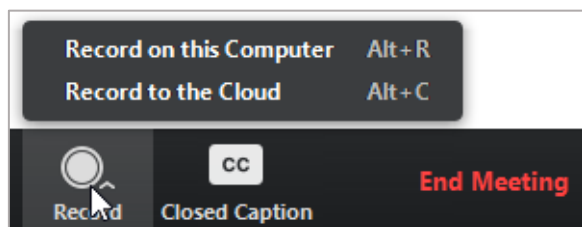


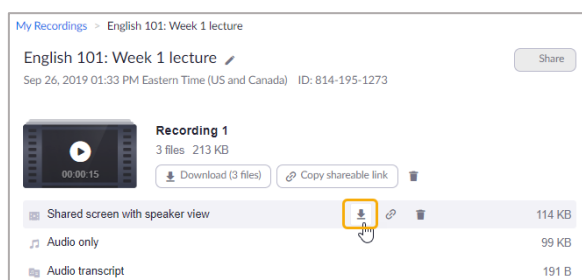


How to Upload Zoom Recordings to Canvas Studio



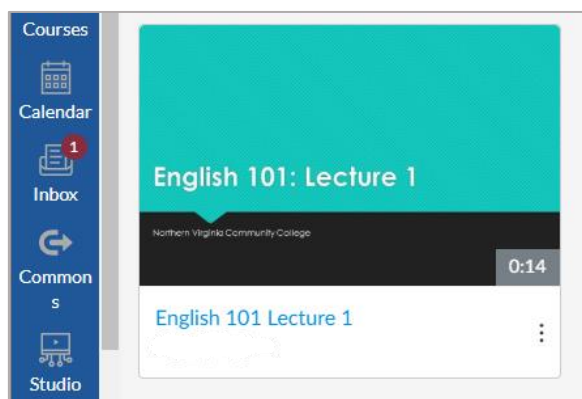
Recording a Zoom Meeting

Start the Zoom meeting.
In the host toolbar, click **Record**.
Select **Record to the Cloud**.
You will receive an email notification when the recording is ready.



Retrieving the Zoom Recording

Log into Zoom. (**nvcc.edu** > **myNOVA** > **Zoom** > **Settings**)
From the left menu, click **Recordings**.
Click on the topic of the meeting.
There are three files available to download. Note the file size. The maximum file size for a media upload to Canvas Studio is 10GB.
Hover the mouse over **Shared screen with speaker view** and click the small **Download** arrow.
Select a download location, give the file a name, and click **Save**.



Uploading the Recording to Canvas Studio

Log into Canvas.
From the Canvas menu on the left, click **Studio**.
Drag and drop the file onto the My Uploads page or click the **Add+** icon in the top right to browse to the file.
Note: Once the file is uploaded to Canvas Studio, it can be deleted from Zoom Cloud Recordings.



Managing the Recording in Canvas Studio

When you upload media, you have access to all controls and settings. You can [share the media](#) or [get a public link or embed code](#) [1], download the media [2], [delete the media](#) [3], [add captions](#) [4], and [edit details and tags](#) [5].

Once users view your media, you can view their comments [6] and review [user analytics](#) [7].

