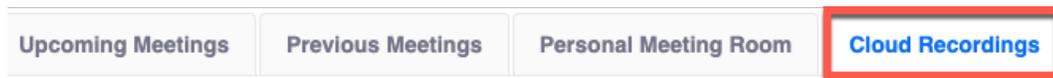


Publishing & Viewing Zoom Recordings in Canvas

1. Locate the Zoom area in your Canvas Course.
2. Click on the 'Cloud Recordings' Tab.



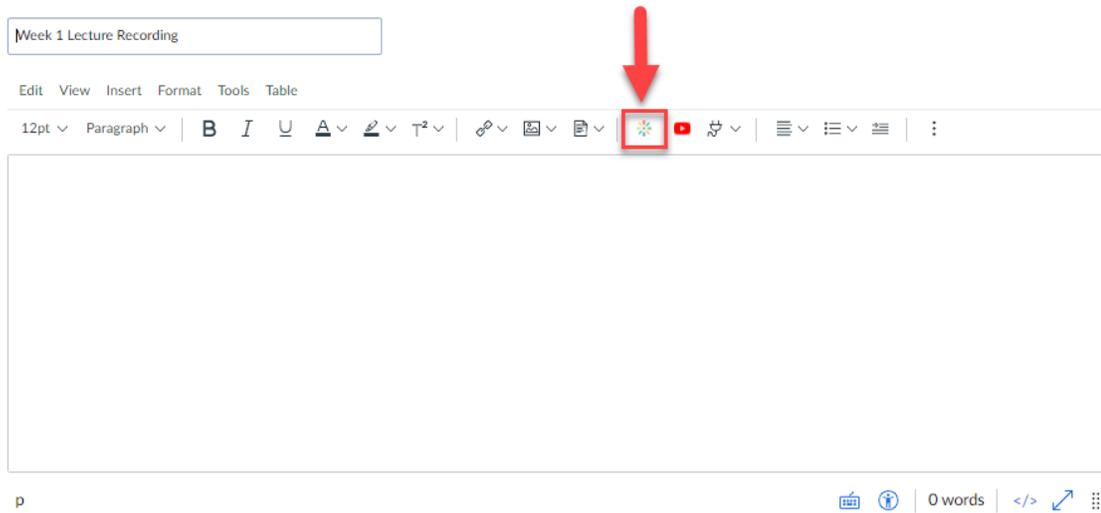
Remember: In order for the recording to appear in your Canvas course, you MUST record to the cloud.

3. Make sure the 'Publish' tab is ON (as shown in picture below). The student will now be able to view the recording from the same location.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish	
<input type="checkbox"/>	Zoom Group Assignment Test	801-333-284	Sep 11, 2019 13:40	3 Files (1 MB)	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	Zoom Group Assignment Test	801-333-284	Sep 11, 2019 13:37	3 Files (3 MB)	<input type="checkbox"/>	Delete

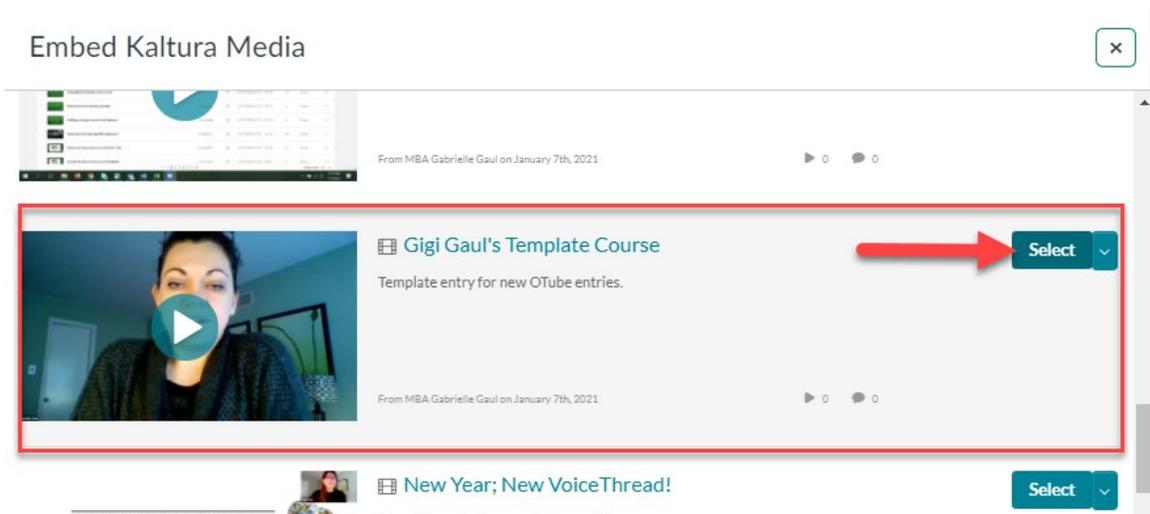
4. If your Zoom Account is authenticated through wilmu.zoom.us your cloud recordings will also be uploaded to your Kaltura Media account. If you are unsure if your account is authenticated, go to wilmu.zoom.us and log in using your Wilmington University credentials.
5. To share your Zoom Recording using Kaltura media, you can embed the recording in an

Announcement, Assignment, or Page in Canvas. Select the Kaltura Icon in the Rich Content



Editor.

6. In the My Media Tab, select the Zoom Recording. This will embed the Media Recording into Canvas at the chosen location.



7. Instructors can also “Delete” or view their Cloud Recordings in Canvas. To delete select the

“Delete” button or click on the recording title to view the recording.

The screenshot shows the 'Cloud Recordings' tab selected. At the top, there are navigation tabs: 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (highlighted with a red box). To the right is a 'Get Training' link. Below the tabs, there are filters: 'From' (calendar icon), 'To' (03/19/2021), 'Search By' (ID), a search input field, a 'Search' button, an 'Export' button, and a checkbox for 'Show my course recordings only'. A 'Delete All' button is on the left. Below is a table with columns: 'Topic', 'ID', 'Start Time', 'File Size', and 'Publish'. The first row is 'Template Course' with ID '942 4178 0163', start time 'Jan 7, 2021 15:53', and file size '2 Files (97 MB)'. The 'Publish' column has a toggle switch and a 'Delete' button (highlighted with a red box). A red arrow points to the 'Topic' column header. At the bottom right, there are navigation arrows and a page number '1'.

8. To play the recording click the “Play” symbol listed in the recording box. This will open the recording in a second window. Click play to view.

The screenshot shows the 'Recording Details' page for 'Template Course'. The title is 'Template Course' and the subtitle is 'Jan 7, 2021 3:53 PM Eastern Time (US and Canada) ID: 942 4178 0163'. Below the title are two recording boxes. The first box is 'Recording-1 (90 MB)' and the second is 'Audio Only-1 (7 MB)'. Each box has a play button icon in the center. A red arrow points to the play button of the first recording. Below each box are 'Download' and 'Share' buttons.