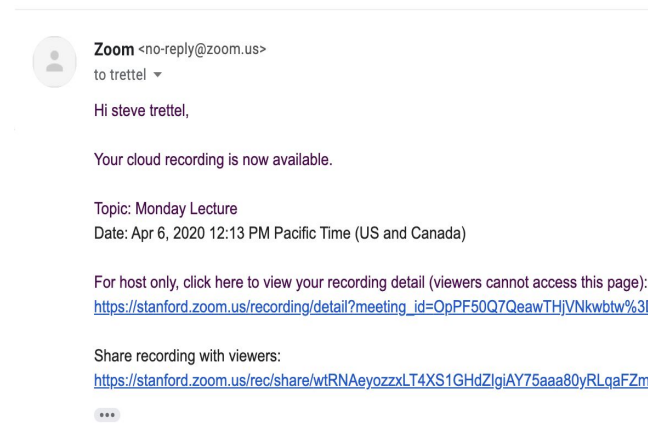


Record to Cloud in Canvas

A previous document dealt with uploading a recorded lecture to Course Videos (either from saving the recording locally to your device in Zoom, or producing said recording by any other means). This short document covers what to do if you choose to upload directly to the cloud from Zoom.



After lecture....

You will get an email, like the one displayed to the left here. The bottom link, **share recording with viewers** lets you directly share this with students by giving them the URL or posting it somewhere on Canvas.

You can make minor edits by instead clicking the for host link first. One nice feature of the cloud recording is that it will

automatically provide closed captioning for your video (this is not perfect, but was pretty good in my case)

Trimming your video

Click the **for host only** link in the email to arrive at the screen below:



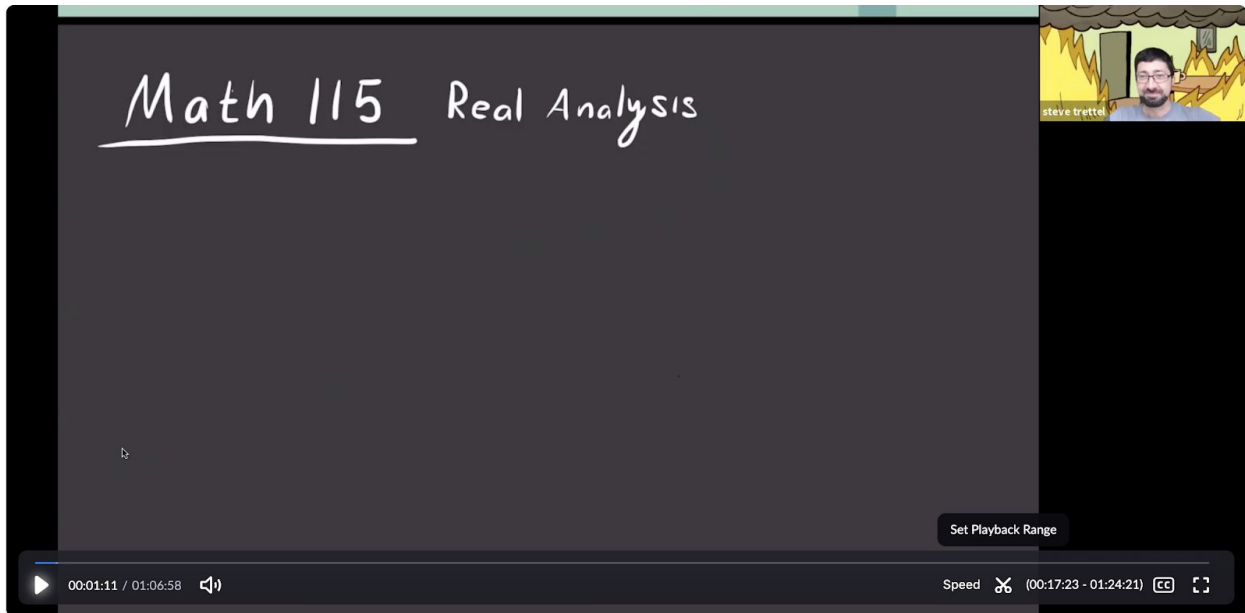
GET STARTED

DOWNLOAD

ZOOM HELP CENTER

A screenshot of the Zoom 'My Recordings' page. On the left is a navigation sidebar with options: Profile, Meetings, Webinars, Personal Audio Conference, Recordings (highlighted in red), Settings, Account Profile, and Reports. The main content area shows 'My Recordings > Monday Lecture'. The recording title is 'Monday Lecture' with an edit icon. Below it is the date and time 'Apr 6, 2020 12:13 PM Pacific Time (US and Canada)' and ID '781-713-724'. It shows '12 total views · 0 total downloads' and a 'Recording Analytics' link. A video player shows a recording titled 'Recording 1' with '4 files · 168 MB'. There are buttons for 'Download (4 files)', 'Copy shareable link', and a trash icon. A 'Share' button is in the top right. Below the video player are options: 'Shared screen with speaker view', 'Audio only', 'Audio transcript', and 'Chat file'. The file size '135 MB' is shown in the top right corner.

From here, you can download the video if you want to store a local copy, and you can **trim the video to remove the beginning and ends if you wish**. To do so, click on the video link (NOT on the play button for the video icon - this will just play it!) In my case, the link is called "Shared screen with speaker view" as I screen shared my iPad and recorded it with my face in the upper right corner. This brings you to the following window



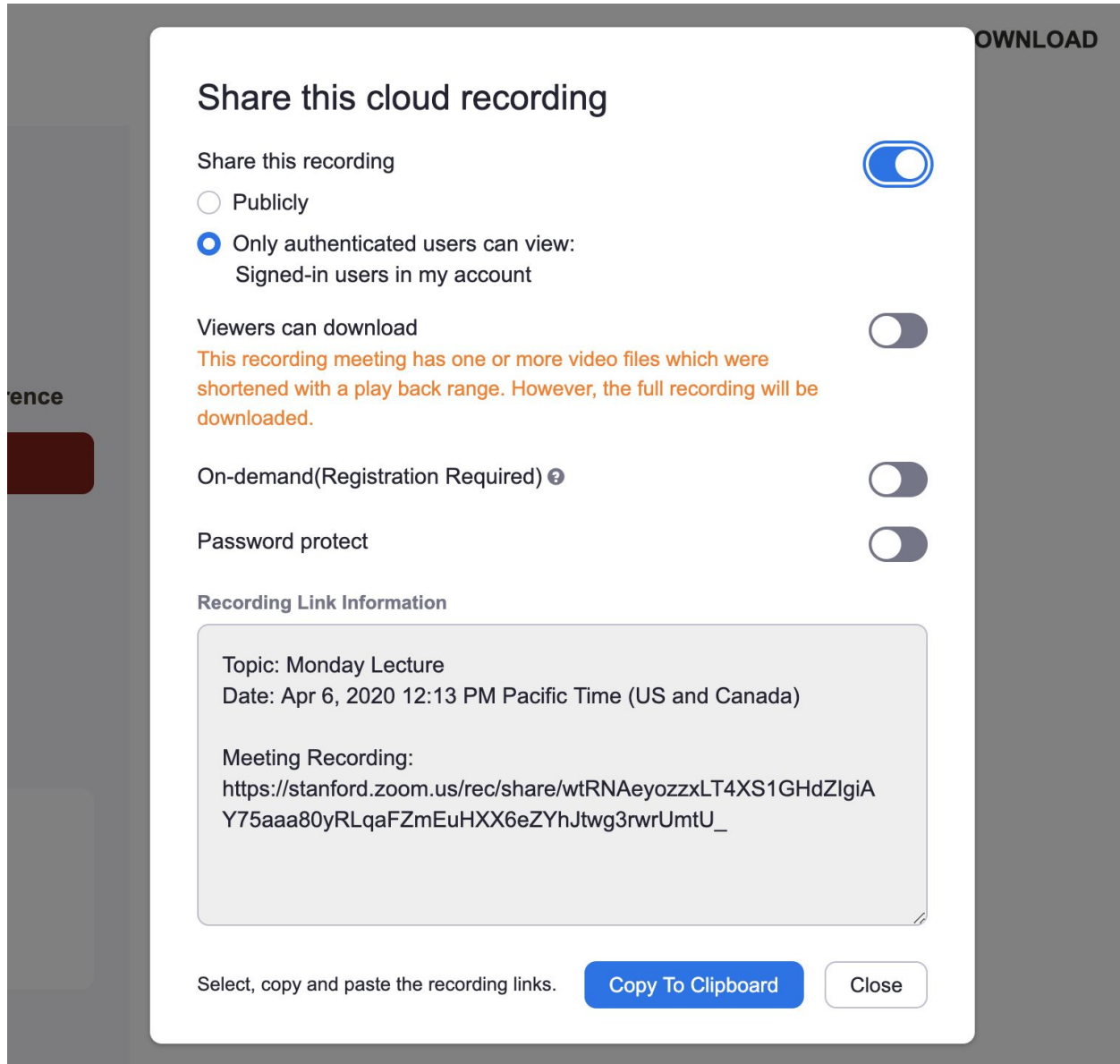
Where at the bottom of the screen you see little scissors (labeled "Set Playback Range") These let you trim the beginning and end of the video as you wish (though, figure out where you want to trim first...like the timestamp you want to start and end at, as it is harder to figure this out while actually trimming). Once you have trimmed the start and end **there is no save button, it saves your choices automatically, and can be undone if you wish**.

Sharing the video

This video is already automatically available to students under the Zoom tab, by going to Cloud Recordings. If you want to share it some other way (email, by a link in a Canvas announcement, etc) You may now share by clicking the "Share" button in the upper right hand corner (you can

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see this in the screenshot on page 1). This brings up a dialog where you can restrict access and downloading rights if desired, which I show on the following page.



To share, just copy the link and share how you wish.