

How to Record a Meeting in Zoom and Insert the Recording in Canvas?

What would you like to start with?

How to record a Zoom meeting

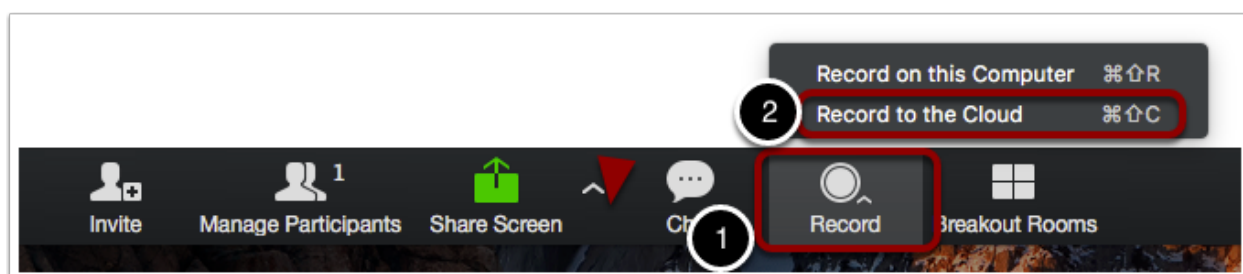
Where to find my Zoom recording

Adding my Zoom link to assignment submission

Adding Zoom link to discussion board

Adding Zoom link to assignment instructions

→ **Begin Recording**



While in a meeting,

1. Click on **Record** to open a drop-down menu.
2. Click on **Record to the Cloud**, or use the keyboard shortcut: **Control+Shift+C** for Windows, or **Command+Shift+C** for an Apple computer. Note that **Record on this Computer** will only create a local copy, and you will not be able to access it from any other device.

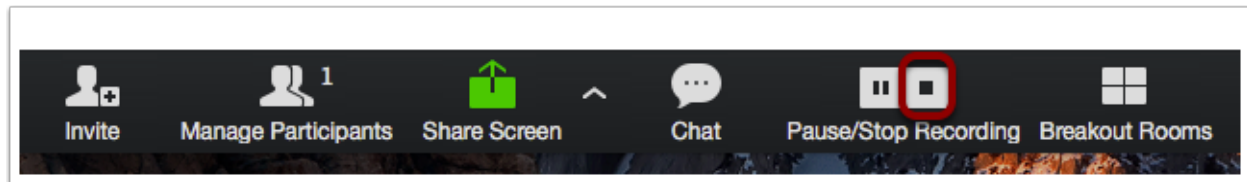
💡 Consider *always* recording to the cloud, as this will make all of your meeting recording available on any device.

Click to continue

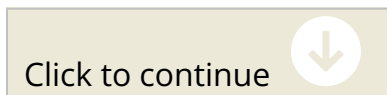


BYU-Idaho Online Knowledgebase

→ End Recording




To end the recording, click on the **square Stop button**.

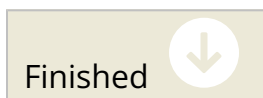


→ End Meeting



After ending the recording, click on **End Meeting**.

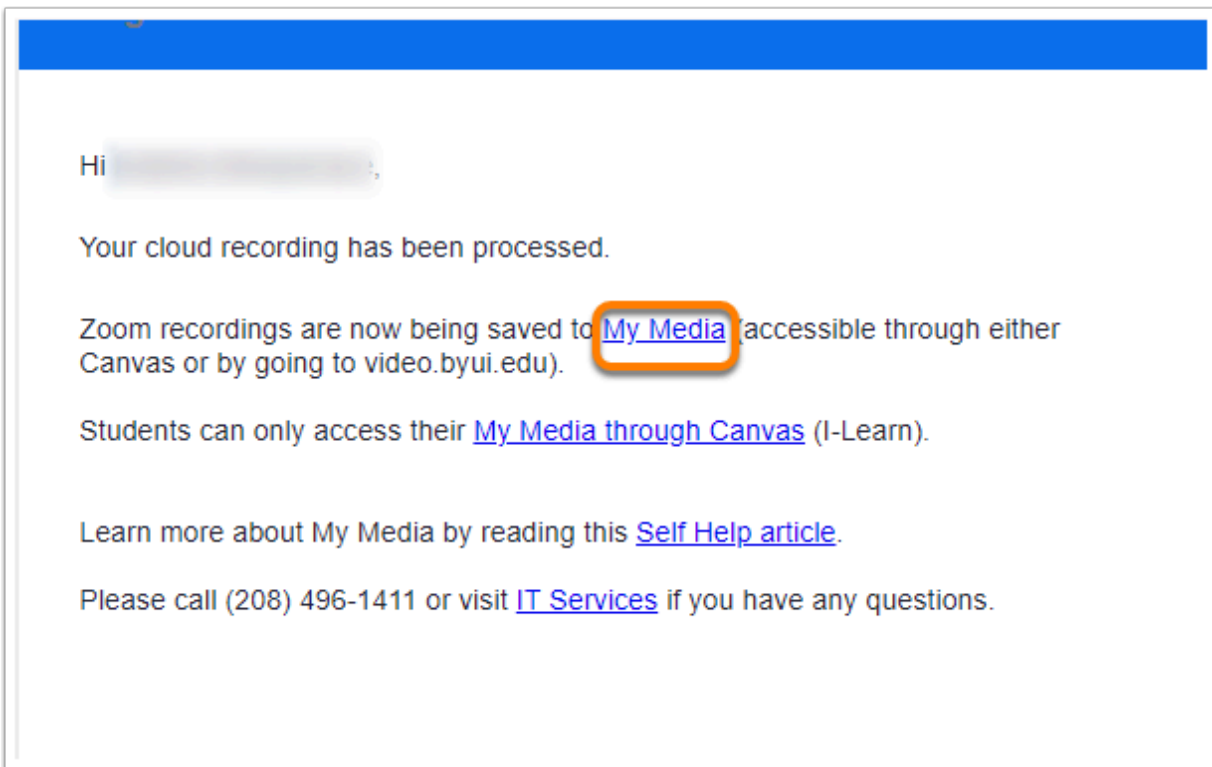
 The recording is now processing. You will receive an email when the recording is finished and ready to use.



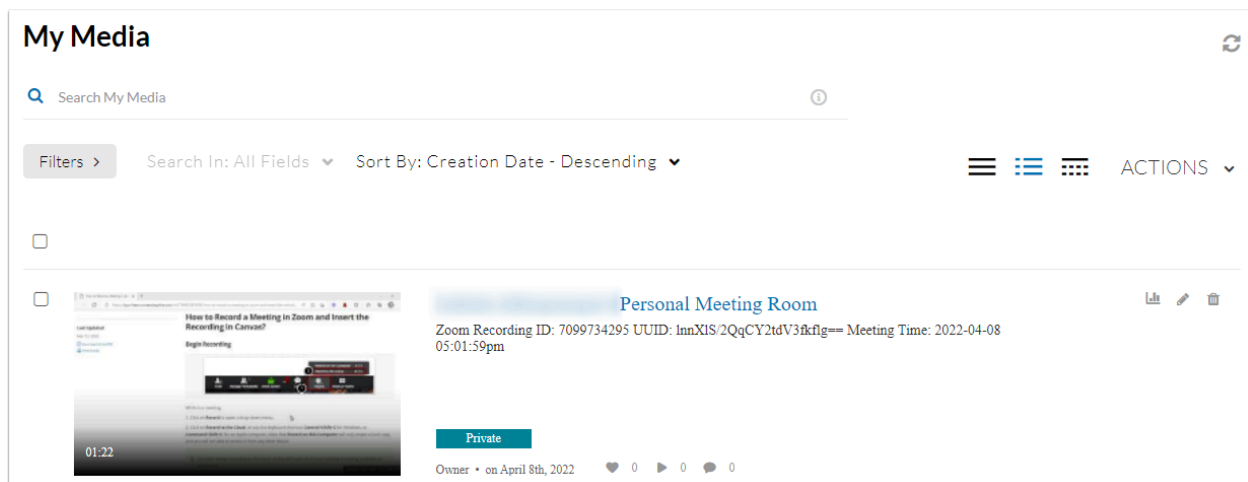
By Email

1. Open the email you just received

BYU-Idaho Online Knowledgebase



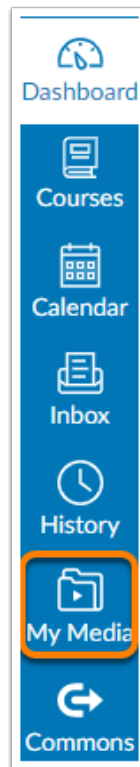
2. Congratulations, now you have your Zoom recording!



By Canvas

1. Open your Canvas Page. On the left side of the screen, click on "My Media"

BYU-Idaho Online Knowledgebase



2. Congratulations, now you have your Zoom recording!

My Media

Watch List

Search My Media

Filters >

Search In: All Fields ▾ Sort By: Creation Date - Descending ▾

Add New ▾ ACTIONS ▾

☐

Personal Meeting Room

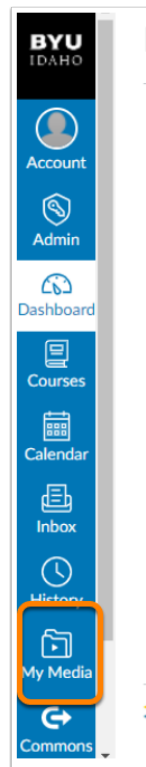
Zoom Recording ID: 7099734295 UUID: InnXIS/2QqCY2tdV3fkflg== Meeting Time: 2022-04-... [Show More](#)

Private

Owner • on April 8th, 2022 0

BYU-Idaho Online Knowledgebase

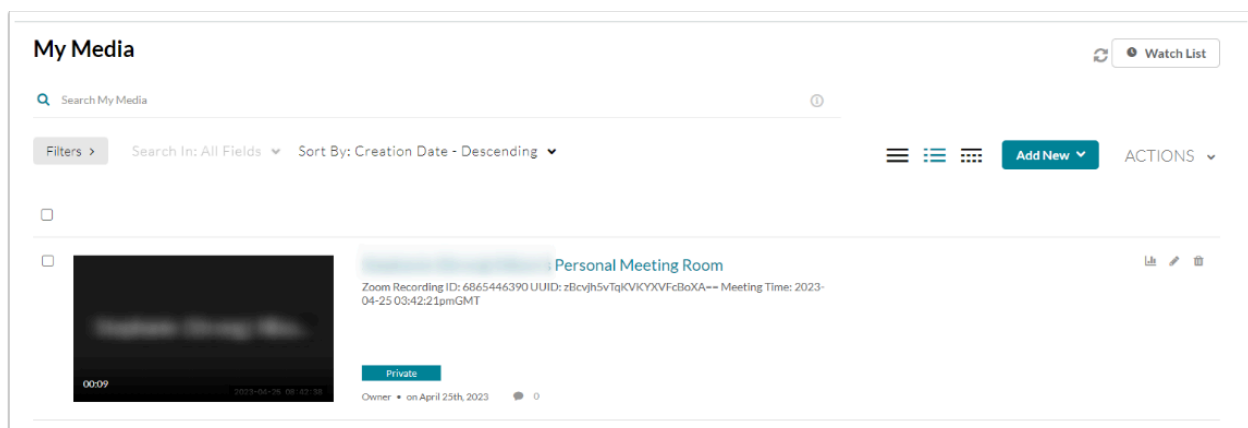
→ First go to "My Media"



Click to continue



→ Open up the Zoom recording that you would like to submit to your assignment

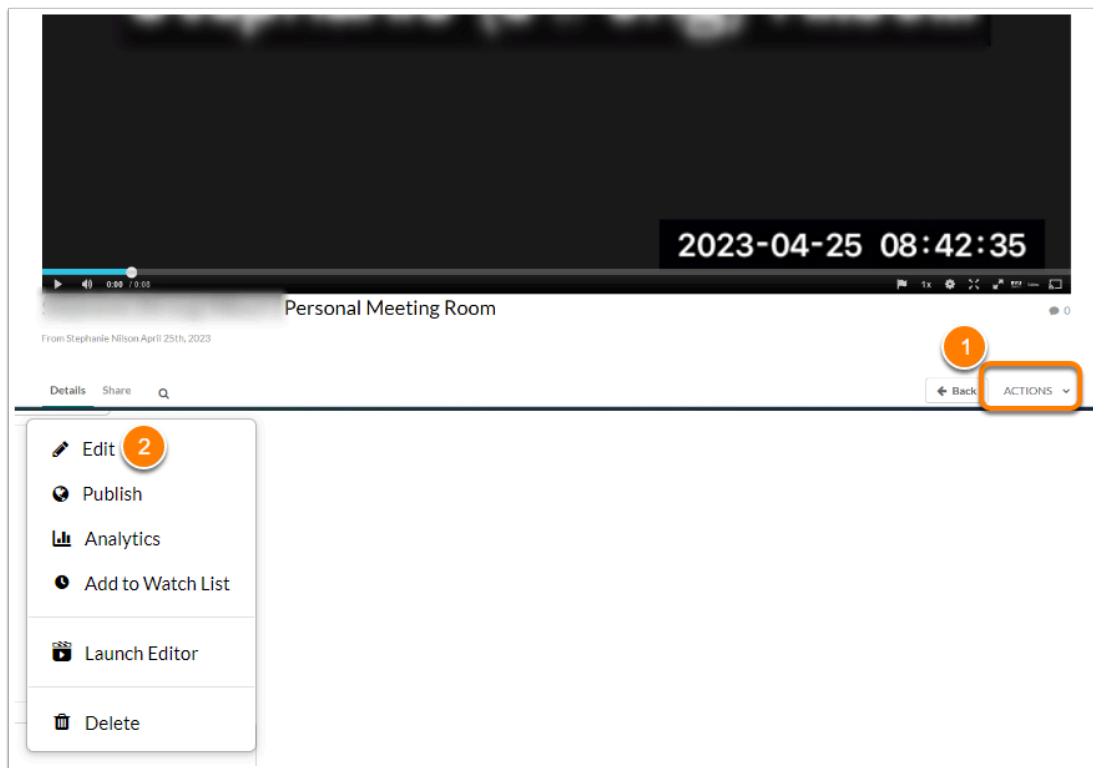


Click to continue



BYU-Idaho Online Knowledgebase

→ Click "Actions" in the bottom left corner, below the video (1).
Then click "Edit" (2)



Click to continue



BYU-Idaho Online Knowledgebase

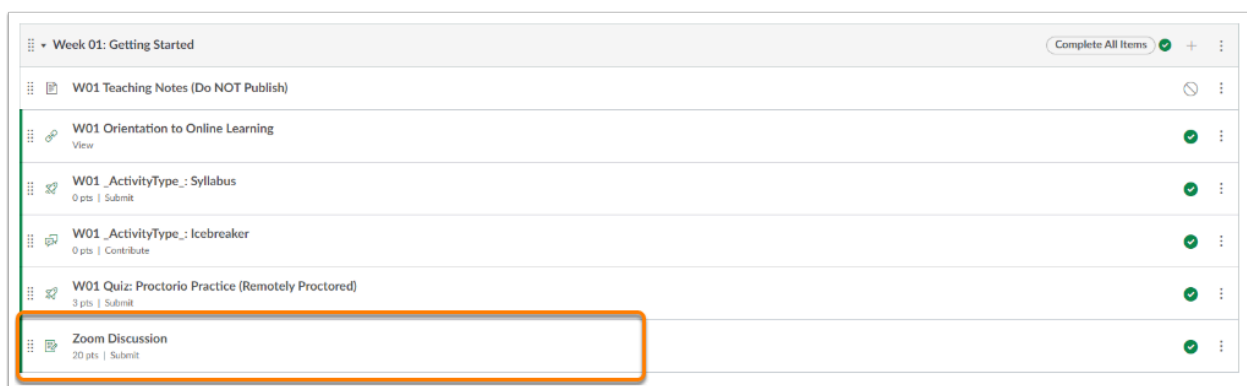
→ In the top right corner of the video, click the "share icon" (1) and copy the URL (2).



Click to continue



→ In Canvas, go to the assignment that you need the Zoom link for.

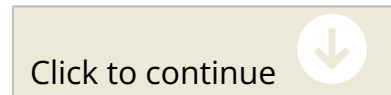
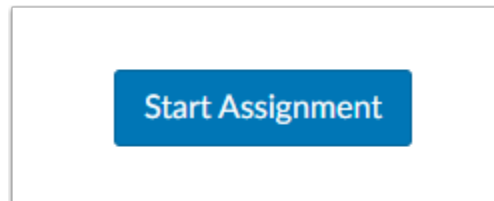


Click to continue

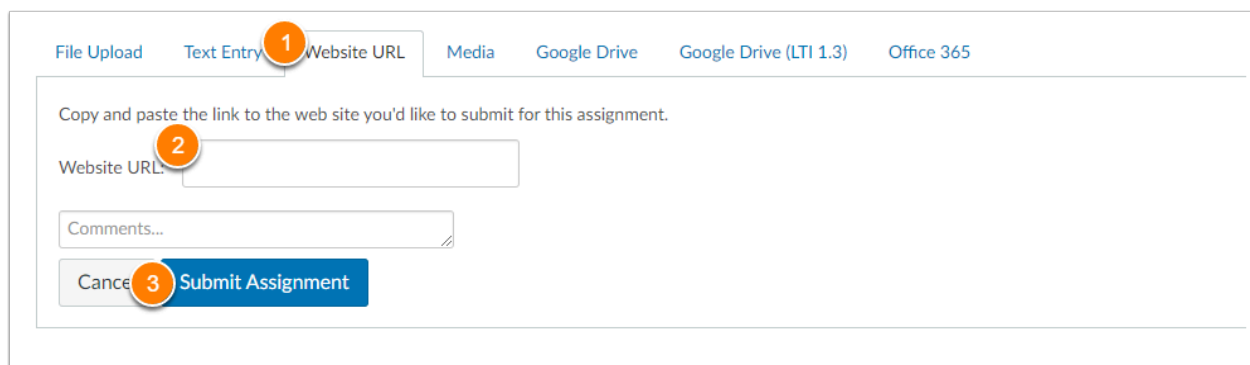
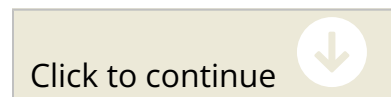


BYU-Idaho Online Knowledgebase

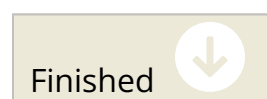
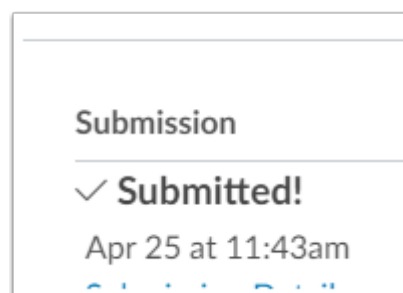
...> **Open up the assignment and click submit/start assignment**



...> **Select "Website URL" (1) and paste the Zoom link in the "website URL:" box (2). Then "Submit Assignment"**

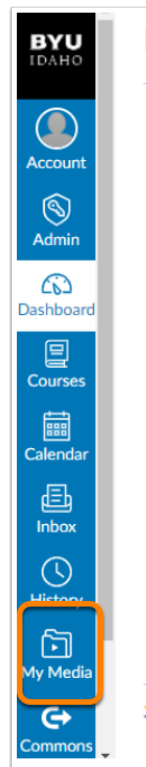
A screenshot of the Canvas assignment submission interface. At the top, there are tabs: "File Upload", "Text Entry", "Website URL" (marked with a red circle 1), "Media", "Google Drive", "Google Drive (LTI 1.3)", and "Office 365". Below the tabs, the "Website URL" section is active, showing the instruction "Copy and paste the link to the web site you'd like to submit for this assignment." Below this is a text input field labeled "Website URL:" (marked with a red circle 2). Underneath the input field is a "Comments..." text area. At the bottom of the section are two buttons: "Cancel" and "Submit Assignment" (marked with a red circle 3).

...> **All done! It should show you have "submitted" in the top right corner of canvas.**



BYU-Idaho Online Knowledgebase

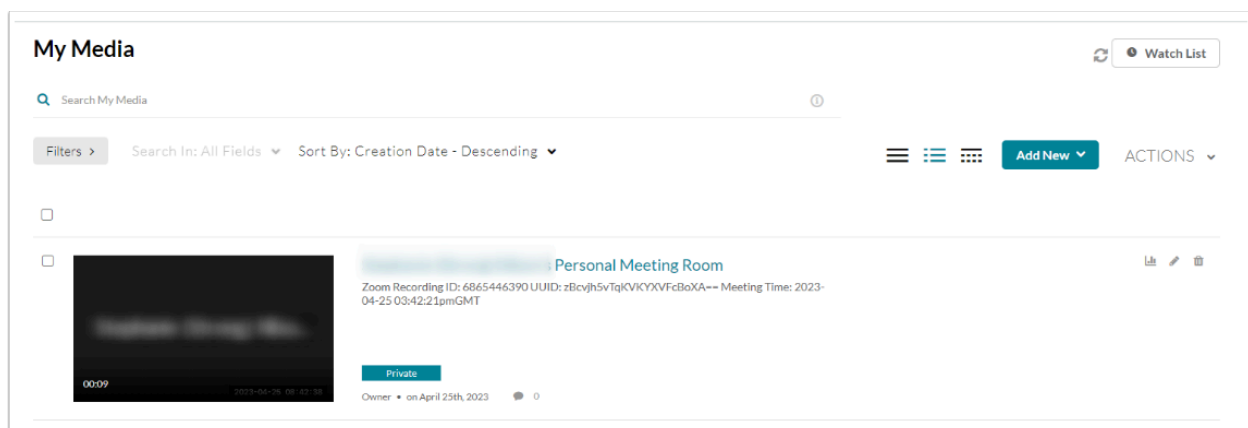
→ First go to "My Media"



Click to continue



→ Open up the Zoom recording that you would like to submit to your assignment

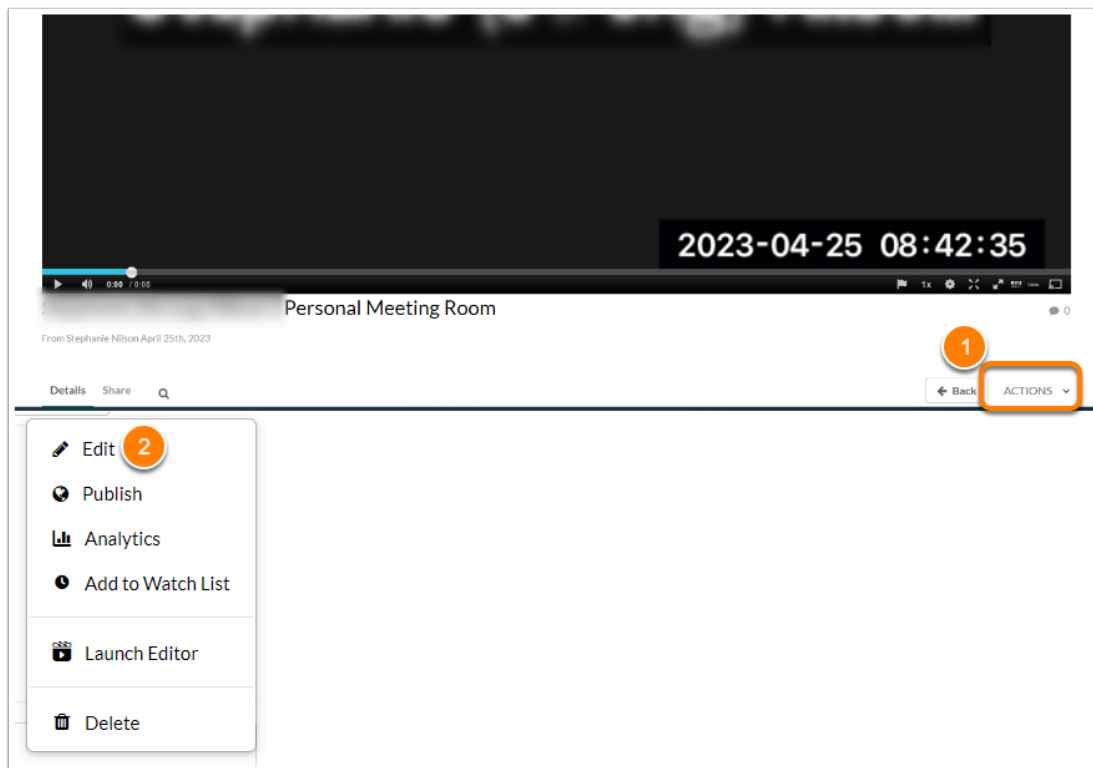


Click to continue



BYU-Idaho Online Knowledgebase

→ Click "Actions" in the bottom left corner, below the video (1).
Then click "Edit" (2)

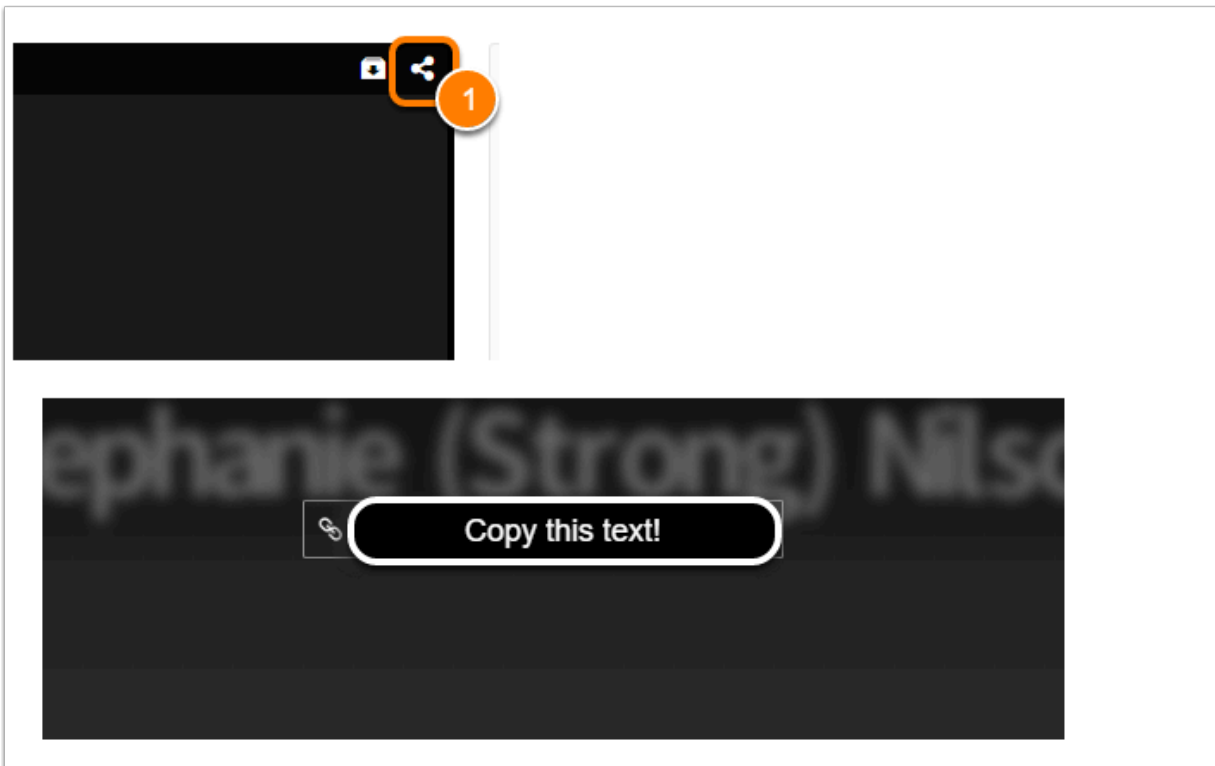


Click to continue



BYU-Idaho Online Knowledgebase

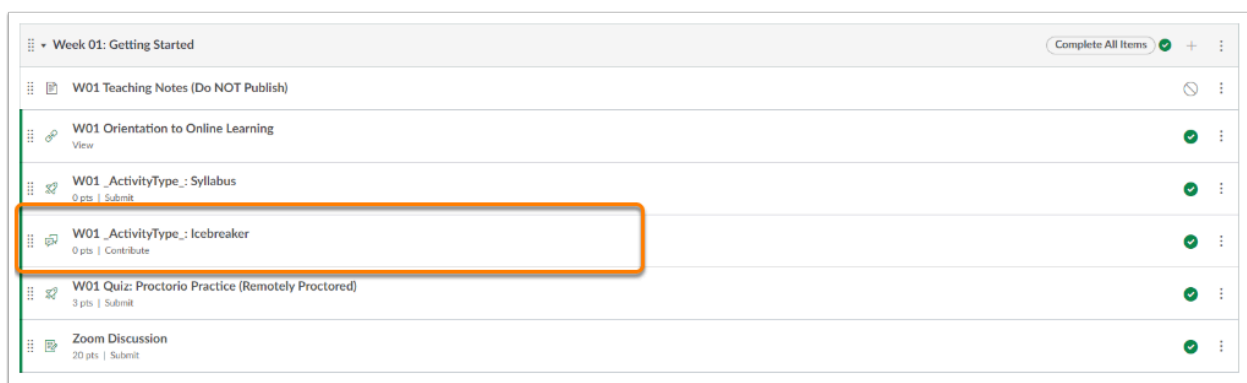
→ In the top right corner of the video, click the "share icon" (1) and copy the URL (2).



Click to continue



→ In Canvas, go to the assignment that you need the Zoom link for.

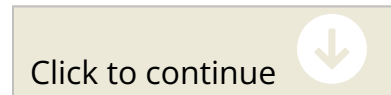
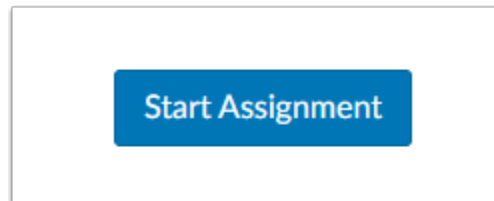


Click to continue

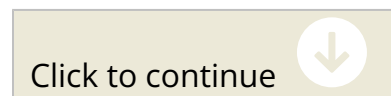
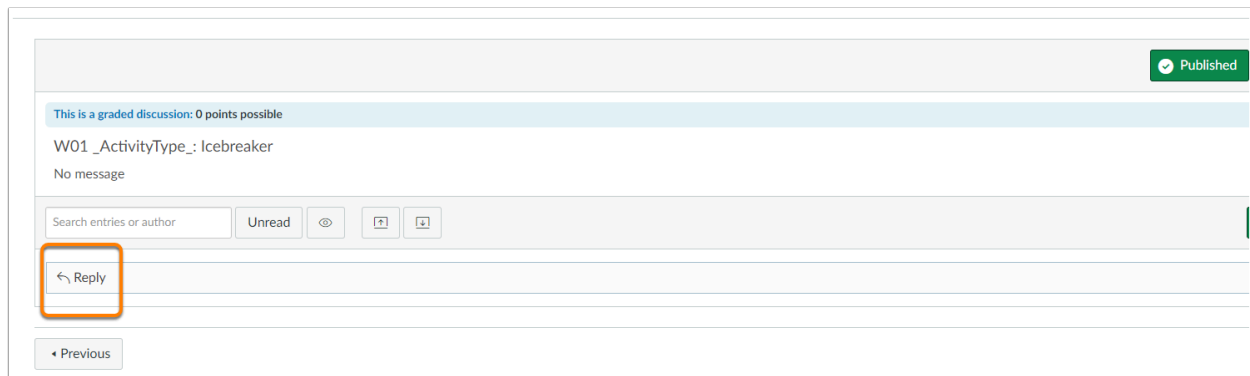


BYU-Idaho Online Knowledgebase

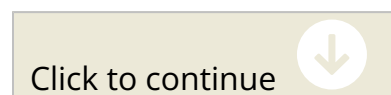
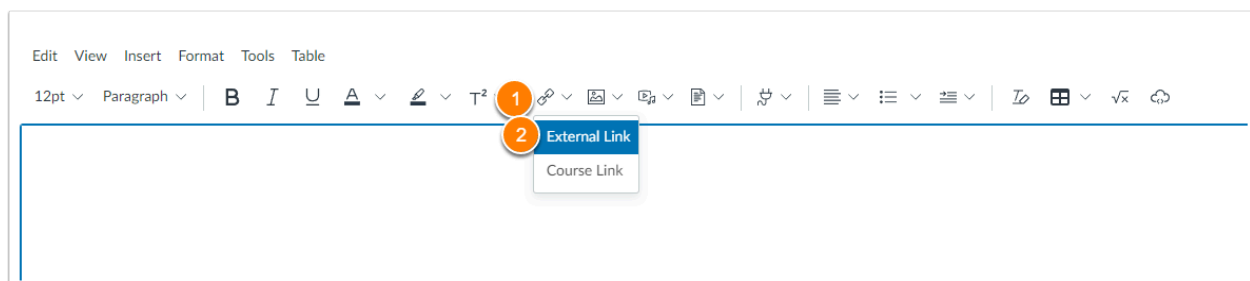
→ Open up the assignment and click submit/start assignment



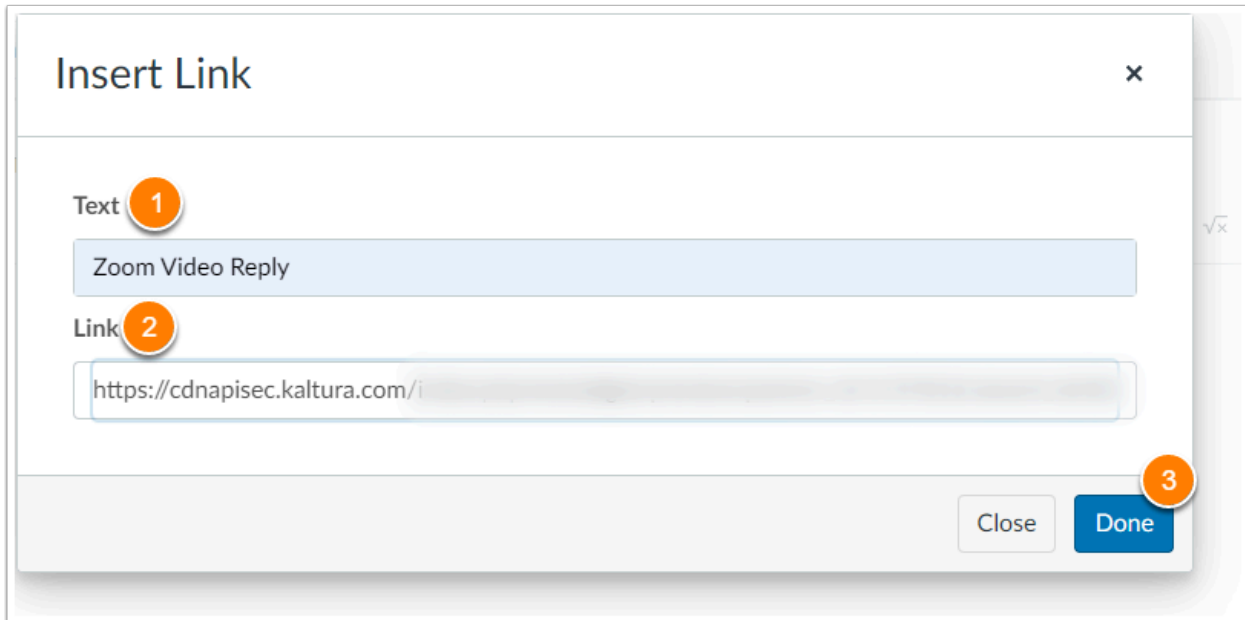
→ Click "Reply"



→ Then click the "Link Icon" (1) and click "External Link" (2)



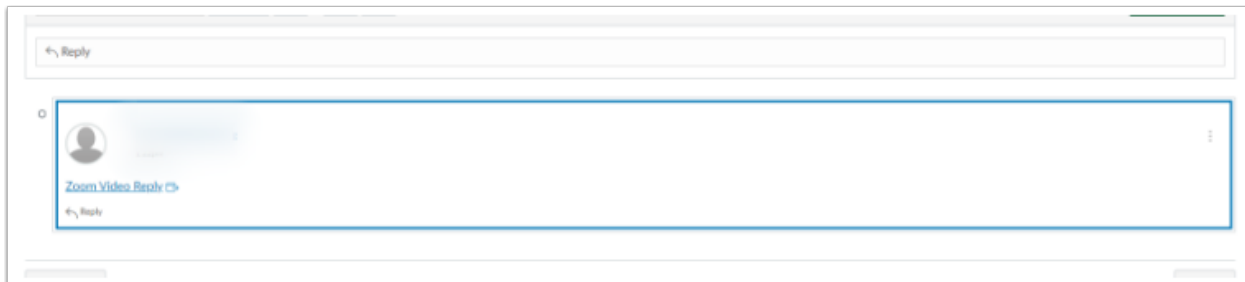
→ Add the Text (1) and then the Link (2), then click "Done" (3)



Click to continue



→ The link should then be added to the discussion reply, and available for others to click on and view, once saved it should look like the following:

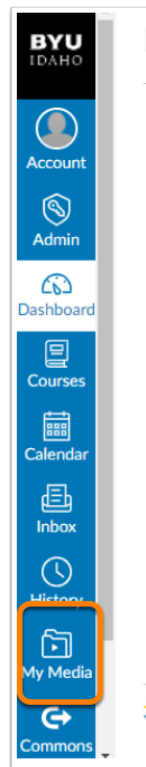


Finished



BYU-Idaho Online Knowledgebase

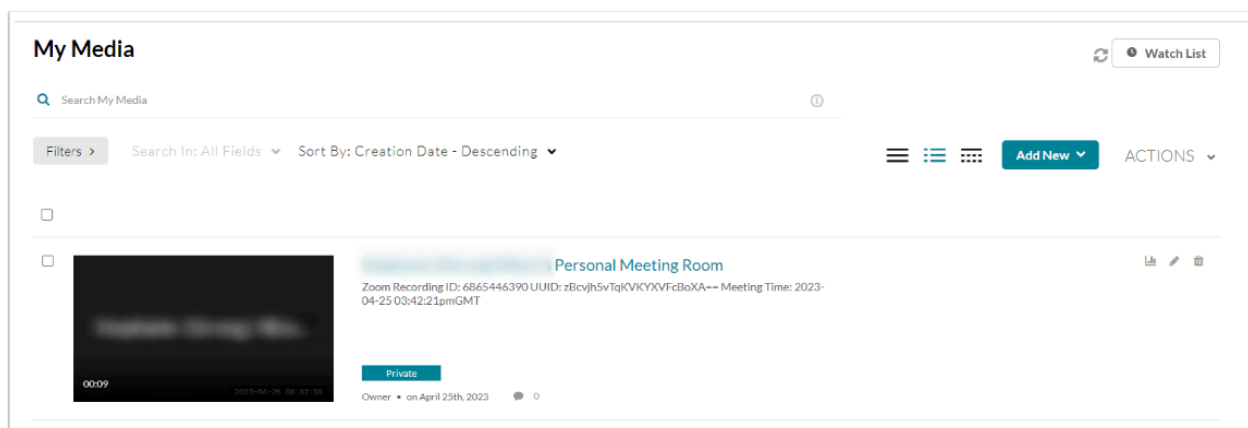
→ First go to "My Media"



Click to continue



→ Open up the Zoom recording that you would like to submit to your assignment

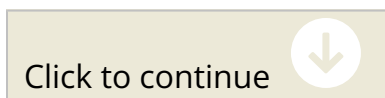


Click to continue

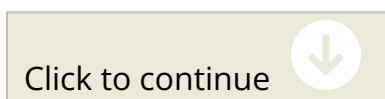
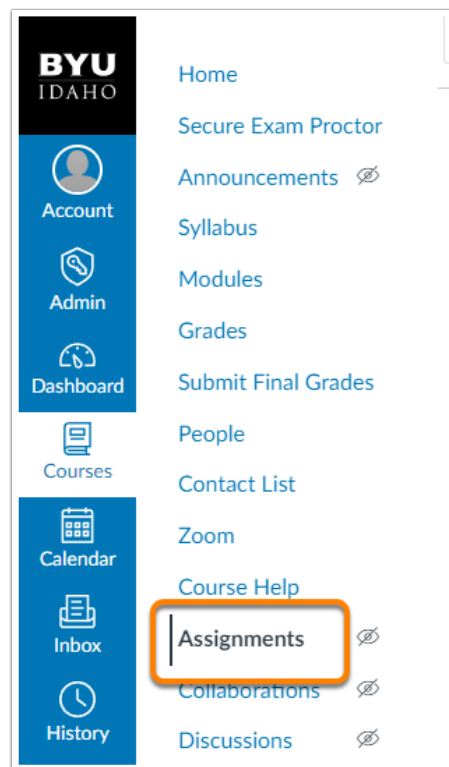


BYU-Idaho Online Knowledgebase

...> Click "share" below the video (1), and copy the embed code (2).



...> Then open up the canvas course and open up the assignments tab in the left navigation



...> Open the assignment that needs the Zoom video added to the

BYU-Idaho Online Knowledgebase

instructions, then click edit in the top right corner.

Zoom Discussion

✓ Published

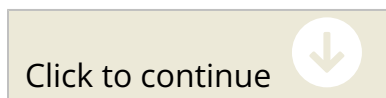
Edit

Submit Zoom link

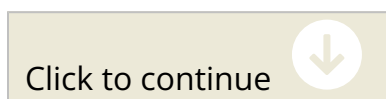
Points 20

Submitting a text entry box, a website url, a media recording, or a file upload

Due	For	Available from	Until
-	Everyone	-	-

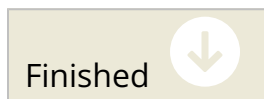
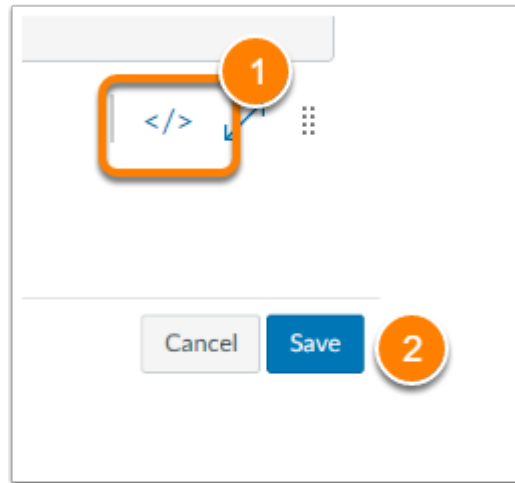


→ Click the HTML editor (1), and paste the Zoom Iframe embed code where it is needed. (2)



BYU-Idaho Online Knowledgebase

...> **Click the HTML editor (1) and check the instructions, then click save OR save and publish (2).**



Congratulations, you are done!

Copy Progress to Clipboard