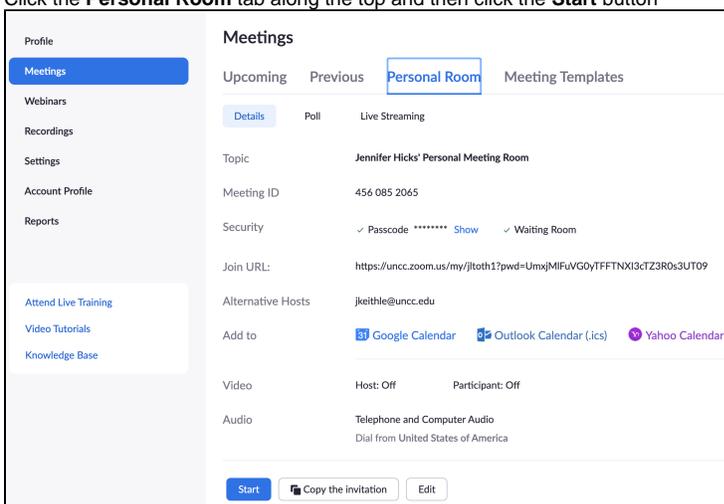# How do I record a video for my course using Zoom and save to My Media in Canvas?
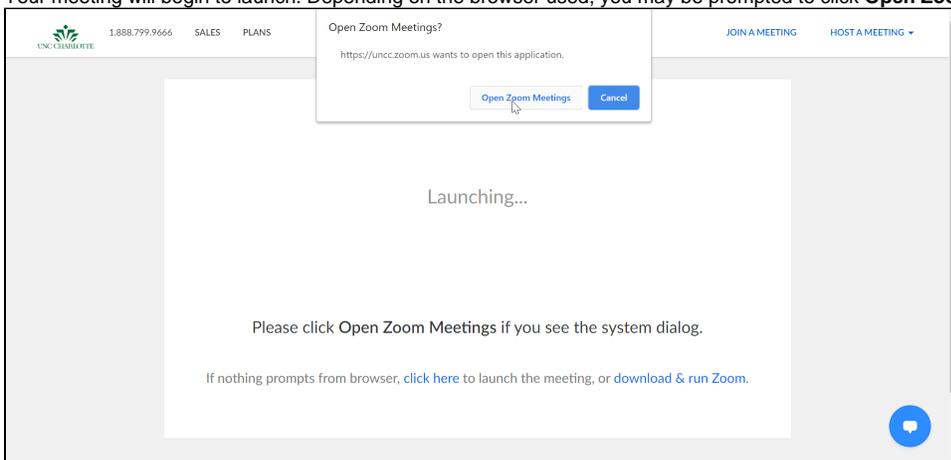
Tell Me

> ✓ This FAQ will show how to use Zoom to record a course video/presentation and have it saved to My Media in Canvas. Then share the video with students by embedding it in a page.
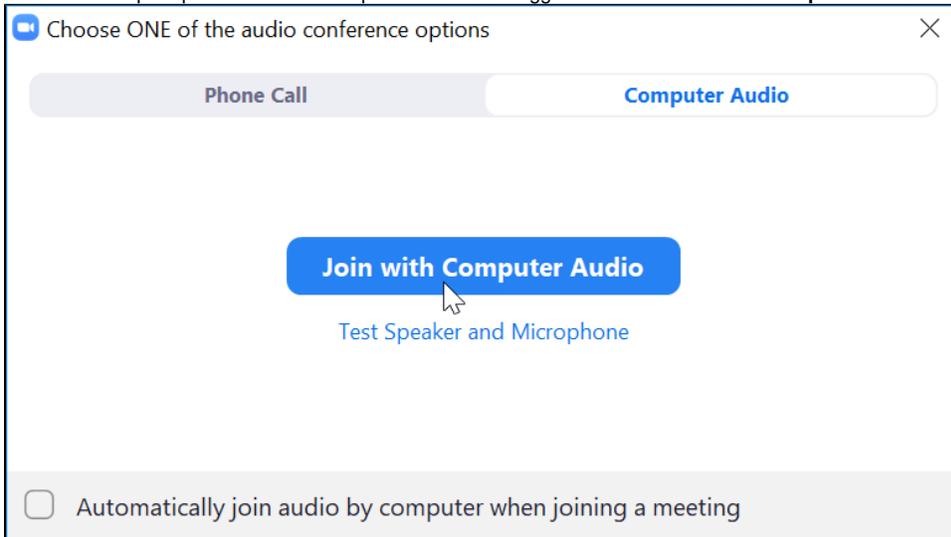
1. Log into zoom.uncc.edu
2. Click the **Personal Room** tab along the top and then click the **Start** button
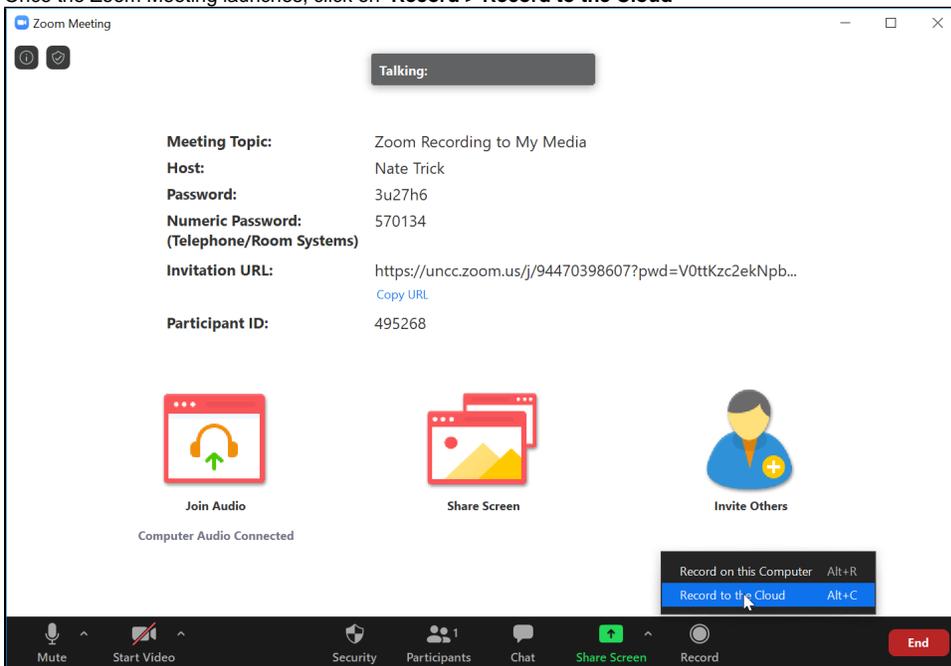

3. Your meeting will begin to launch. Depending on the browser used, you may be prompted to click **Open Zoom Meetings**
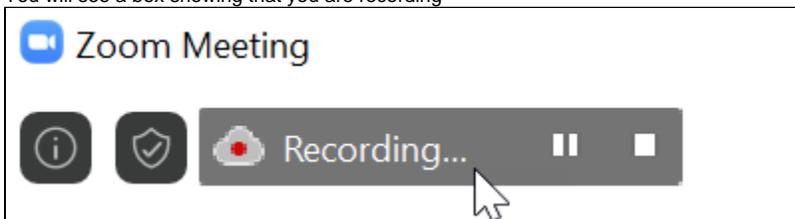
4. You should be prompted to connect computer audio. It is suggested to click **Join with Computer Audio** and use a USB headset
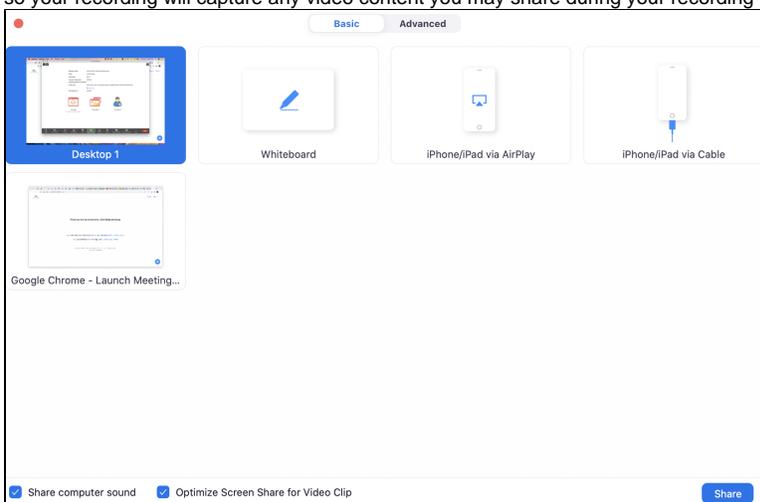

5. Once the Zoom Meeting launches, click on **Record > Record to the Cloud**

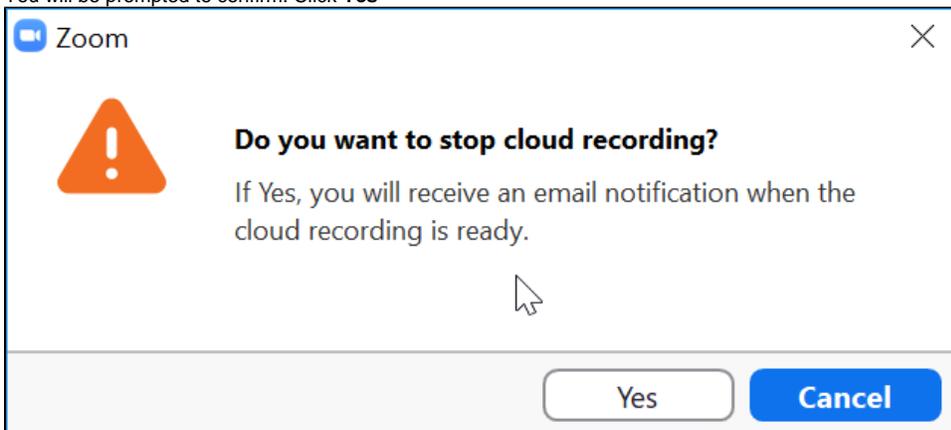6. You will see a box showing that you are recording

7. When you click to share your screen, be sure to select/check the options to **Share computer sound** and **Optimize Screen Share for Video Clip**, so your recording will capture any video content you may share during your recording
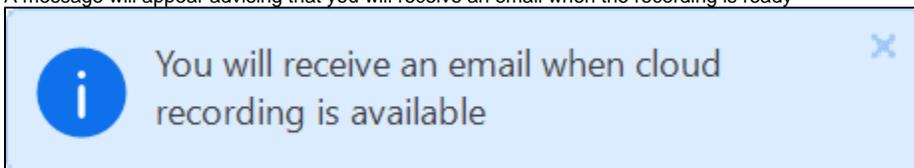

8. Now you can share your screen, share presentation slides, or even share audio/video recordings. Once you are finished recording, hit the **Stop Recording** button

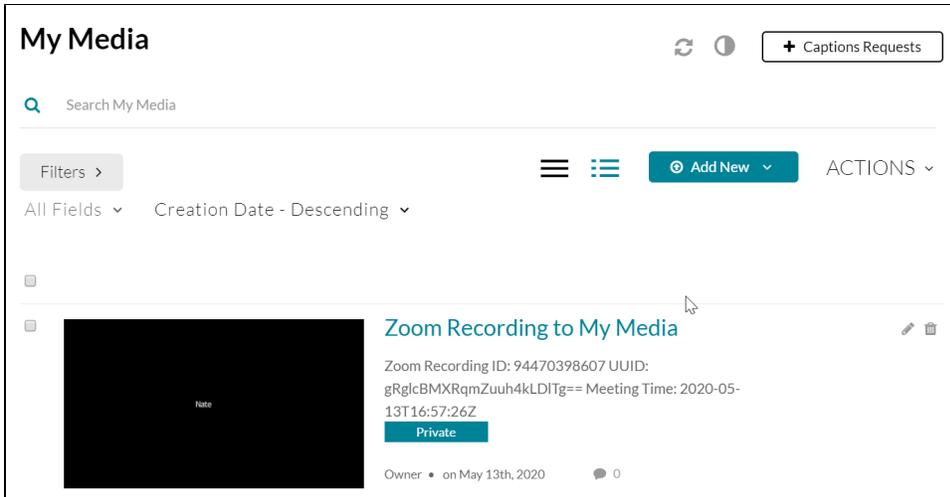9. You will be prompted to confirm. Click **Yes**

10. A message will appear advising that you will receive an email when the recording is ready

11. The email will have the subject line **Cloud Recording - "Name of Topic" is now available** where Name of Topic is what you named the session when it was created

12. Within 24 hours of receiving this email, your recording will be made available within **My Media** in Canvas. Follow the steps in this FAQ to embed the video and share with students

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Related FAQs

- What is a Zoom Room and what is different about it?
- How do I fix a permissions error when adding a Zoom meeting when scheduling for another person?
- How do I contact someone for an instant meeting in the Zoom app?
- How do I install the Zoom Google Marketplace app?
- What do I need to consider for the tech tools I use when working remotely?