

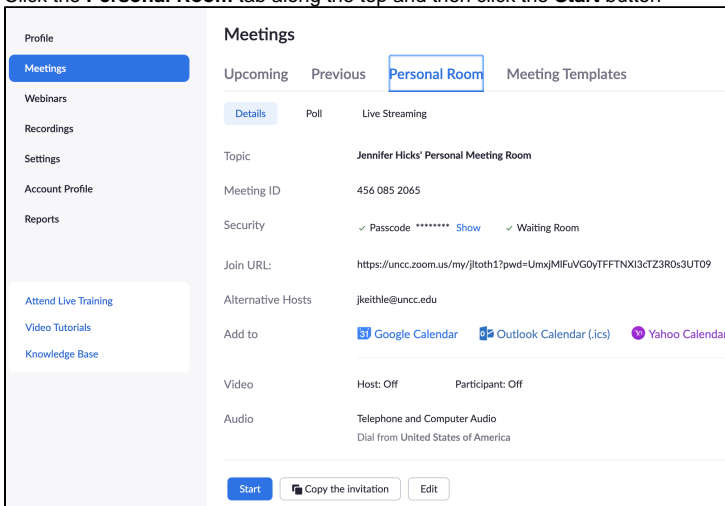
How do I record a video for my course using Zoom and save to My Media in Canvas?

Tell Me

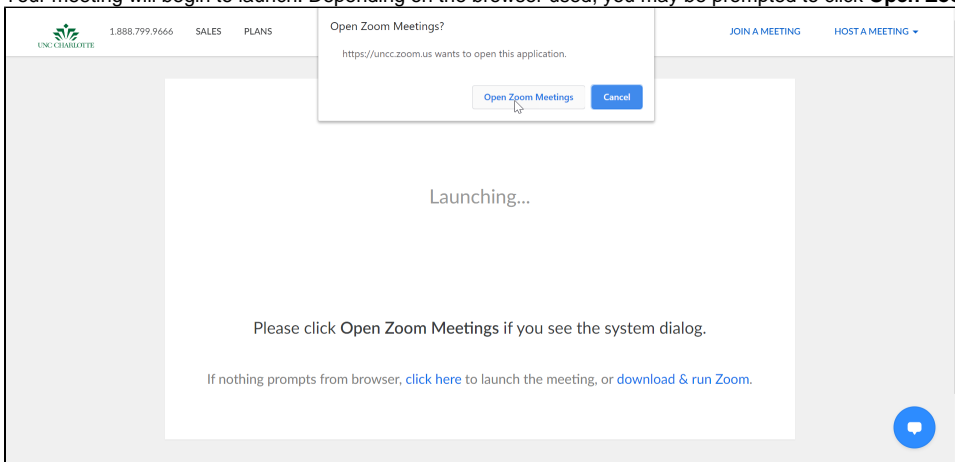


This FAQ will show how to use Zoom to record a course video/presentation and have it saved to My Media in Canvas. Then share the video with students by embedding it in a page.

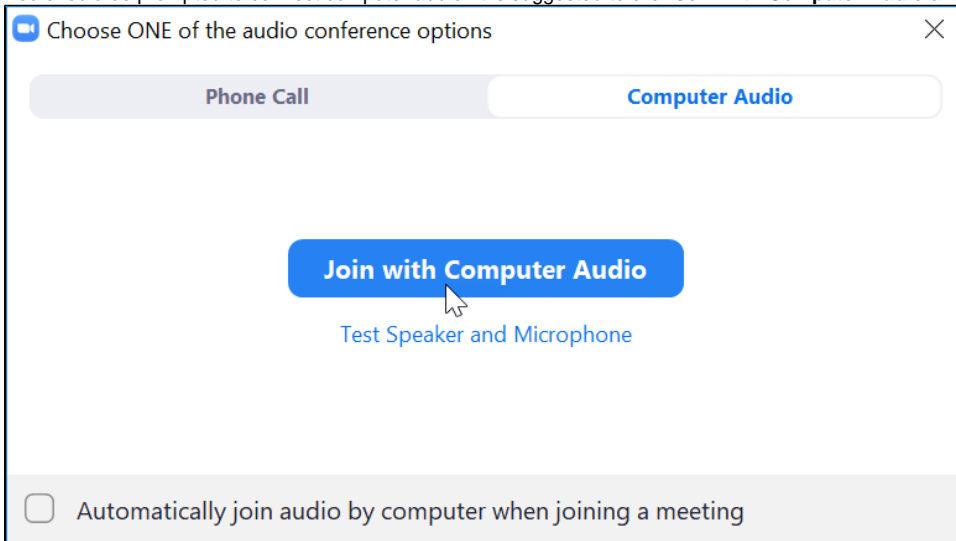
1. Log into zoom.uncc.edu
2. Click the **Personal Room** tab along the top and then click the **Start** button



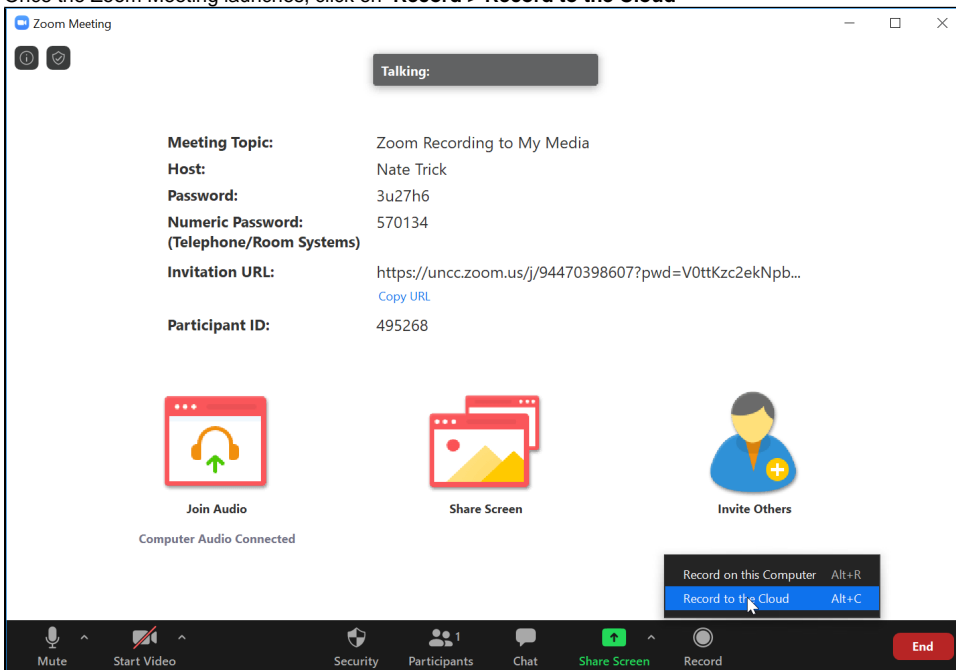
3. Your meeting will begin to launch. Depending on the browser used, you may be prompted to click **Open Zoom Meetings**



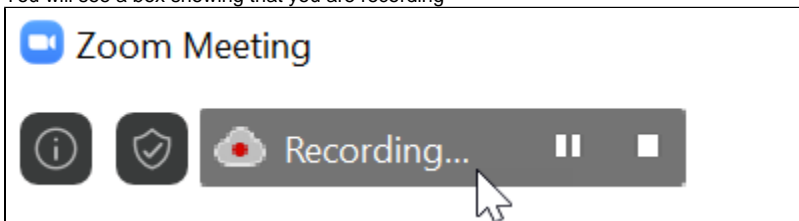
4. You should be prompted to connect computer audio. It is suggested to click **Join with Computer Audio** and use a USB headset



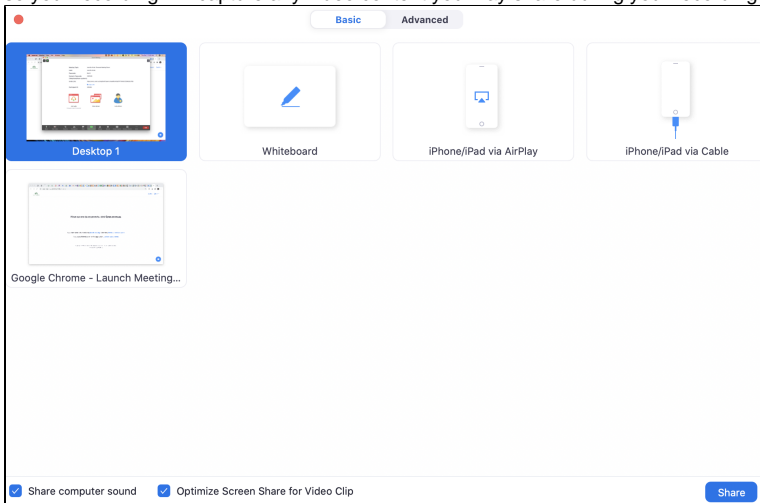
5. Once the Zoom Meeting launches, click on **Record > Record to the Cloud**



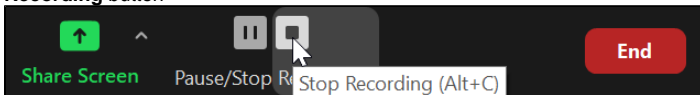
6. You will see a box showing that you are recording



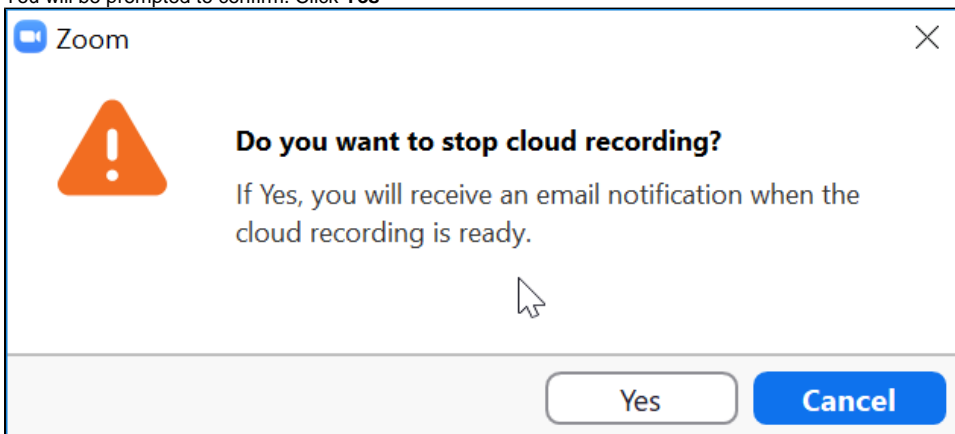
7. When you click to share your screen, be sure to select/check the options to **Share computer sound** and **Optimize Screen Share for Video Clip**, so your recording will capture any video content you may share during your recording



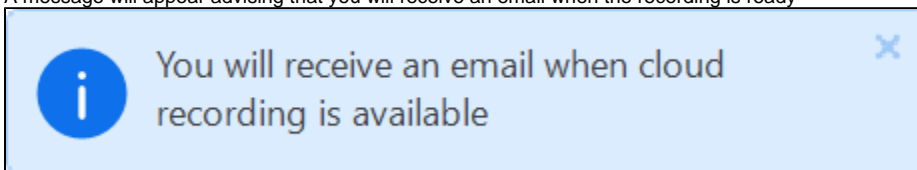
8. Now you can share your screen, share presentation slides, or even share audio/video recordings. Once you are finished recording, hit the **Stop Recording** button



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



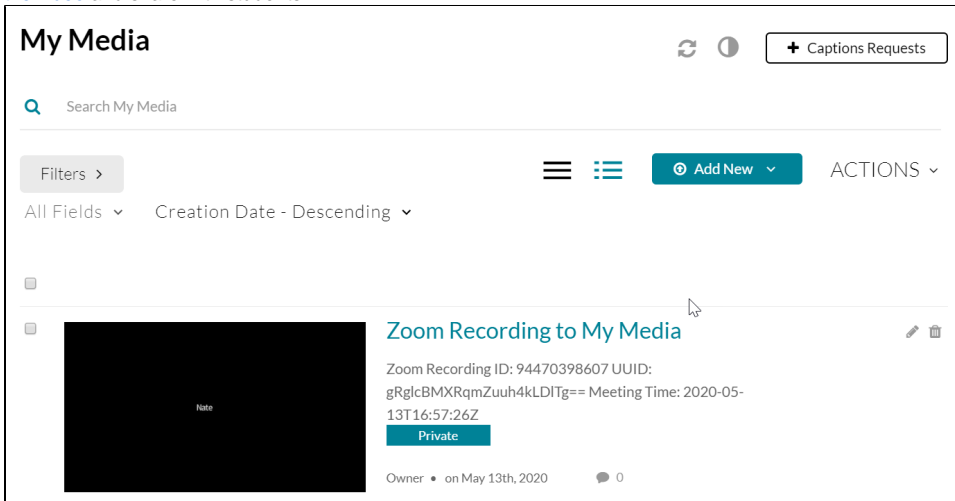
10. A message will appear advising that you will receive an email when the recording is ready



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



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?](#)