

Record and Share a Sample Lecture

1. **Log into [Canvas](#).** *Hint:* If possible, practice in the classroom you'll be teaching in to use the same technology.
2. **Enter a Canvas course and click Zoom.** Authenticate if prompted. To practice in a new, empty course, use a [Sandbox](#).
3. Click **Schedule a New Meeting**.
4. Scroll down and check the option to **Record the meeting automatically**.
5. Select the radio button to **record In the Cloud**. *Hint:* Only Licensed accounts can record to the cloud. If you have requested a license, please wait until it is granted to test Cloud Recordings.
6. **Click Save.**
7. **Start the Meeting.** You may be prompted to Open Zoom Meetings. Optionally check the box to always allow fit.zoom.us to open links. Then click Open Zoom Meetings.
8. Confirm the **Recording...** icon appears in the Zoom meeting. Pause or stop recording as needed.
9. **Practice using the camera, microphone, and presentation technologies:**
 - a. Watch: [Show Powerpoint](#)
 - b. Watch: [Use Zoom's Whiteboard](#)
 - c. Watch: [Use an iPad as a Whiteboard](#)
 - d. Watch: [Show the Doc Camera \(WolfVision\)](#)
 - e. Watch: [Show the Doc Camera \(Elmo\)](#)
10. End the Zoom meeting. The recording will stop and begin processing. This can take a few hours.
11. Later, back in Canvas ... **share the video with students.** Watch: [How to share Zoom videos through Panopto](#)
 - a. **Click Panopto Recordings**
 - b. Use the dropdown menu to **open the Zoom Recordings** folder.
 - c. Locate the recording, and **click Settings**.
 - d. Click the Edit link next to Folder: Zoom Recordings.
 - e. Choose the folder name that matches the current Canvas course, and click Save.
12. To confirm students have access to the videos, use [Student View](#).

