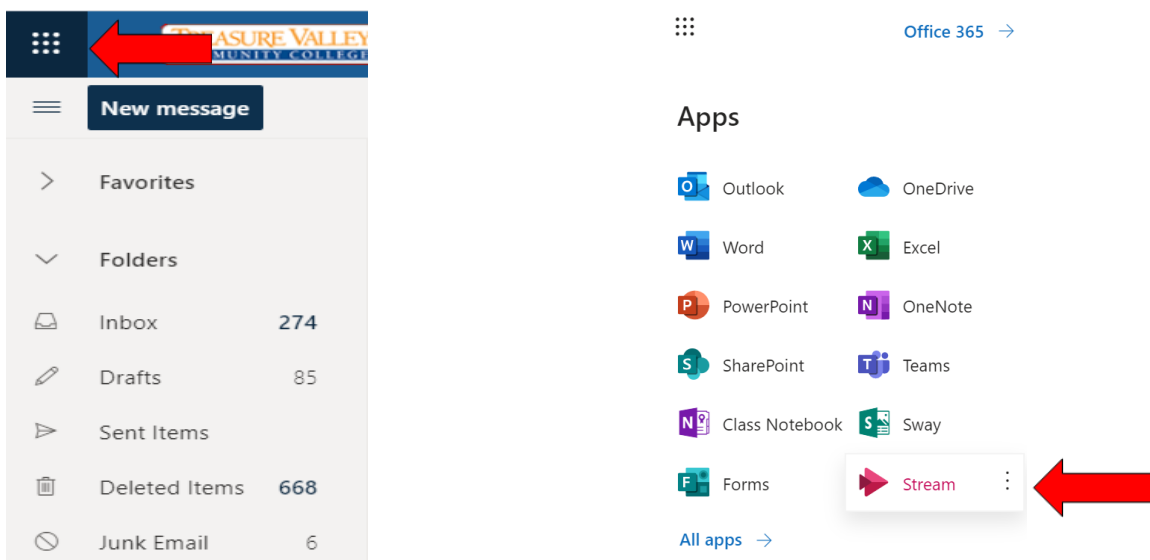


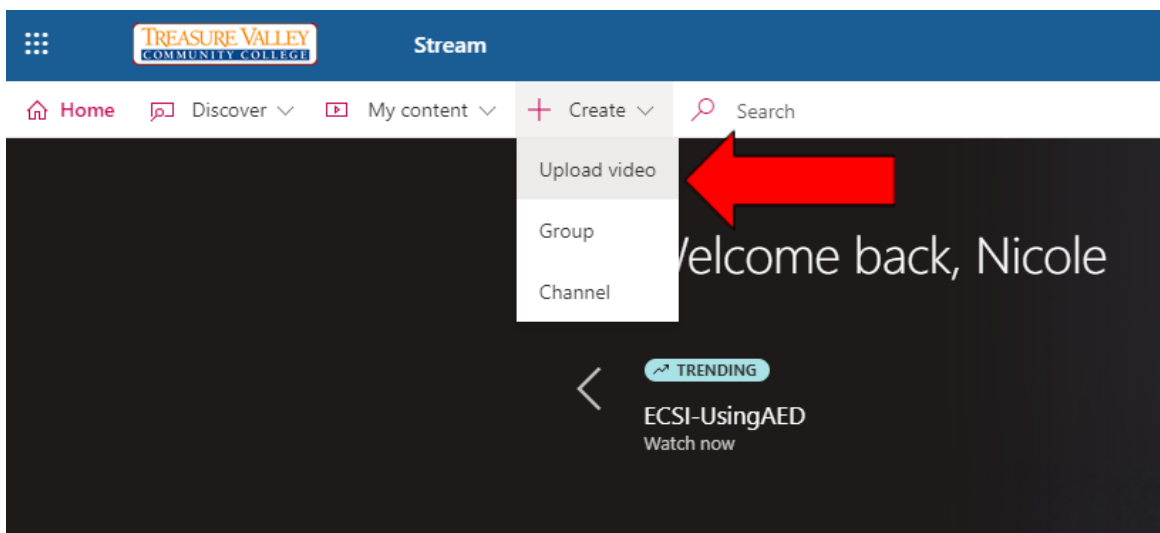
How to upload a Zoom video to Canvas (local recording)

IMPORTANT: If your recording includes student faces and participation, it is protected by FERPA. Please **follow the instructions in Step 6 closely** to adhere to FERPA regulation.

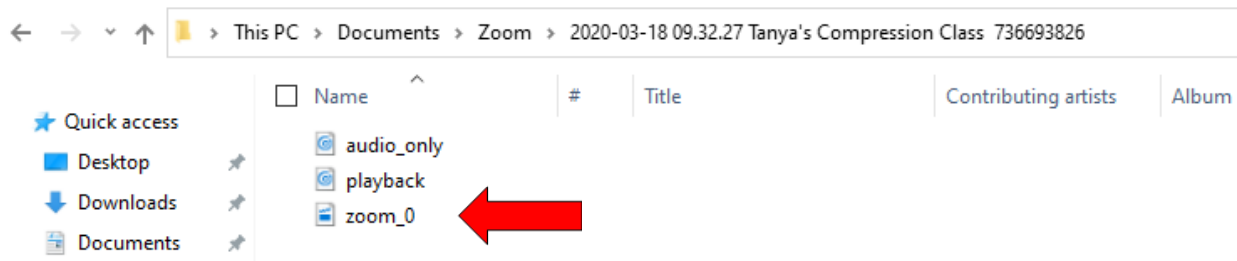
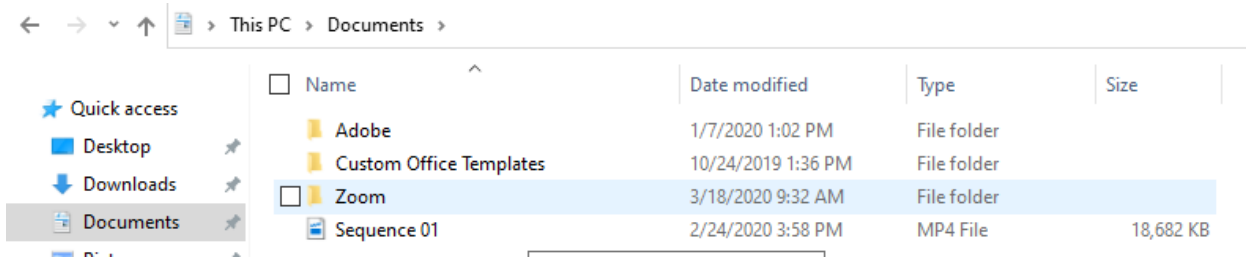
1. Go to your App launcher in your Outlook Mail and click on the dotted box. Find an app called Stream. You may need to look under the blue link [All apps](#) on the bottom. Click on the Stream App. *If you don't have the dotted box, you need to log into your Outlook Mail through MyTVCC's link.*



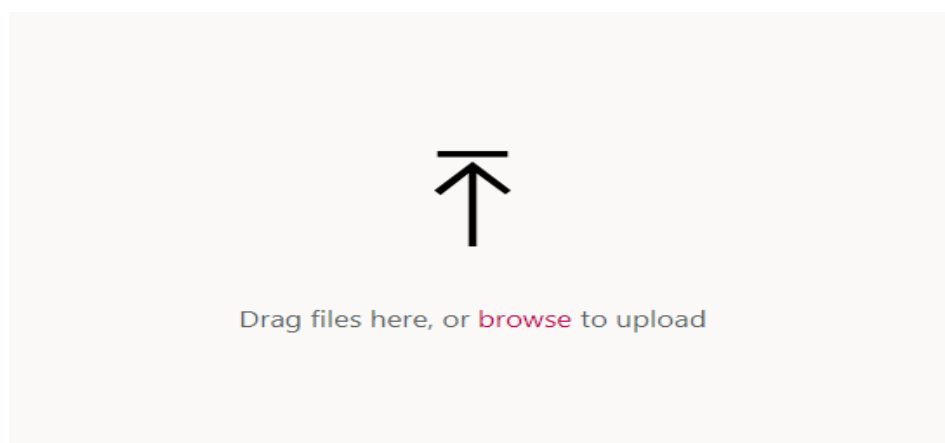
2. In Stream, click on Create, Upload Video on the home screen.



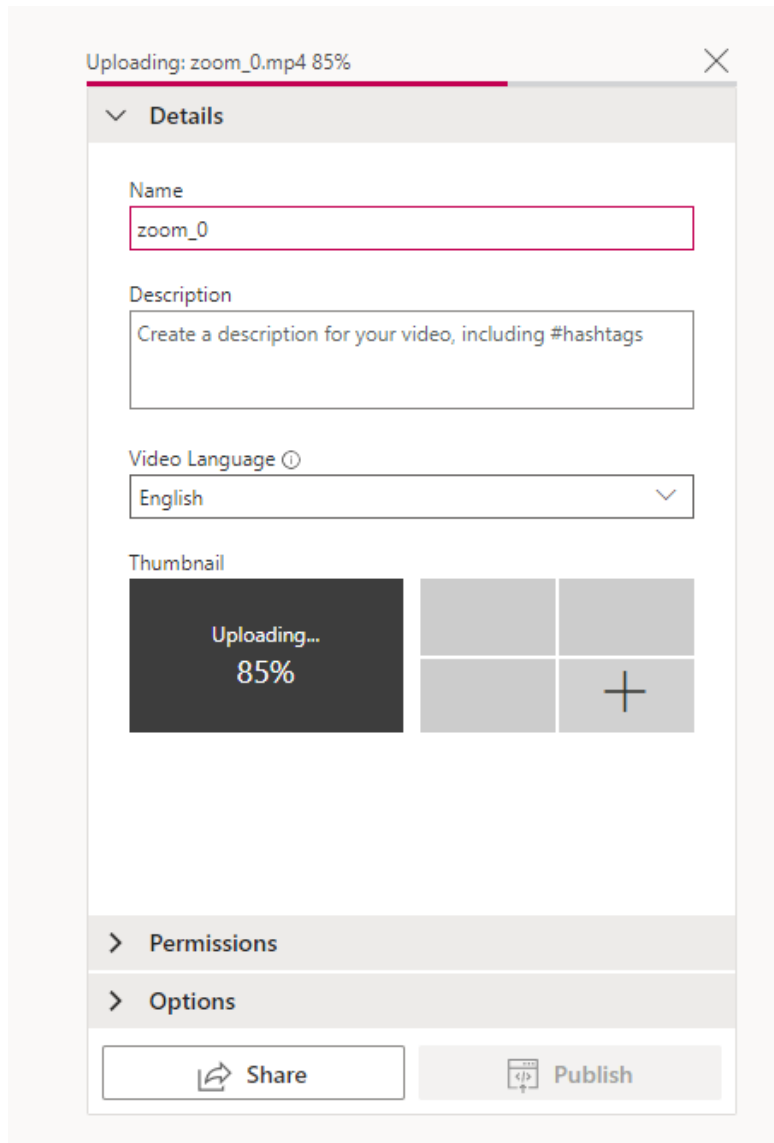
3. Locate your video file in This PC > Documents > Zoom to find the recordings. Click on the folder with the right date and time to display the files. Your file will be called zoom_0. *If you can't find the recordings, go to your Zoom program and select Recordings from the left-hand menu, under Profile and Meetings. Here you can observe where cloud and local recordings have been saved.*



4. Drag it onto the arrow or use the browse function to navigate back to your file folder and select the corresponding zoom_0 file.



5. As the file uploads, you can start setting some of the parameters. Under Details, rename the file with a distinct name: MATH101 Monday March 12 lecture, or LABS122 Week 1 lecture.... Add additional identifying factors in the Description. Select the video language (this will make sure your closed captions are in the correct language).



Uploading: zoom_0.mp4 85%

Details

Name
zoom_0

Description
Create a description for your video, including #hashtags

Video Language ⓘ
English

Thumbnail

Uploading...
85%

Permissions

Options

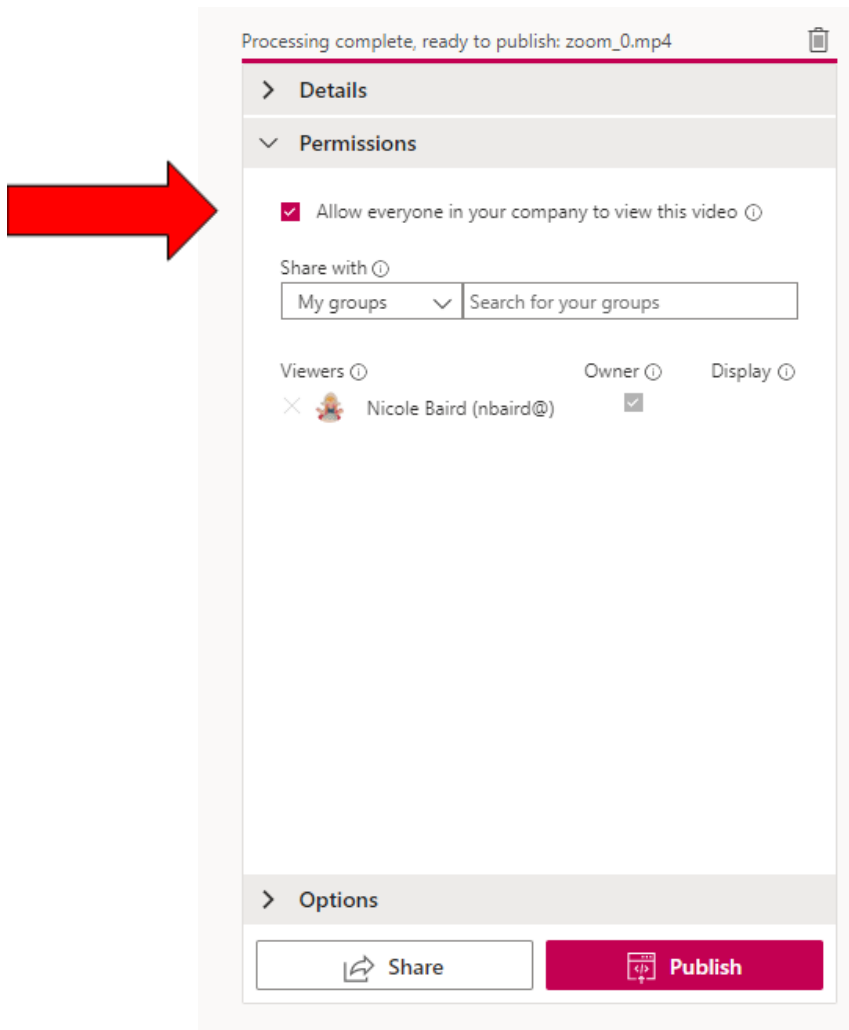
Share Publish

6. In the next section, you are going to select the Permissions. Who can see your video, and who can't? **In the case that your video includes student faces and participation, it is protected by FERPA.** If access to the recording is limited ONLY to other students in the class, FERPA does not limit or prevent its use and does not require obtaining a written

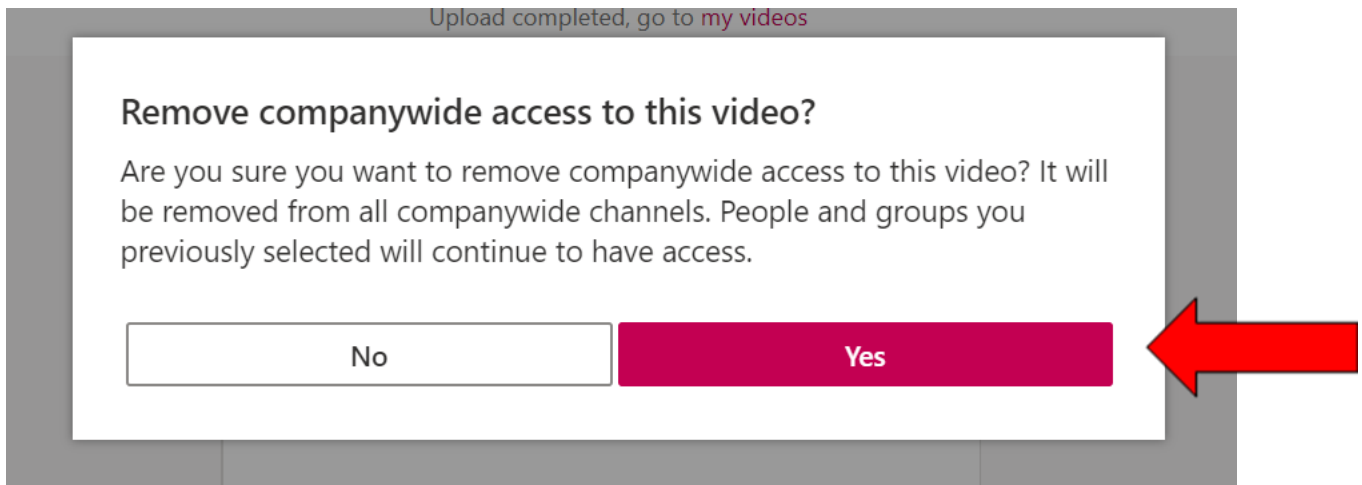
consent. However, make sure the recording is available ONLY in a secure environment (like the password protected Canvas shell.)

*If you allow students or individuals outside of a class to access the video, you must **obtain individualized FERPA consents** from the students in the recording or edit the recording to omit any student who has not consented to the use of their voice or image.*

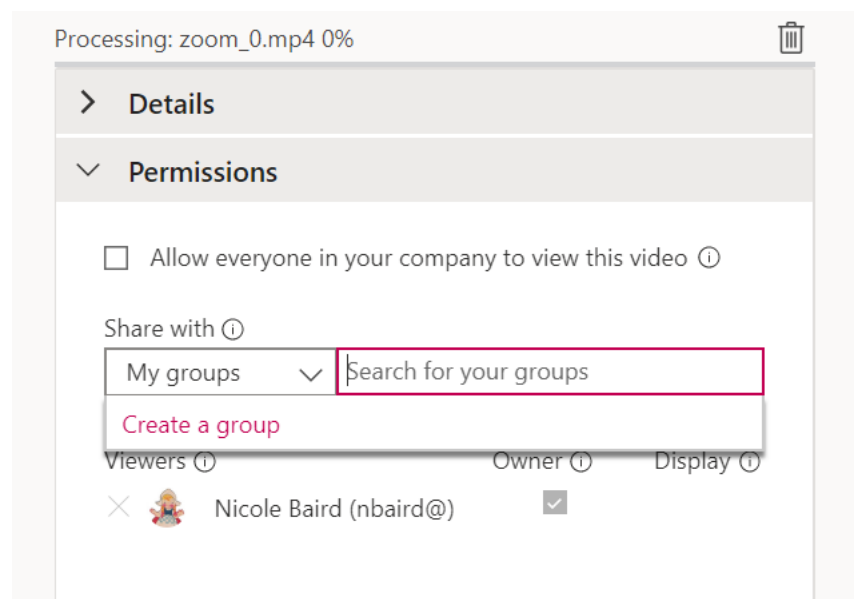
Unclick the box that says Allow everyone in your company to view this video.



You will now see a warning. Click Yes on Removing companywide access to this video.



With the “Allow everyone in your company to view this video” box unchecked, move your cursor to the “Share with” box and select “My Groups”. If you have already created a group, you will find it in the search option. If you have not, click on “Create a group”.



In the next screen, enter the information for your group. This is for a specific course and student body only – do not mix different classes. You may name the group with your course identification and season, like MATH1010WSP20, so that students will know what to look for. *Be as specific as possible.* I’ve added sample text in the following screen, so please fill out to your specific situation.

This is what the “Create A Group” screen looks like.

Create a group


Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name

Group email alias @...

Description

Access

Allow all members to contribute Off 

Add group members

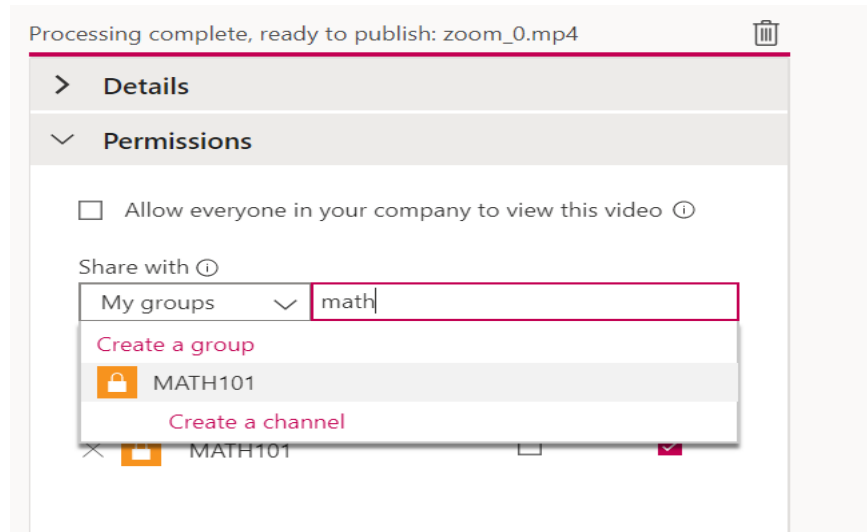
Member Loading people... Owner

Me (nbaird@)

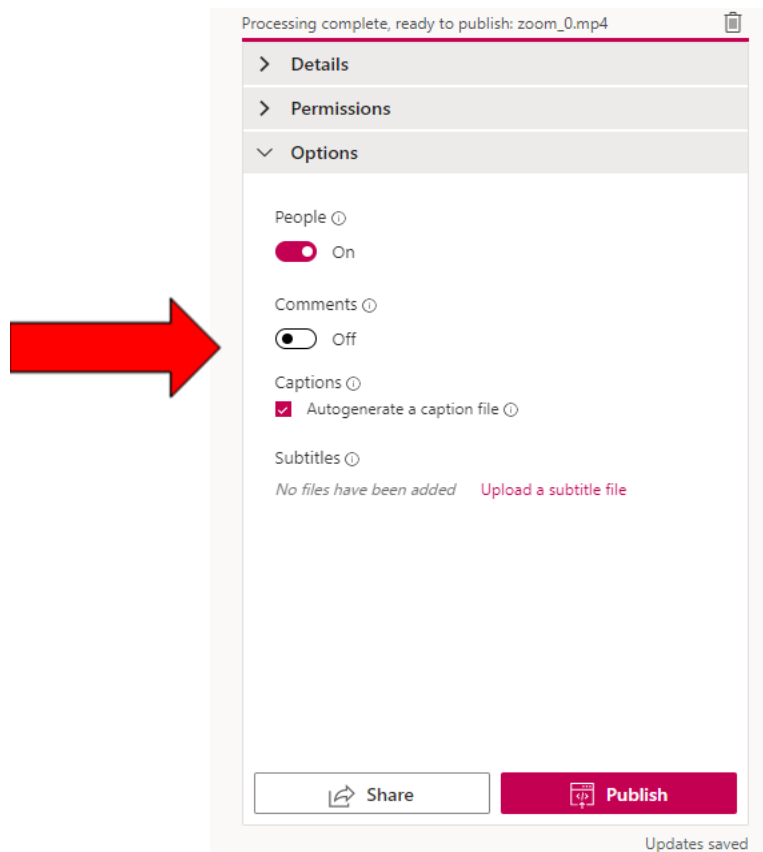
It is important that you select “Private Group” under Access and toggle the “Allow Members to Contribute” to off.

Under “Add group members”, add all your students for that course by finding their email addresses in the search box. Do not make them owners.

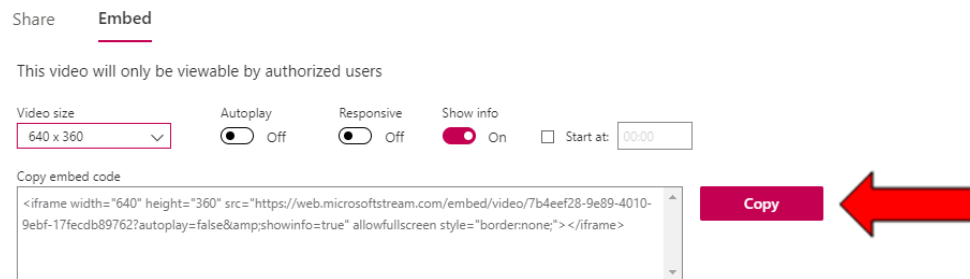
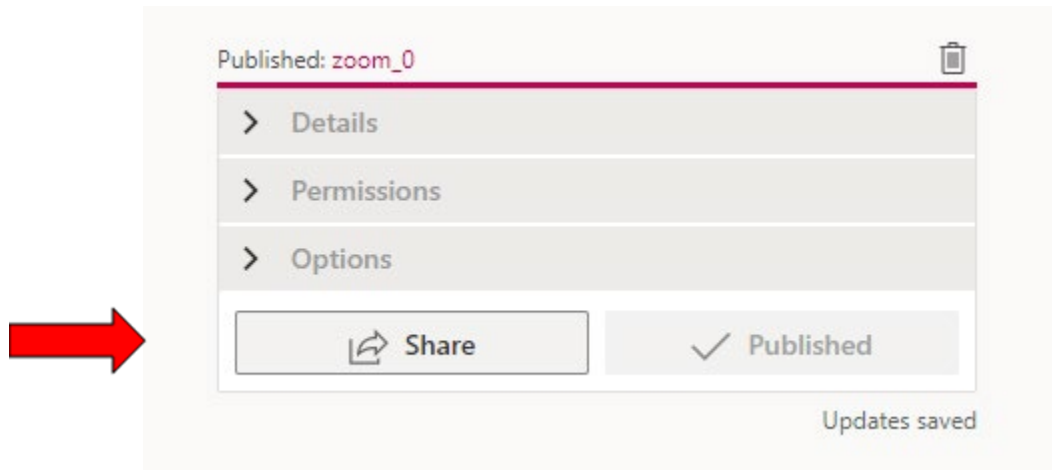
Don't forget to hit the Create button on the bottom to create this group. In the next window, you can now select the group you created. *This group should be deleted after the course has completed the term. Look for the instructions in Annex A.*



7. Lastly, let's set the options. The only section that is recommended to turn off is "Comments", unless you are going to monitor the comments on the videos. Leave "Autogenerate Captions" on, as this will allow us to comply with accessibility requirements. You can now push the Publish button.



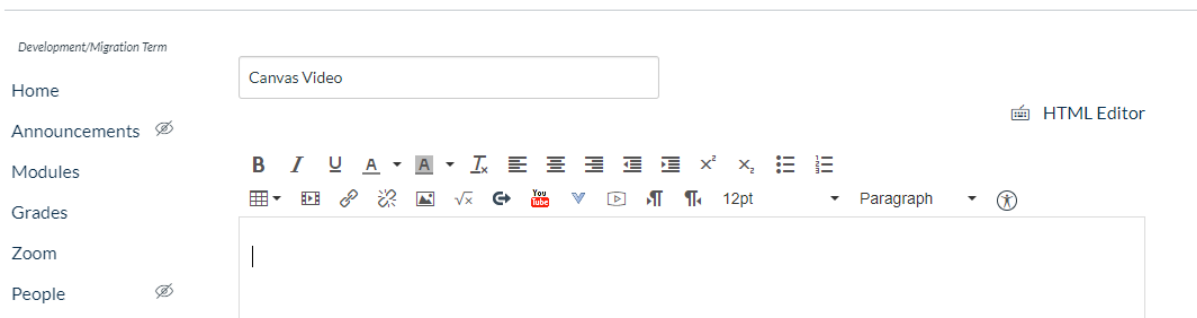
8. Your video is now published! (if it's a large file, it may take a minute or two). Click on the Share Button, and select Embed. Then hit Copy.



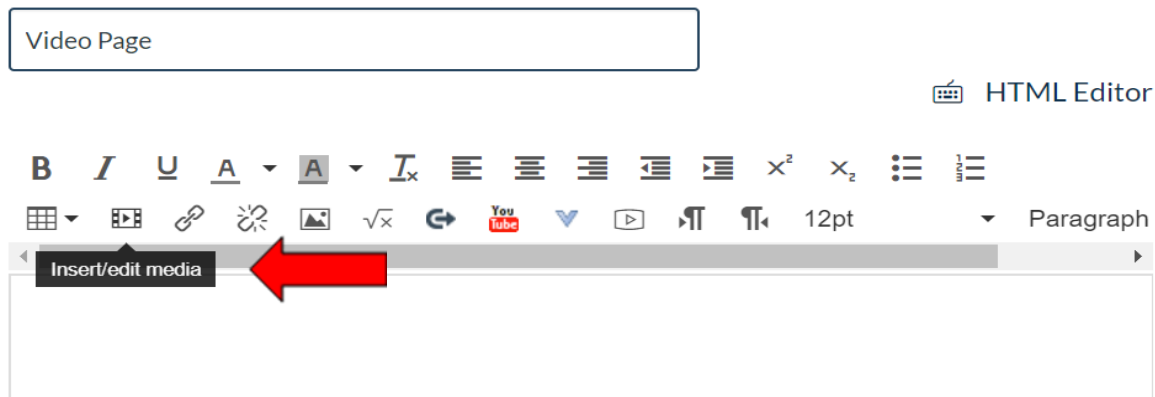
If you lose your place, or this screen disappears, you can always find your videos on the Stream Home page under "My Content".

9. Now go to your Canvas course, and to the page you want to share your video on/in. If you have not created a module page yet, do so now. Once you're in the course page, click Edit.

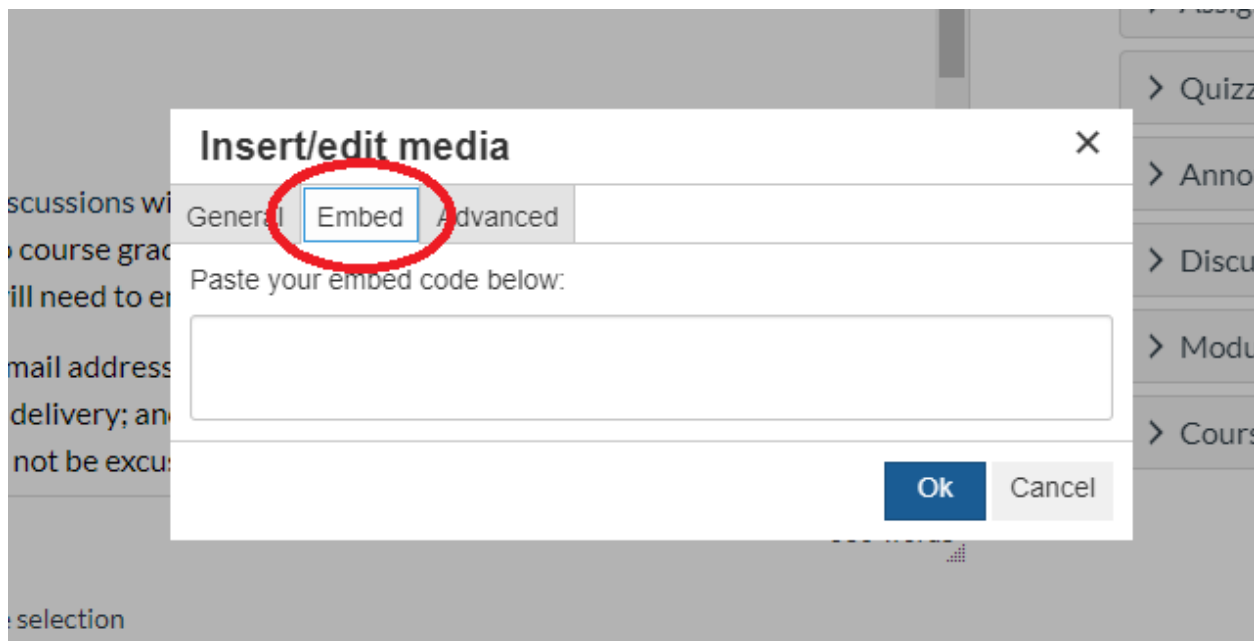
≡ Dev_Nicole_Baird > Pages > Canvas Video



10. Select the Insert/Edit Media option from the Editor choices.



11. From the Insert/Media Option, pick the Embed tab. In the empty box, below, paste the code you copied from the Stream video, by right clicking the mouse and click on Paste. Then click OK. *If nothing copied, you may have lost the copied code along the way. Return to step 8 and repeat.*



12. Your video is now embedded into your page and is available for students to watch within your course, *as long as they've installed MS Office 365. This is free for students.*

Instructions can be found under Student Help Documents, in the Technology Help section on MyTVCC.

It is very important for online learners to have a connection with their instructor. This is where you introduce yourself, and post a photograph or a short video. The initial introduction creates a sense of connection, and it presents you as a professional as well as an approachable human being. (I posted a video of the Swedish Chef, just to illustrate what it could look like. It is of course not correct - I am not Swedish)



Annex A:

To delete a group after the completion of the course in the term, go to the Stream App by following Step 1 in the document above, select My Content, Groups, and click on the three dots in the group that you created to select Delete. This will delete the whole group and the content.

The screenshot displays the Canvas LMS 'Stream' interface. At the top, the navigation bar includes the Canvas logo, the 'TREASURE VALLEY COMMUNITY COLLEGE' logo, and the 'Stream' title. Below this, a secondary navigation bar contains 'Home', 'Discover', 'My content', 'Create', and 'Search'. The main content area is titled 'Groups' and features a 'Sort by' dropdown menu set to 'Name'. A large red arrow points to the 'My content' dropdown menu. On the left, there is a 'Create a group' button with a plus sign. On the right, a group card for 'MATH101' is shown, with a context menu open over it. The context menu includes 'Edit' and 'Delete' options, with a red arrow pointing to the 'Delete' option. The group card also displays 'O365' and 'PRIVATE' tags, and a description: 'This is the repository for all the Spring 2020 Math 101 videos and lectures.' At the bottom of the card, there are icons for a globe, a play button, and a video camera.

End of Document