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

<mark>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.</mark>

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.*
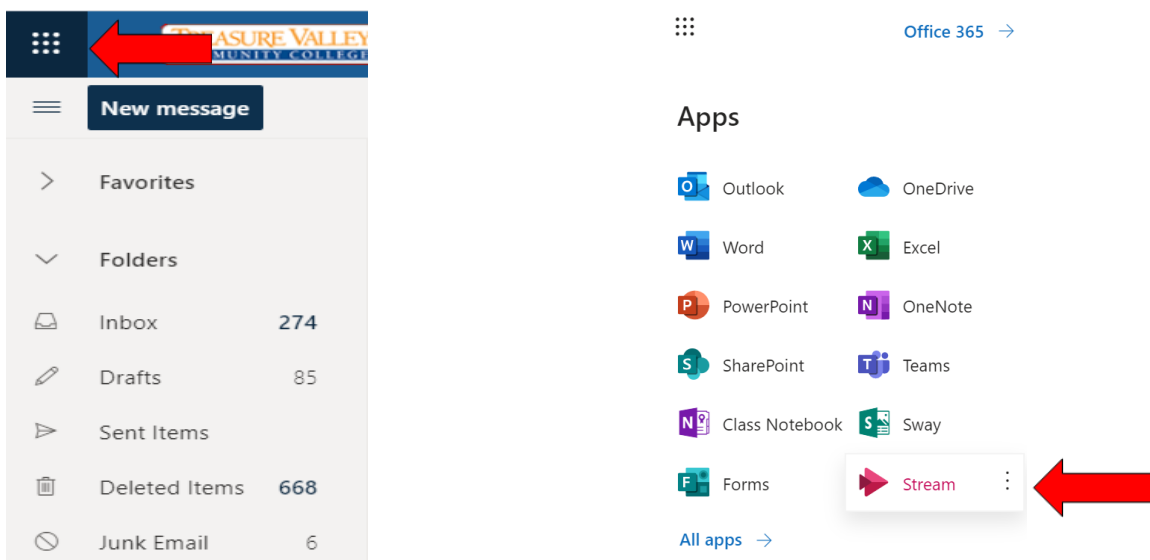

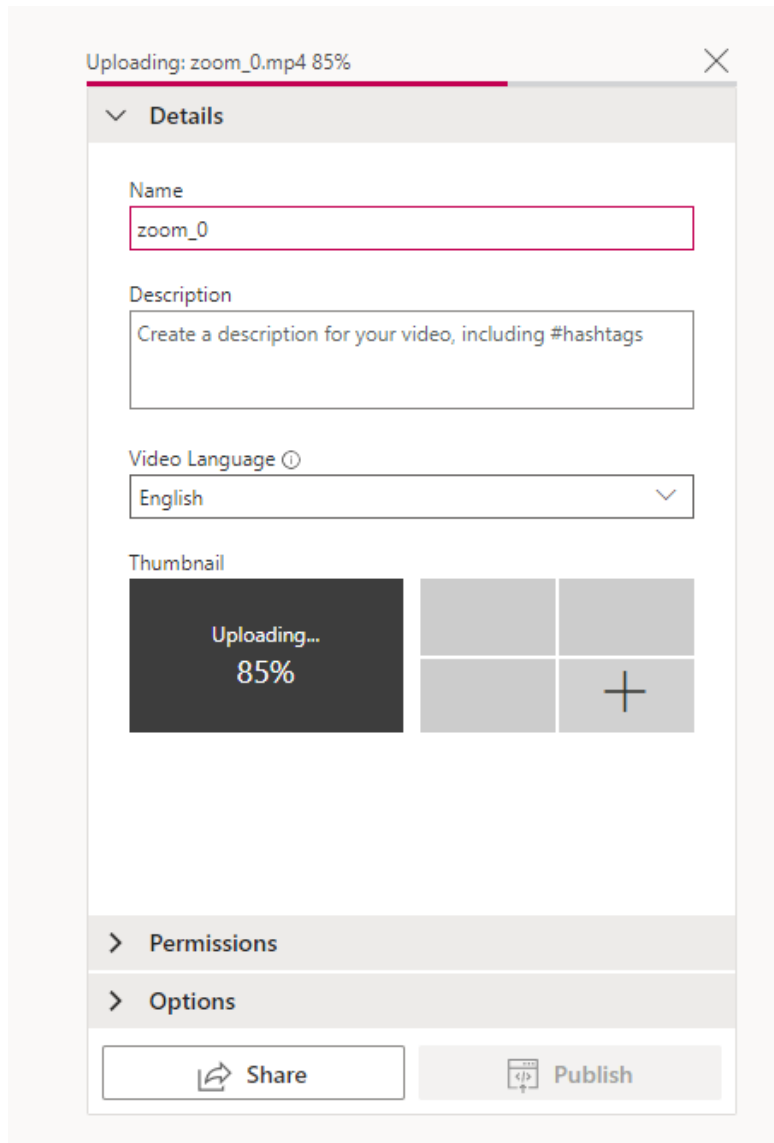2. In Stream, click on Create, Upload Video on the home screen.
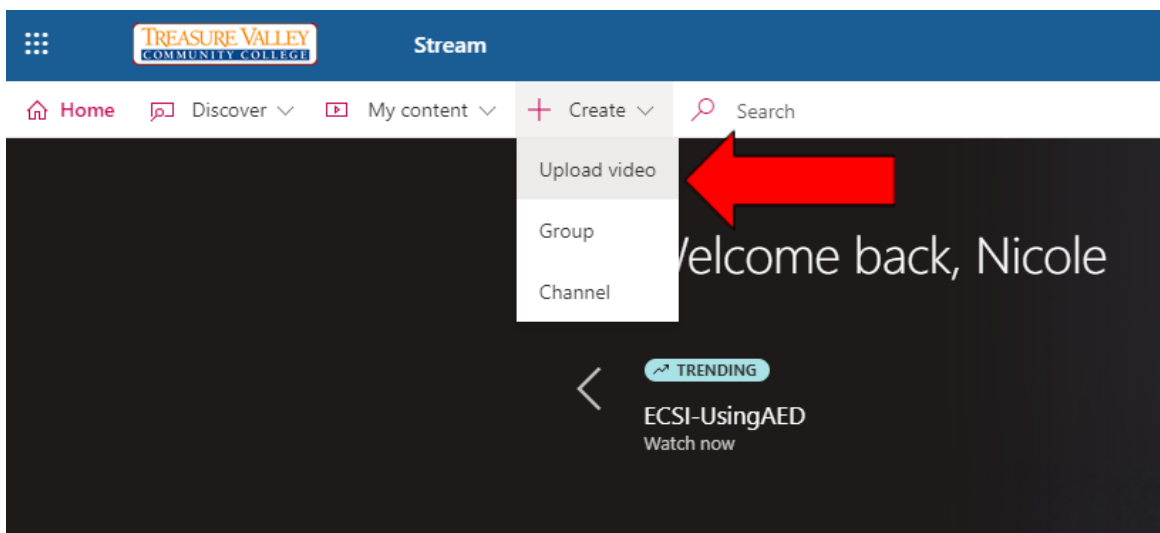
3. Locate your video file in This PC > Documents > Zoom to find the recordings. Click on the folder with the right date and time to display the files. Your file will be called zoom_0. *If you can't find the recordings, go to your Zoom program and select Recordings from the left-hand menu, under Profile and Meetings. Here you can observe where cloud and local recordings have been saved.*
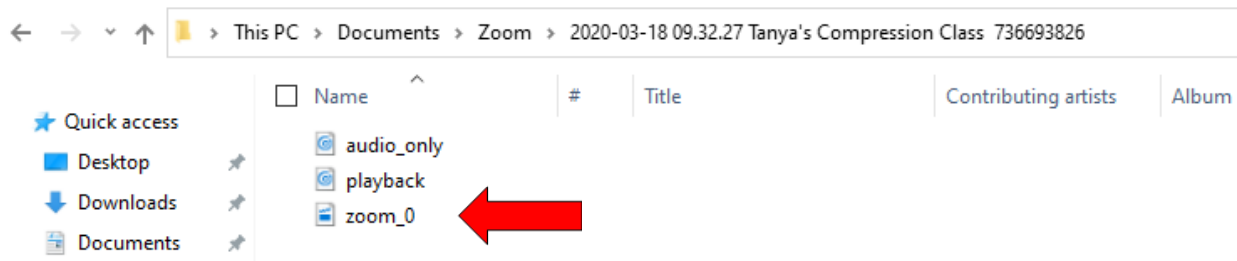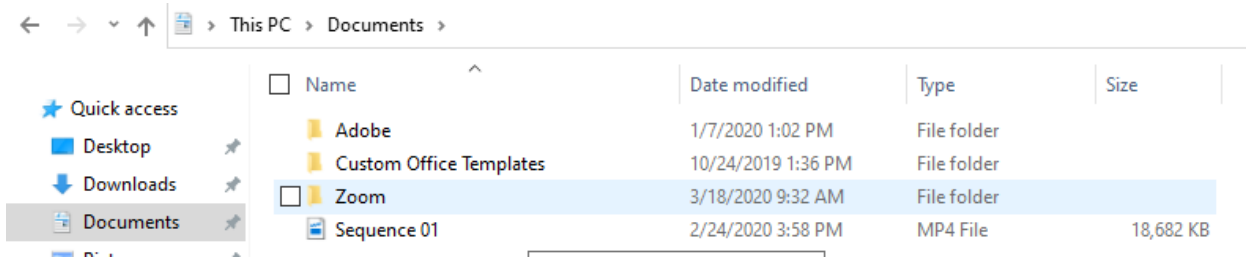
4. Drag it onto the arrow or use the browse function to navigate back to your file folder and select the corresponding zoom_0 file.
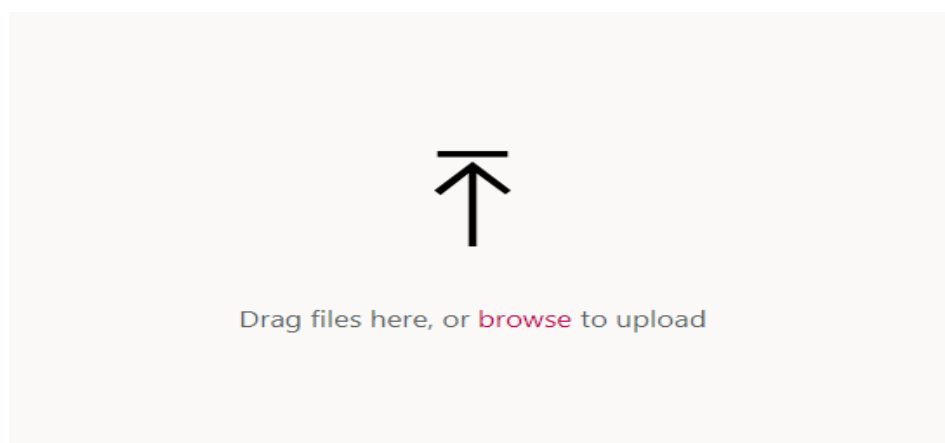
5. As the file uploads, you can start setting some of the parameters. Under Details, rename the file with a distinct name: MATH101 Monday March 12 lecture, or LABS122 Week 1 lecture…. Add additional identifying factors in the Description. Select the video language (this will make sure your closed captions are in the correct language).


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.
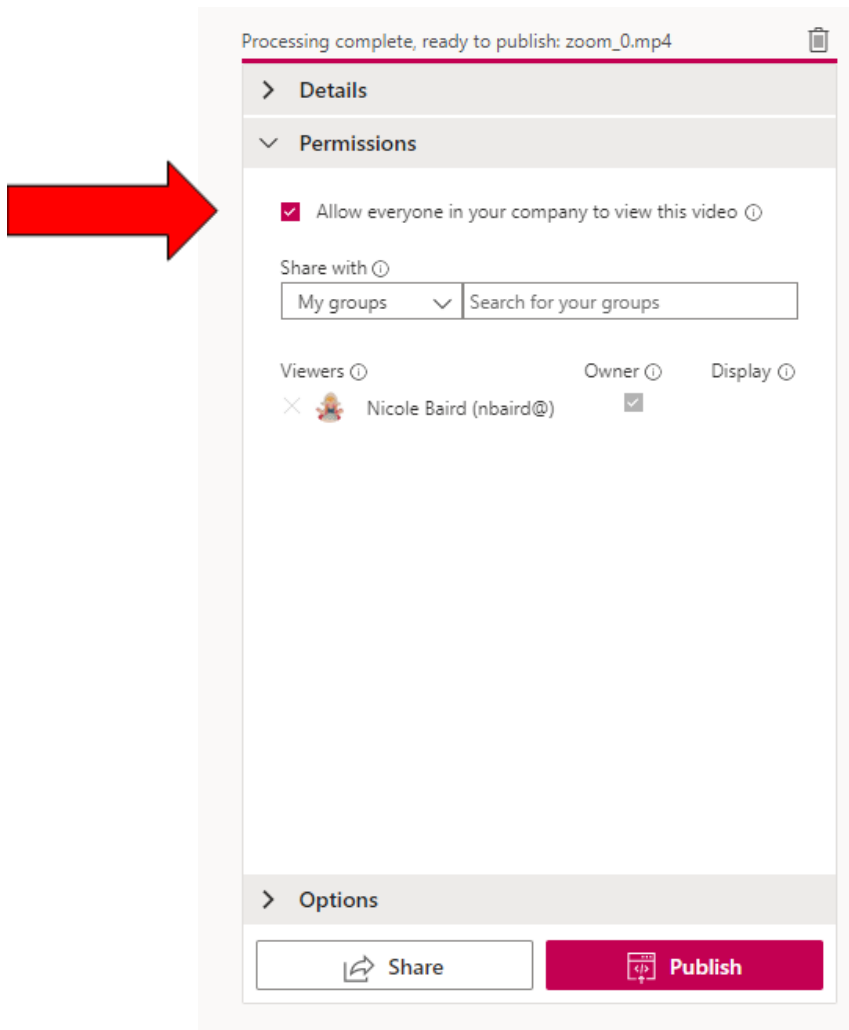
You will now see a warning. Click Yes on Removing companywide access to this video.
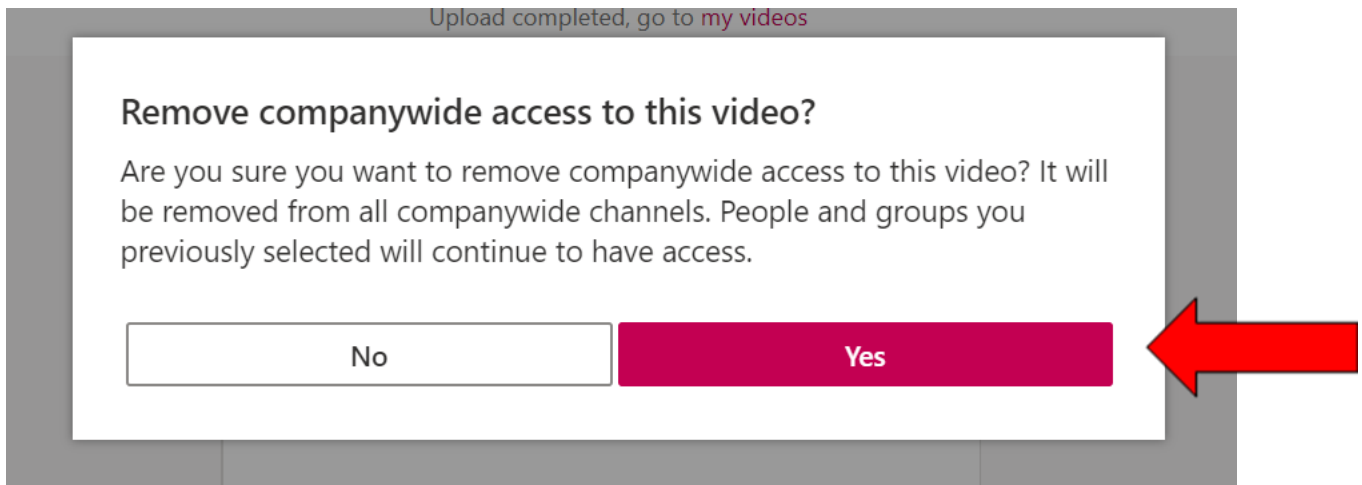
With the "Allow everyone in your company to view this video" box unchecked, move your cursor to the "Share with" box and select "My Groups". If you have already created a group, you will find it in the search option. If you have not, click on "Create a group".
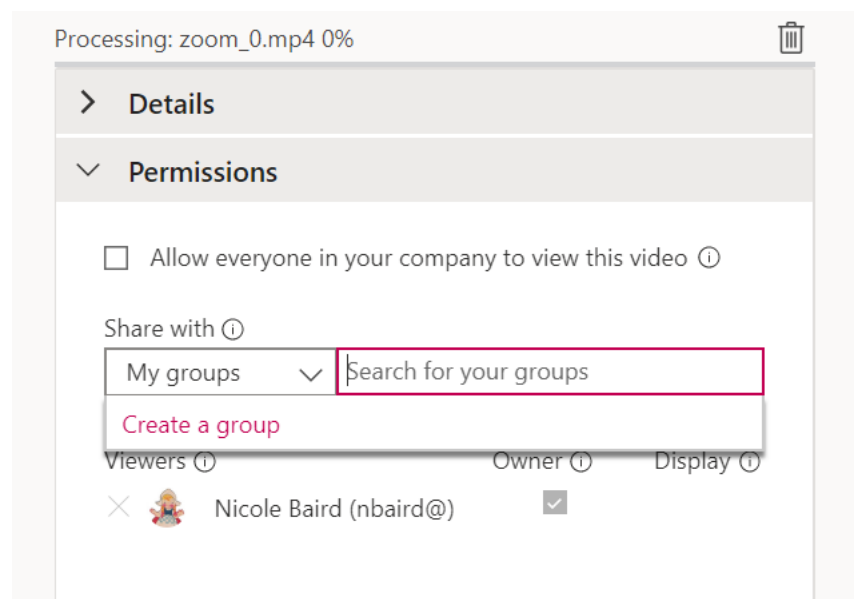
In the next screen, enter the information for your group. This is for a specific course and student body only – do not mix different classes. You may name the group with your course identification and season, like MATH1010WSP20, so that students will know what to look for. *Be as specific as possible*. 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.


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.*
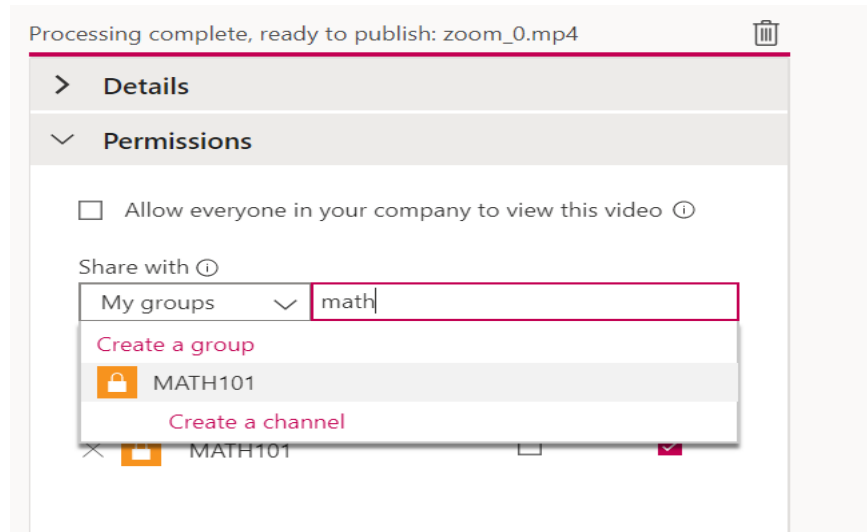
7. Lastly, let's set the options. The only section that is recommended to turn off is "Comments", unless you are going to monitor the comments on the videos. Leave "Autogenerate Captions" on, as this will allow us to comply with accessibility requirements. You can now push the Publish button.
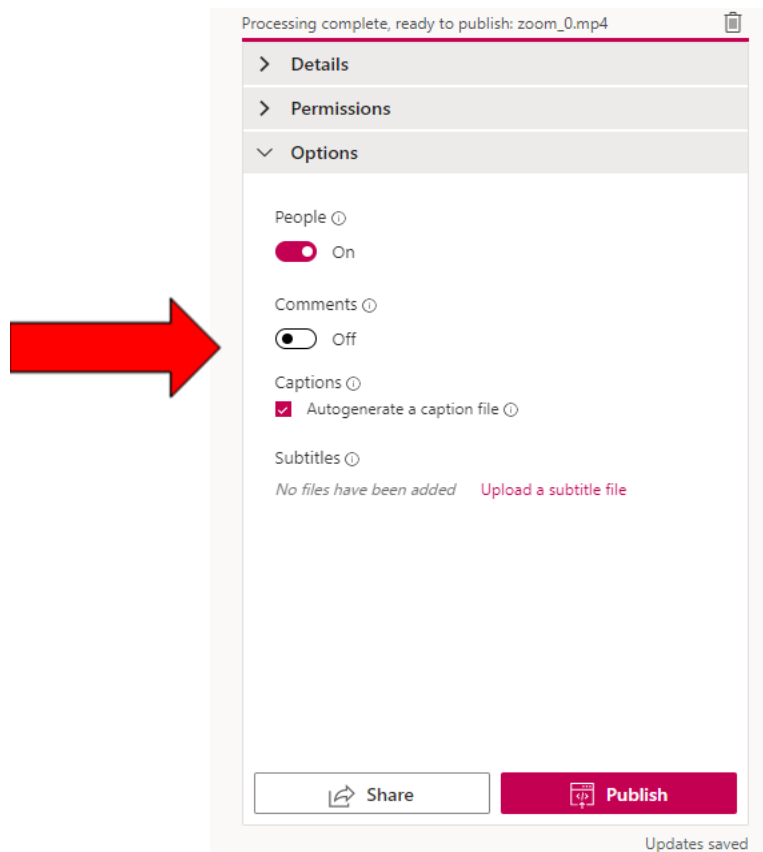
8. Your video is now published! (if it's a large file, it may take a minute or two). Click on the Share Button, and select Embed. Then hit Copy.
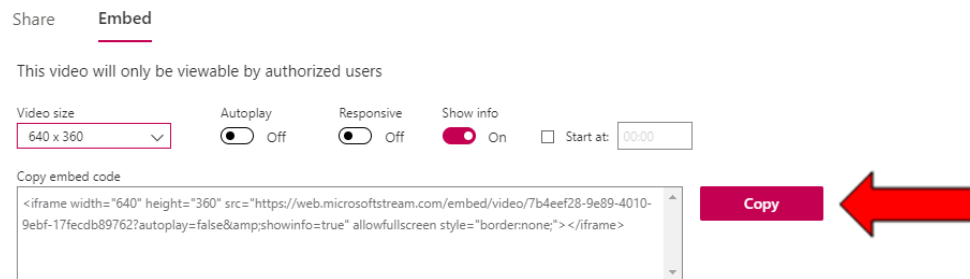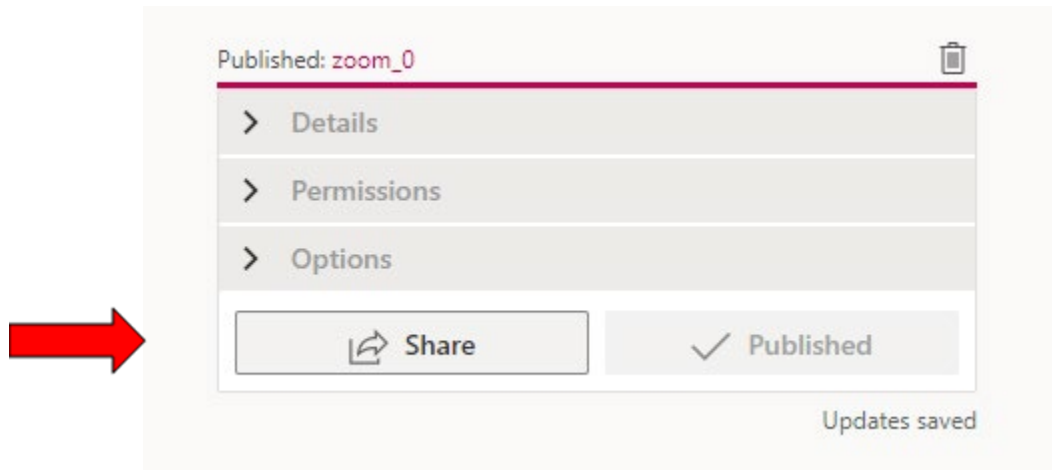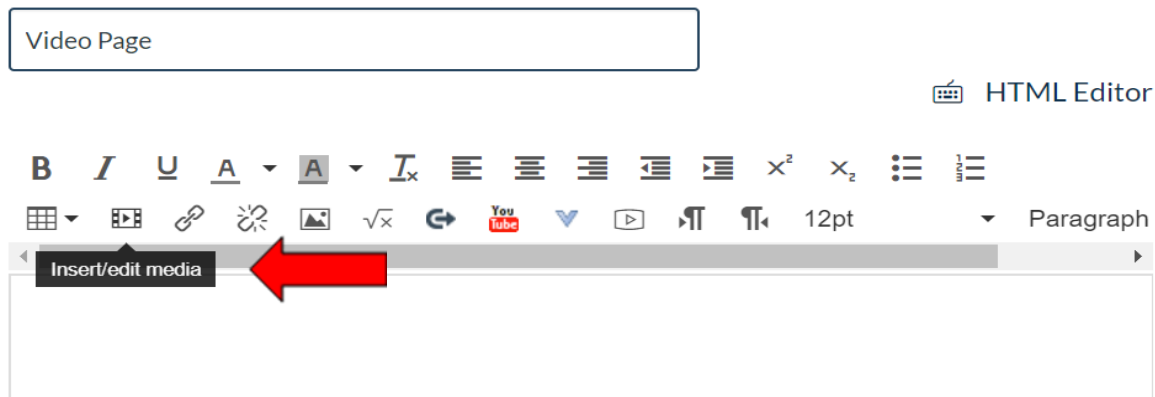

If you lose your place, or this screen disappears, you can always find your videos on the Stream Home page under "My Content".

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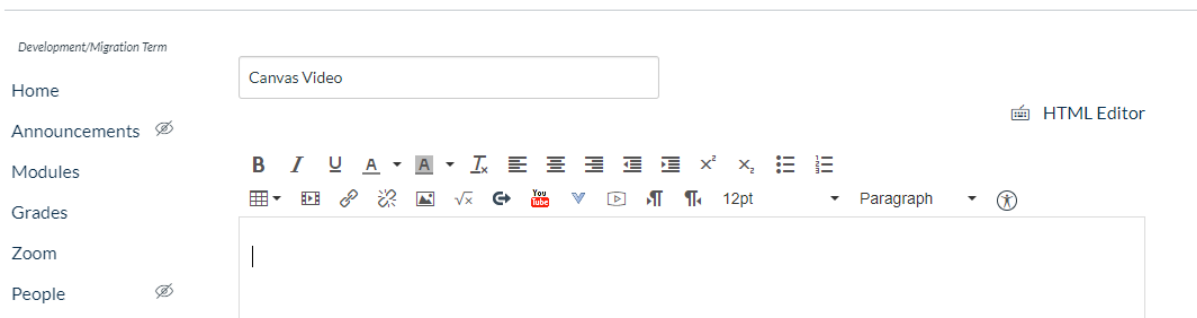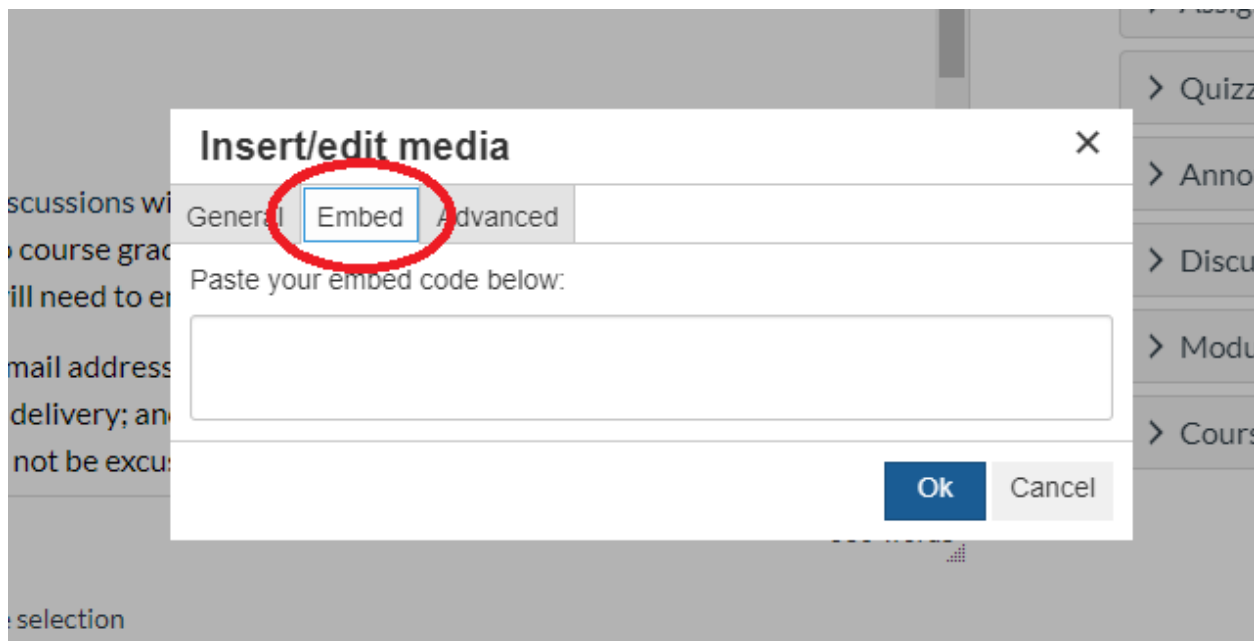
10. Select the Insert/Edit Media option from the Editor choices.

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.

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.

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