

# Recording Lectures with Zoom

## HOW-TO ARTICLE

Use the cloud recording functionality in Zoom to record Synchronous classes. If you are recording an asynchronous class, use [Panopto](#) to record the lecture.

## Recording the Lecture

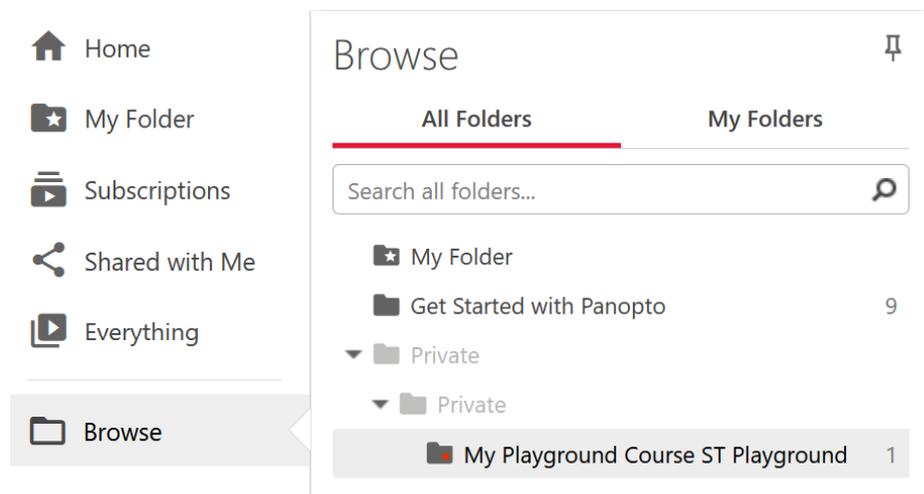
Detailed instructions to make a recording with Zoom can be found on our [Video Conferencing](#) page.

1. Click the **Record** button within the Zoom conference window and select **Record to Cloud** to recording
2. Click the **Stop** button within the Zoom conference window to end the recording
3. You will receive an e-mail when the recording has been uploaded to your [Zoom account](#)

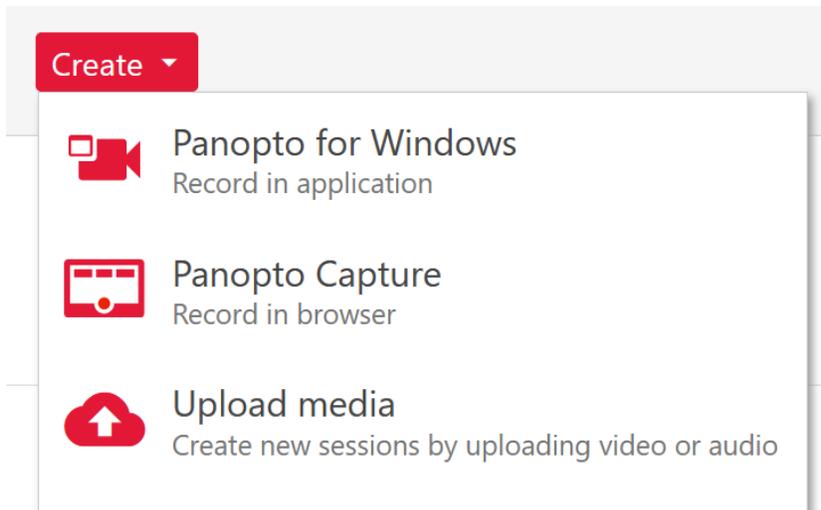
## Uploading the Lecture to eClass via Panopto

Use Panopto to upload the recording to eClass.

1. Sign into your [Zoom account](#) using your Passport York credentials
2. Click **Recordings** on the left
3. For the recording you want to download, click **More** -> **Download**
4. Sign into [Panopto](#) using your Passport York credentials
5. Click **Browse** on the left side, then expand **Private** twice
6. Select the course to which you would like to upload the recordings



1. Click **Create** then **Upload Media**



2. Drag the file to the upload box, the file will upload automatically

