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 <u>Panopto</u> to record the lecture.

Recording the Lecture

Detailed instructions to make a recording with Zoom can be found on our <u>Video Conferencing</u> page.

- 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 <u>Zoom account</u> 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

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



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



Drag video or audio files here (or click to find on your computer)