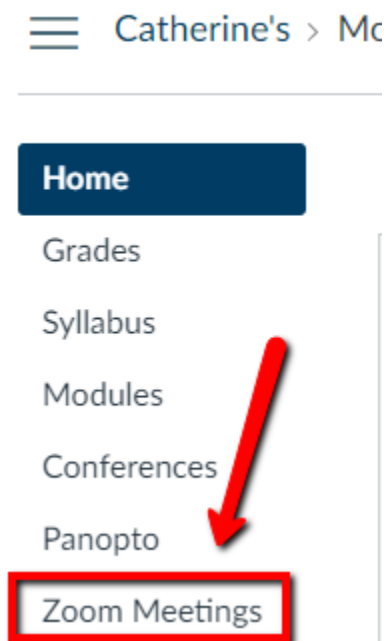
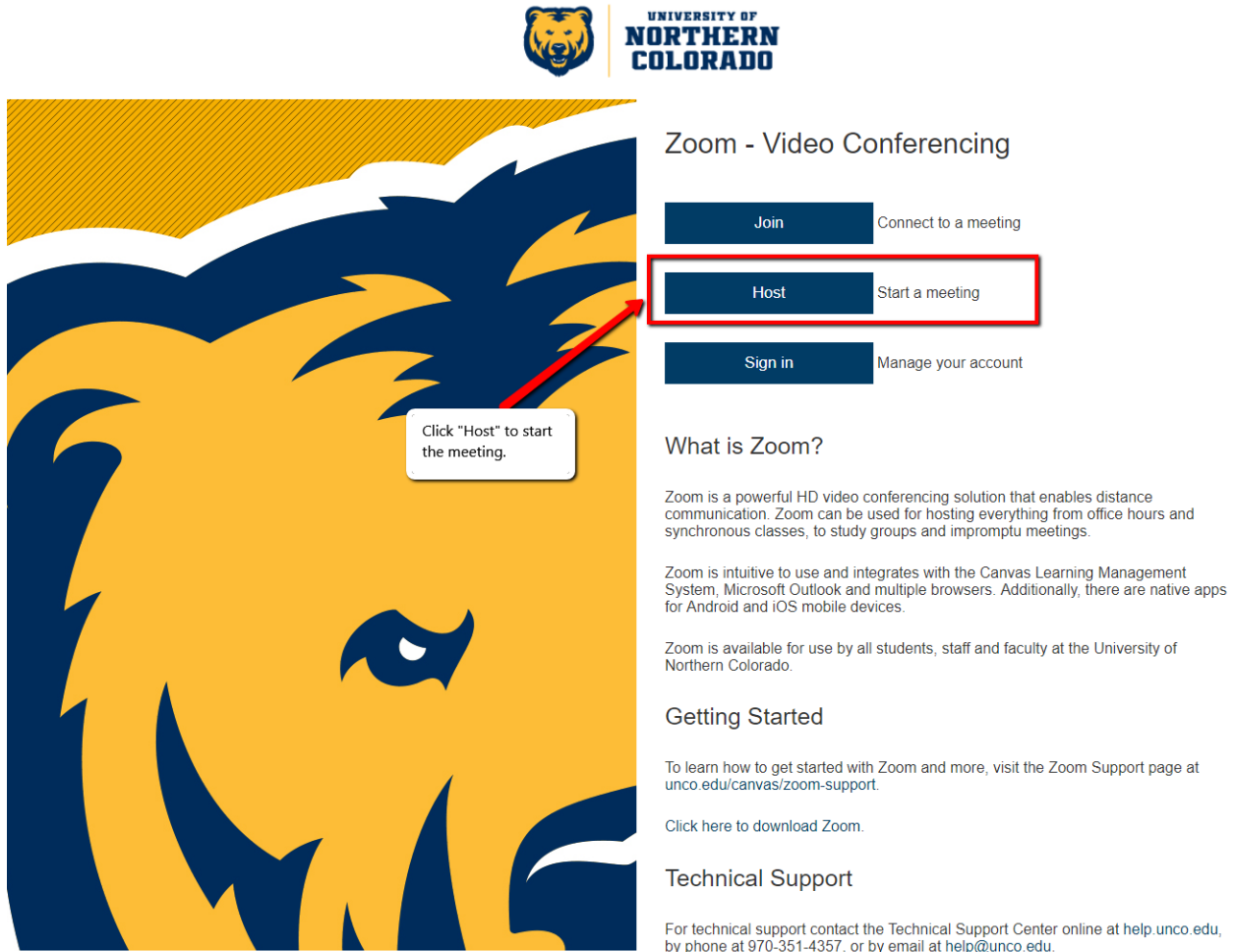


How to Record a Zoom and Put it in a Canvas Discussion Board

Step 1: Click on Zoom Meetings



Step 2: Click "Host" to start the meeting.



The screenshot shows the Zoom - Video Conferencing page. At the top left is the University of Northern Colorado logo, featuring a blue bear head and the text "UNIVERSITY OF NORTHERN COLORADO". The main content area has a large yellow and blue graphic of a bear's head on the left. To the right of the graphic are three buttons: "Join" (with "Connect to a meeting" to its right), "Host" (with "Start a meeting" to its right), and "Sign in" (with "Manage your account" to its right). The "Host" button is highlighted with a red rectangular box. A red arrow points from a callout box to the "Host" button. The callout box contains the text "Click 'Host' to start the meeting." Below the buttons, the page has sections titled "What is Zoom?", "Getting Started", and "Technical Support".

Zoom - Video Conferencing

Join Connect to a meeting

Host Start a meeting

Sign in Manage your account

Click "Host" to start the meeting.

What is Zoom?

Zoom is a powerful HD video conferencing solution that enables distance communication. Zoom can be used for hosting everything from office hours and synchronous classes, to study groups and impromptu meetings.

Zoom is intuitive to use and integrates with the Canvas Learning Management System, Microsoft Outlook and multiple browsers. Additionally, there are native apps for Android and iOS mobile devices.

Zoom is available for use by all students, staff and faculty at the University of Northern Colorado.

Getting Started

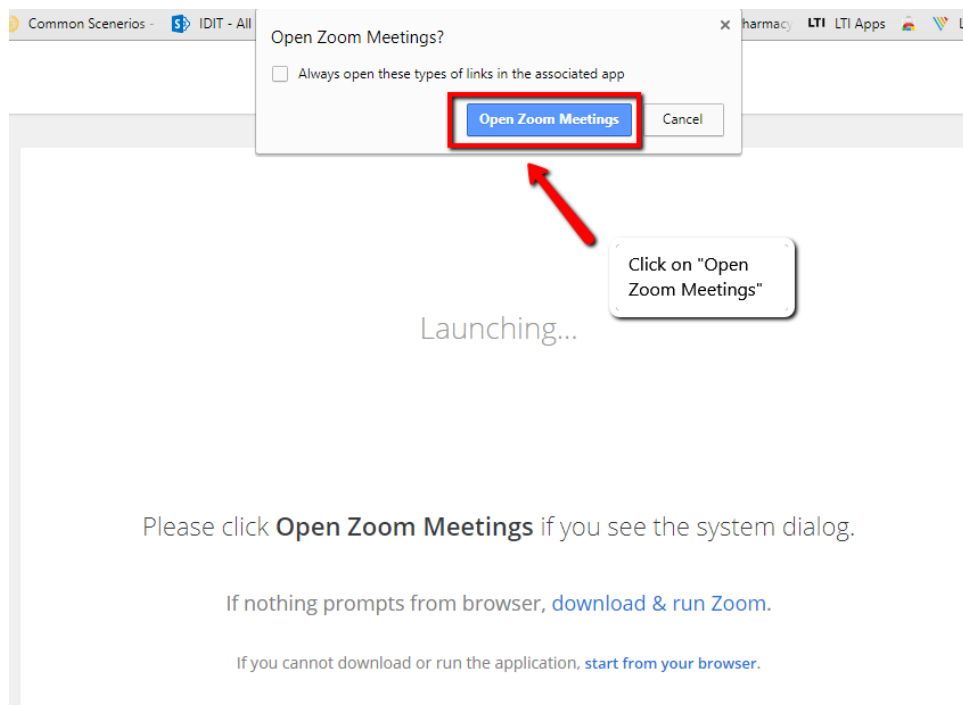
To learn how to get started with Zoom and more, visit the Zoom Support page at unco.edu/canvas/zoom-support.

[Click here to download Zoom.](#)

Technical Support

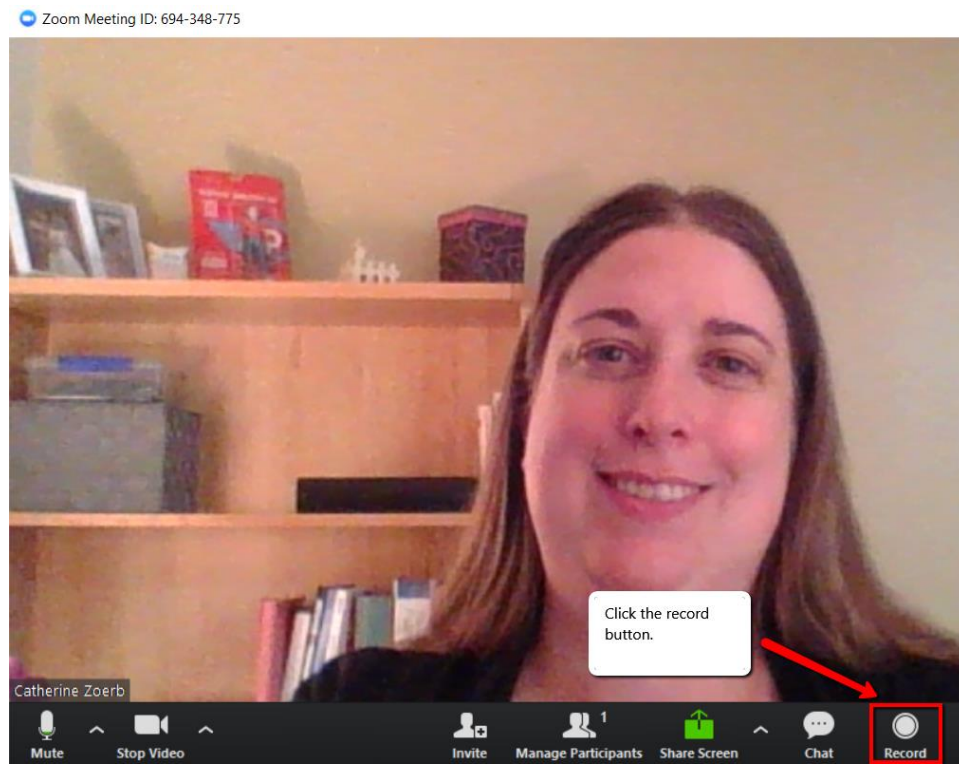
For technical support contact the Technical Support Center online at help.unco.edu, by phone at 970-351-4357, or by email at help@unco.edu.

Step 3: Click Open Zoom Meetings

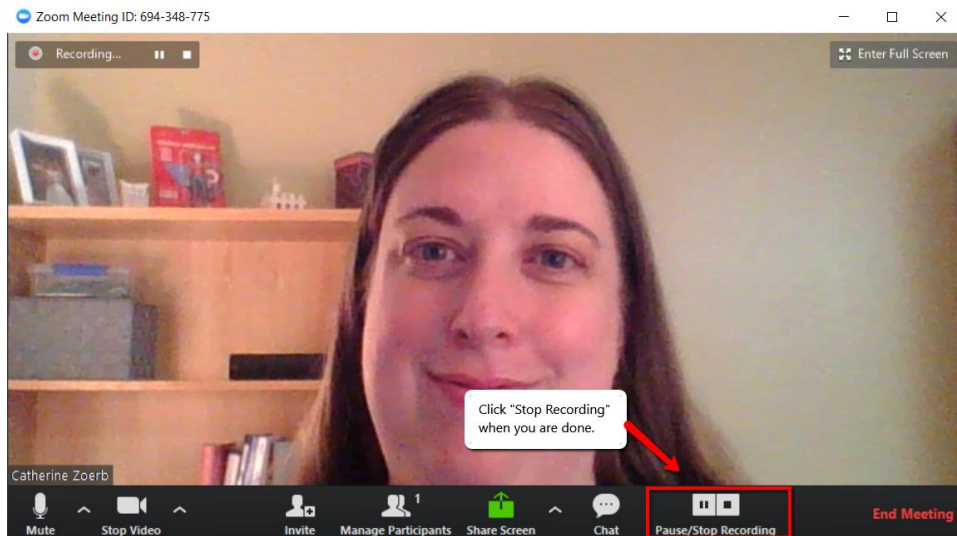


Step 4: Click Record

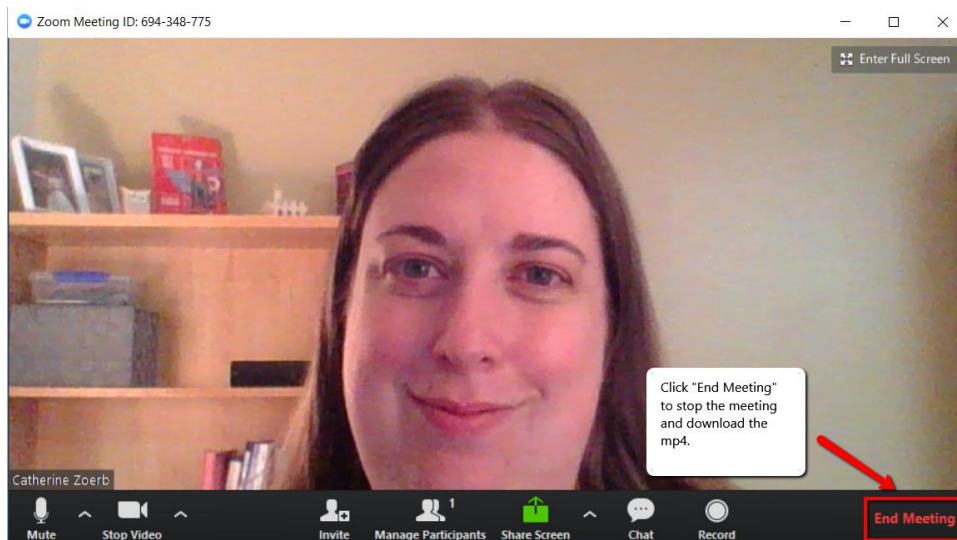
The content will not be recorded until you click record.

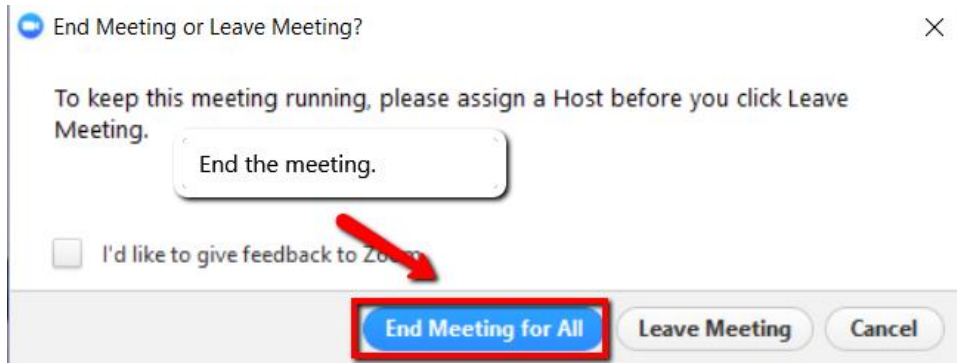


Step 5: When you are done, stop the recording.



Step 6: Click "End Meeting"





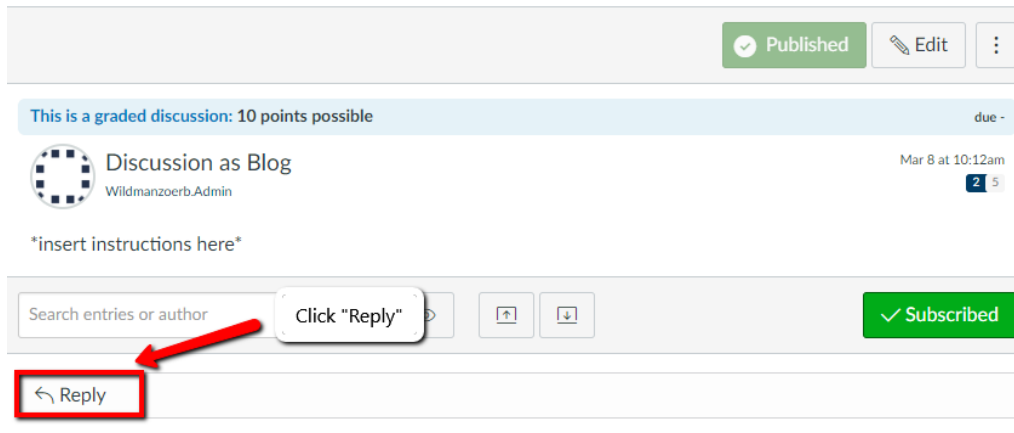
Step 7: When you end the meeting, the recording will automatically download as an mp4.

Be sure to note where it saves. This is how you will upload it to Canvas.

How to Put Your Zoom mp4 in a Canvas Discussion Board

Step 1: Open the Canvas Discussion board where you want to place your content.

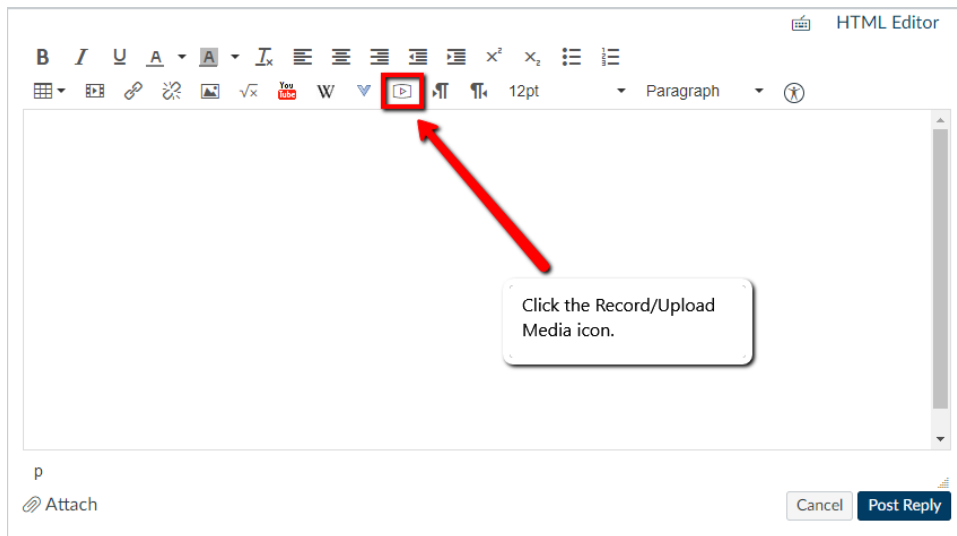
Step 2: Click "Reply"



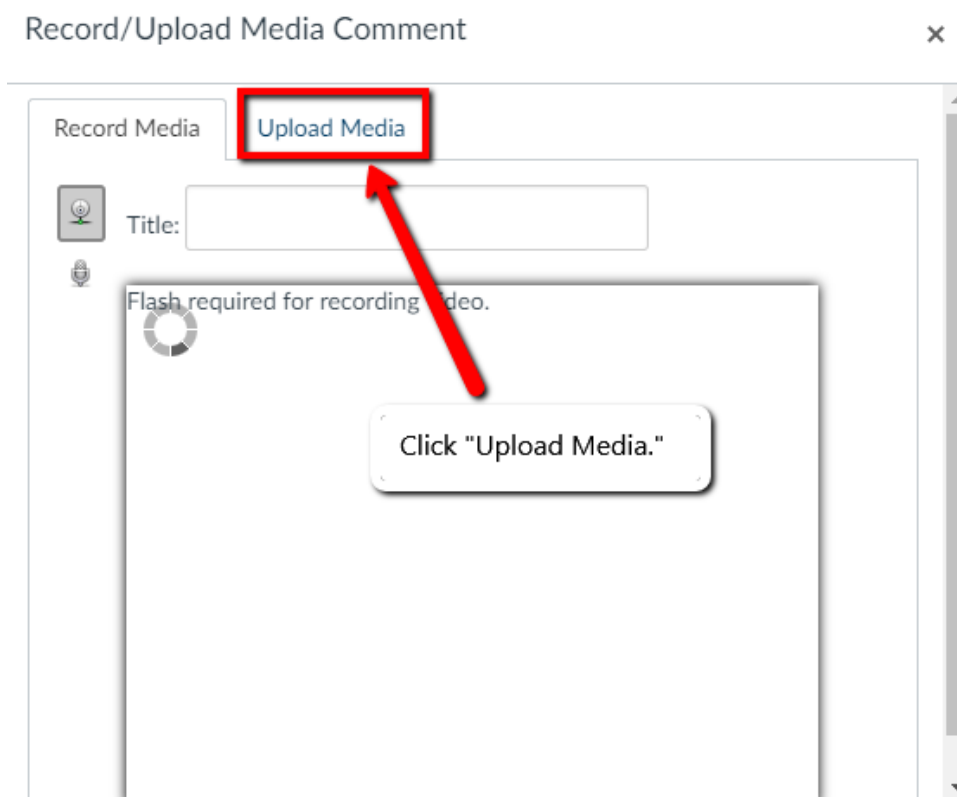
Step 3: Click the Record/Upload Media Icon



<---It looks like this

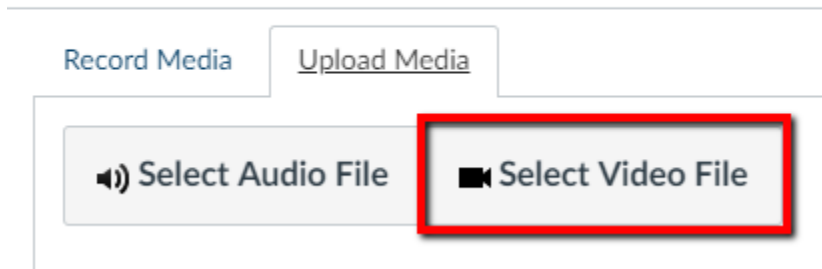


Step 4: Click Upload Media

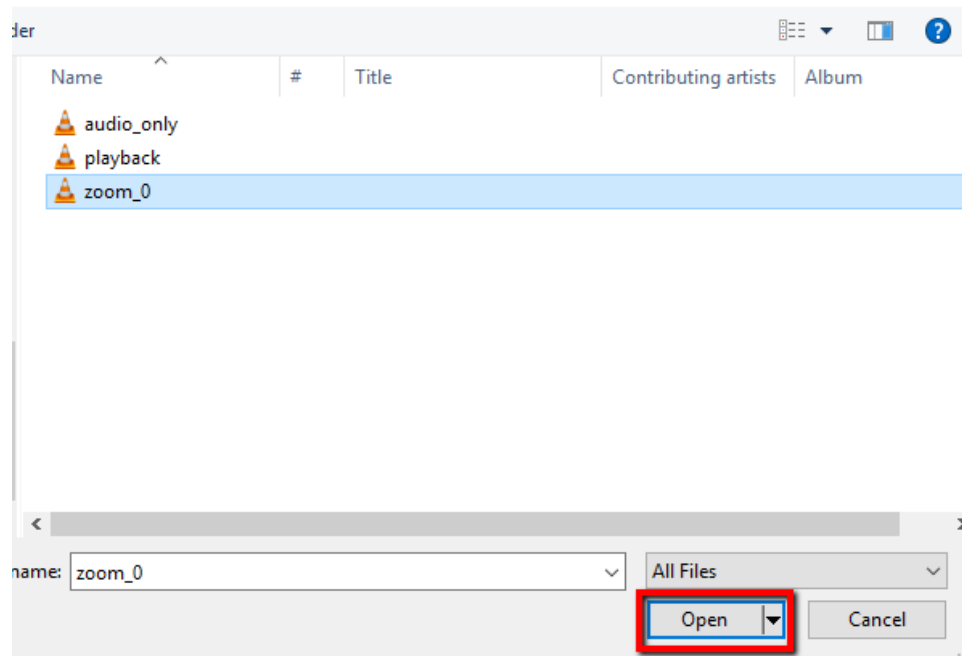


Step 5: Click Select Video File

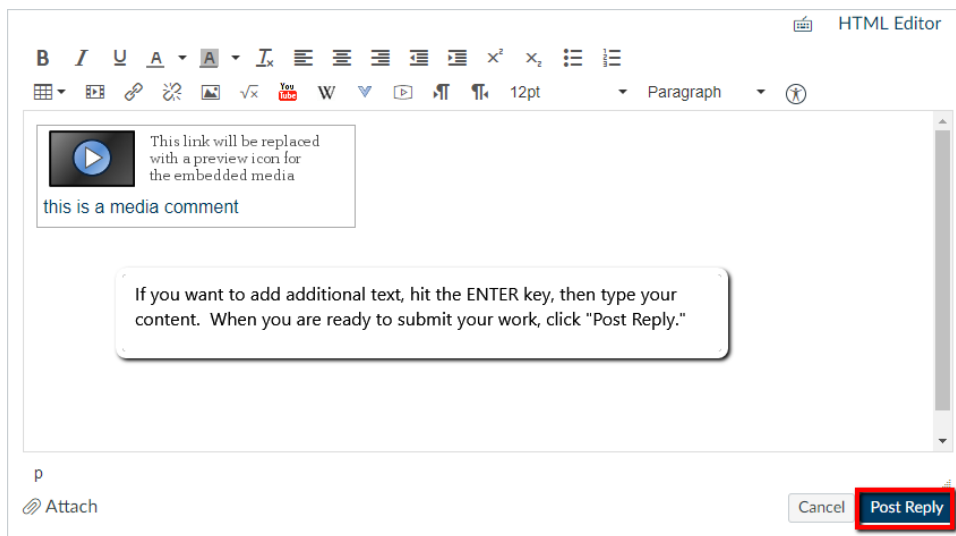
Record/Upload Media Comment



Step 6: Find your video, select the mp4 and click Open.



Step 7: Your video will upload. If you want to add other text, click ENTER, then type your content. When you are ready to submit, click "Post Reply."



The screenshot shows an "HTML Editor" window. At the top is a toolbar with various formatting icons like bold, italic, underline, and text color. Below the toolbar is a large text area. Inside this area, there is a placeholder for a video link that says "This link will be replaced with a preview icon for the embedded media" and "this is a media comment". Below this placeholder is a text box with the instruction: "If you want to add additional text, hit the ENTER key, then type your content. When you are ready to submit your work, click 'Post Reply.'". At the bottom left of the editor is an "Attach" button with a paperclip icon. At the bottom right are two buttons: "Cancel" and "Post Reply", with the "Post Reply" button highlighted by a red rectangle.

That's it! You're done!

For technical support, contact the Technical Support Center online at help.unco.edu, by phone at 970-351-4357, or by email at help@unco.edu.