Store Zoom Cloud Recordings in OneDrive

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

1. Sign into your Columbia College issued Zoom account at https://colum.zoom.us using your Office 365 credentials.

2. Click on the option for "Recordings" in the menu to the left had side of your screen. This will appear once you are signed into your account.

3. A list of your cloud recordings will appear.

4. Click "More" next to the recording that you would like to store in OneDrive. Select "Download."

5. The files for your cloud recording will now save to your computer. This will include the video file, audio only file, and a transcript of the session.

**6.** Sign into your Columbia College Chicago issued Office 365 account at https://office.com to get to OneDrive.

7. Click on the square icon in the top left corner. Select the icon for "OneDrive" to enter the application.

Cloud Recordings   Local Recordings

From [mm/dd/yyyy] To [11/30/2020] All Status

Search by ID [   ] Search Export

Delete Selected   Delete All

	Topic	ID	Start Time	File Size		
☐	Evan West (He/Him)'s Zoom Meeting	942 1346 1110	Nov 10, 2020 04:41 PM	3 Files (17 MB)	Share...	More ▾
☐	Class Meeting - Week 4	932 1232 4113	Sep 28, 2020 09:59 AM	2 Files (60 KB)	Share...	More ▾
☐	Evan's Training Course	946 7598 4919	Jul 10, 2020 03:34 PM	3 Files (921 KB)	Share...	More ▾

Share...   **More ▾**

Download (3 files)

Delete

Office 365 →

Apps

Outlook   **OneDrive**

+ New ⌄   ⤒ Upload ⌄   🔄 Sync

Files

🔄 Uploading 1 item

Progress   ✕

Uploading 1 item to My files   ✕

941 KB of 16.0 MB

▶ My Zoom Recording.mp4   ✕

941 KB of 16.0 MB

8. To upload your Cloud Recording File(s) to OneDrive, click "Upload" from the toolbar menu that appears in OneDrive and then select "files." You will then be able to select your Cloud Recording files from your computer that you previously downloaded from Zoom. They will likely be in your downloads folder or on your desktop, depending on where you save downloaded files.

9. Your recording file(s) will then upload to OneDrive. The progress of the upload will display. This will vary based on connection speed and the size of the file. Once complete, it will appear in your OneDrive account for you to access in the future if needed. Repeat as necessary for any recording files you would like to save.

+ New ⌄   ⤒ Upload ⌄   🔄 Sync   ⚙ Automate ⌄

▶ My Zoom Recording.mp4   A few seconds ago   West, Evan   16.0 MB   Private

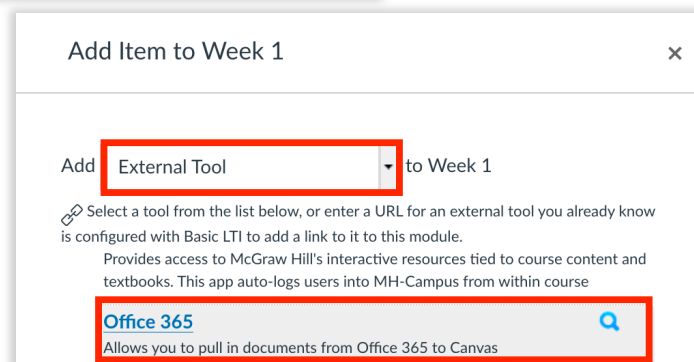## Link Recording Files Stored in OneDrive to a Canvas Module

As a reminder, Zoom cloud recordings will only be available within Zoom for a period of 30 days. If you need to share a Zoom recording link with a Canvas course after this time frame has passed, you may first follow the previous steps to save the recording to your OneDrive account. You may then proceed to post a link to the OneDrive file within your Canvas course for your students to access.
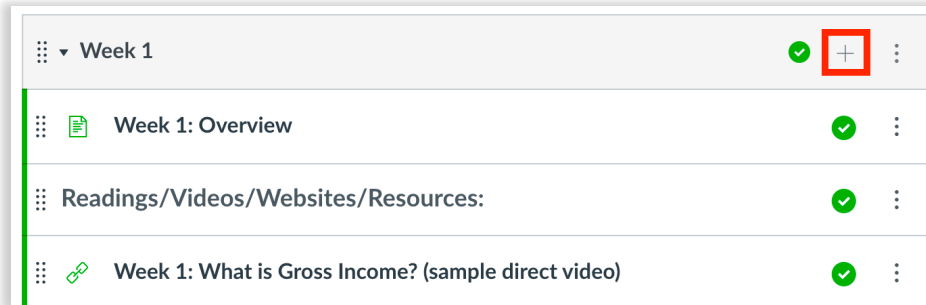
1. Click on the "+" icon to the right of a module to add a new module item.

2. Choose to add an "External Tool" from the drop-down list that appears.

3. An option will appear in this list for Office 365. Click on this option.

Add Item to Week 1

Add   External Tool   to Week 1

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Provides access to McGraw Hill's interactive resources tied to course content and textbooks. This app auto-logs users into MH-Campus from within course

Office 365
Allows you to pull in documents from Office 365 to Canvas

Link Resource from External Tool

OneDrive

Search

Files

Name	Modified	File Size
Canvas	08 Jan 14:03	
Microsoft Teams Chat Files	11 Jan 11:10	
My Folder	08 Jan 12:55	
Zoom	15 minutes ago	
My Zoom Meeting Recording.mp4	2 minutes ago	280.6MB

Attach File

4. The files stored in your Columbia Issued OneDrive account will appear. You may first be prompted to sign into your Office 365 account within Canvas, if you have not already.

5. Choose the video file that you previously uploaded to OneDrive from the list that appears.

6. Click "Attach File."

7. Confirm your selection by clicking "Add Item" to complete the process of adding a link to your recording file in OneDrive to a Canvas module.

8. The link to the file will now appear in your Canvas module. Make sure that it is published for students to be able to view.

Cancel   Add Item

Week 1

My Zoom Meeting Recording.mp4