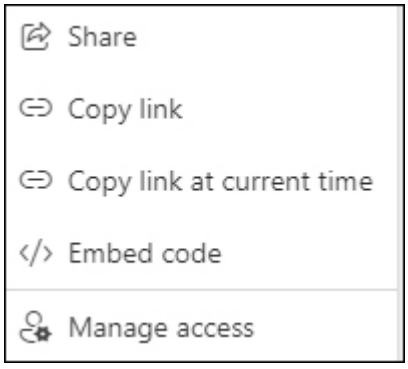
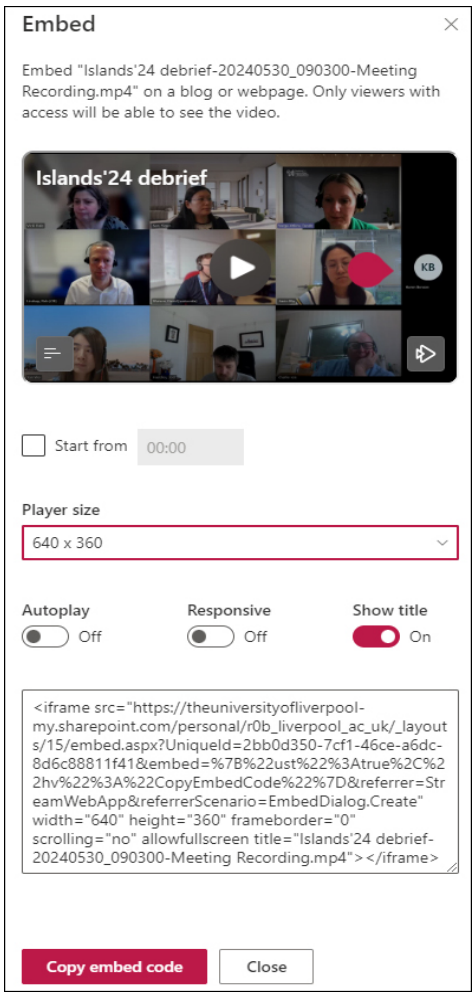
Embed a live session recording into Canvas

Recordings from Microsoft Team's meetings & videos hosted on Microsoft Stream

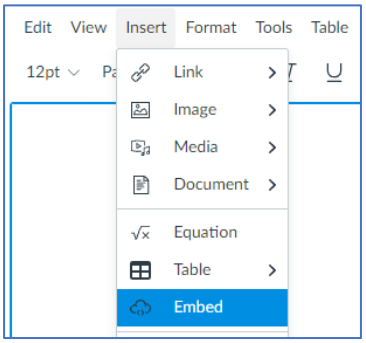
1. Navigate to your video or recording within Microsoft Stream (on SharePoint).
2. Click on the Share video option.
3. Click on Embed Code.



4. Select desired Player size (bigger = best).
5. Copy embed code.



6. Navigate to the Canvas course page on which you would like the video to appear.
7. Click ‘Edit’ in the top right-hand corner.
8. Select ‘Embed’ from the Insert menu drop-down.



9. Paste the embed code copied from Microsoft Stream.
10. Your video will now appear within that page.

Panopto

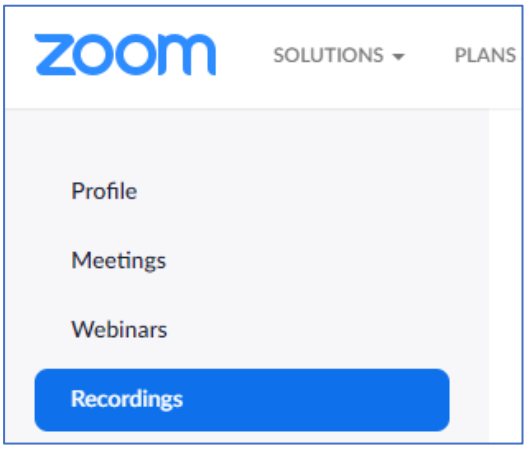
Please follow these guidelines to embed a Panopto recording into your Canvas course.

Recordings from Zoom saved to your PC/laptop (local recording)

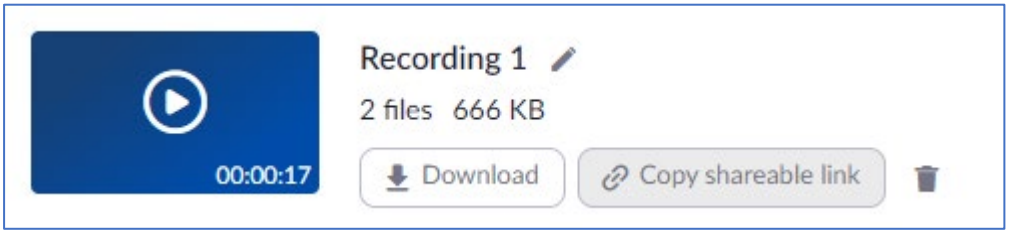
1. Navigate to where your Zoom recording is saved.
   (often C:\Users\YOUR USER NAME\Documents\Zoom)
2. If your file says: “double_click_to_convert_Zoom” then double click on the file to convert it to an mp4 file.
3. Upload your mp4 video file by following the process outlined from Step 3 below.

Recordings from Zoom saved to the Cloud

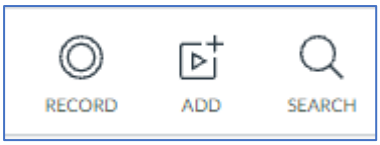
1. Navigate to your recording on the Zoom website using the meeting email link or by navigating to your meeting recordings from the main title menu on the left-hand side.



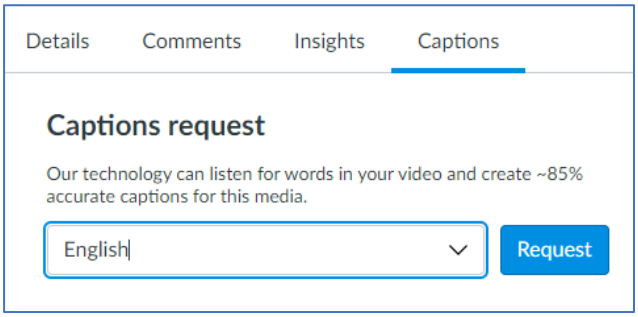
2. Select ‘download’ under your meeting recording options.



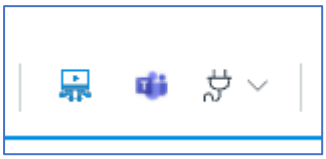
3. Navigate to [Canvas Studio.]
4. Upload your video to Canvas Studio by clicking Add in the top right-hand corner. Drag and drop your video, or locate it within your files.



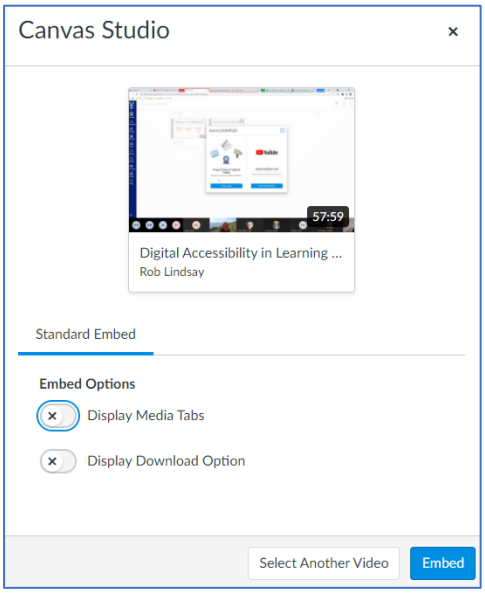
5. When your video is added, click View on the centre of the thumbnail.
6. Under the Captions options tab, select the language spoken within the video and request the subtitles.



7. You will be notified by email when your captions are ready to review, edit and publish as required. They will usually take a few minutes to generate.
8. To review your captions, visit the same option area as within Step 6 above.
9. Once you have published your captions, navigate to the page where you would like to add your video.
10. Click on the Canvas Studio icon within the main tool bar, and select your video from your videos collection.



11. Confirm your download and information tab selections, and click embed. Your video will now be hosted on that page.



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