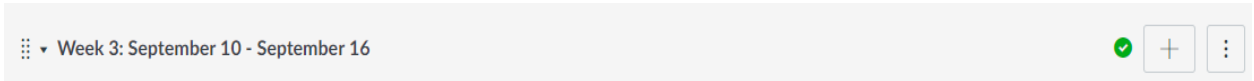


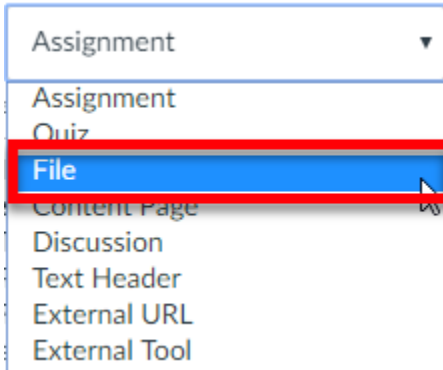
PART 5 of 6

Uploading Virtual Classroom Recordings to your Canvas course

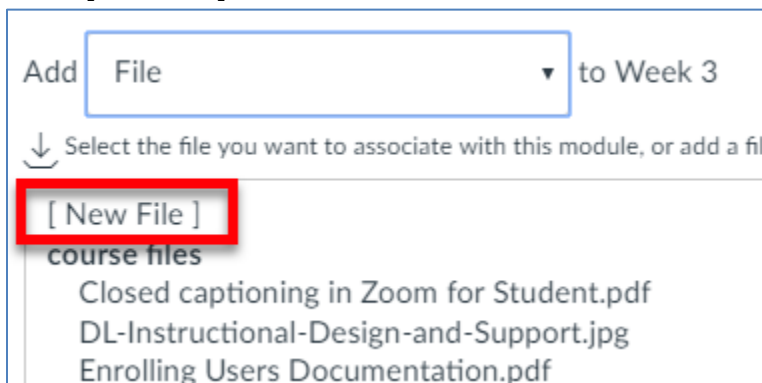
1. First rename your Zoom recording on your computer to something meaningful.
 - a. It will be in your documents folder
 - b. By default, it will be named "Zoom_0.mp4"
Note: the extension ".mp4" may be invisible depending on your computer
 - c. Rename it to something more relevant. We recommend the following format:
"MATH 300 Smith Week 1"
2. Navigate to your **Modules** page on Canvas.
3. Click the "+" button in the weekly module where your video will be uploaded.



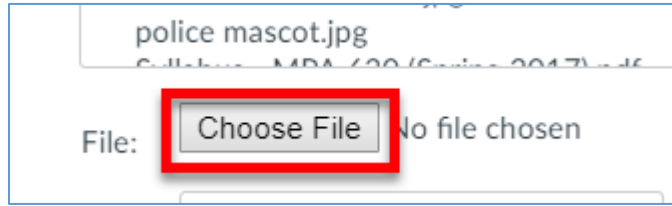
4. From the dropdown menu select "File."



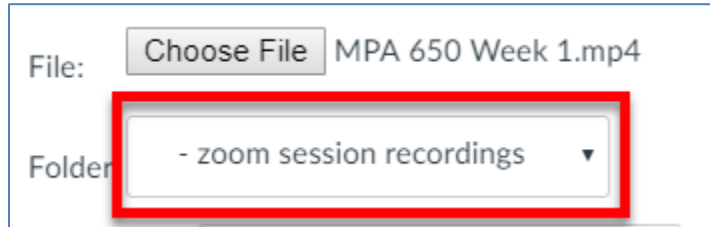
5. Select [New File]



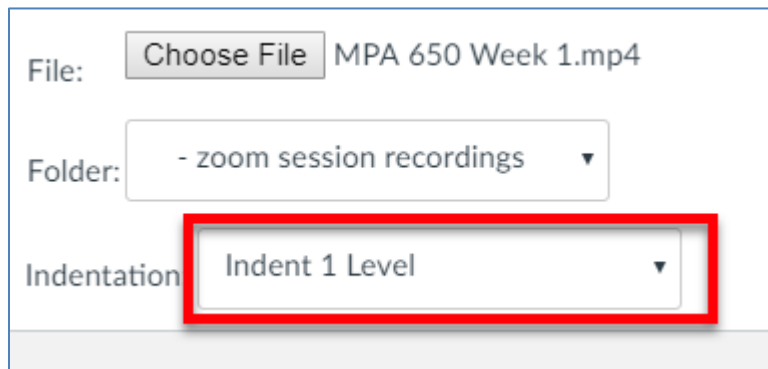
6. Click “Choose File” then navigate to your Zoom recording that you renamed.



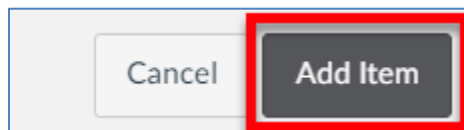
7. Once your file is selected, click “Open”
8. Change the dropdown menu that says “course files” to “zoom session recordings”



9. Change the Indentation dropdown menu to “Indent 1 Level”



10. Finally, click “Add Item”

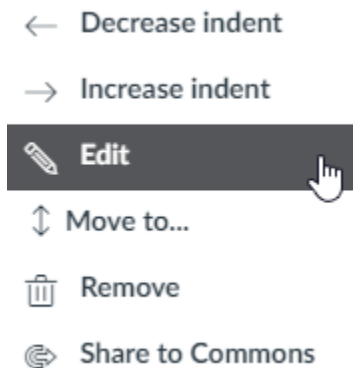


Renaming the file on your Modules page

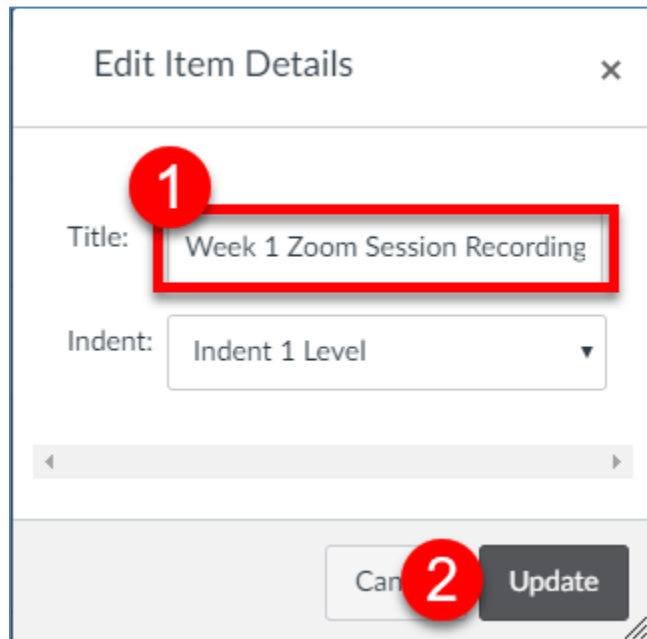
1. Click the three dots to the far right of your video name, next to the green check mark



2. Click "Edit."



3. In the "Title:" field, rename your video to "Week # - Zoom Session Recording"
4. Click "Update."



NOTE: If your class is captioned, the caption file will be uploaded below this video file by Distance Learning.