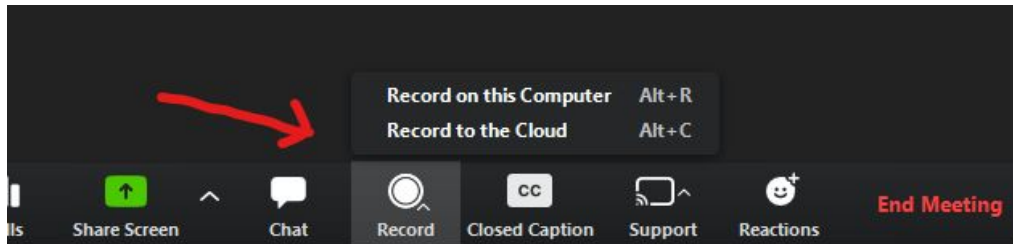


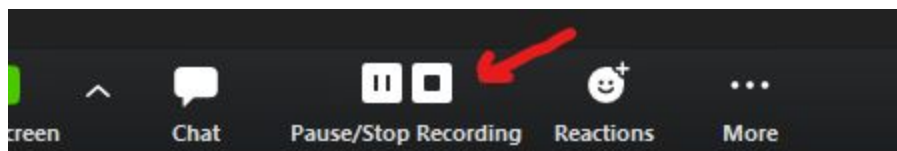
## Recording and Managing Zoom Recordings

When in a Zoom conference, you can record the session either to the cloud (Canvas) or to your local computer. You can also use the record feature to record a class (lecture), which can be viewed by students directly within Canvas.

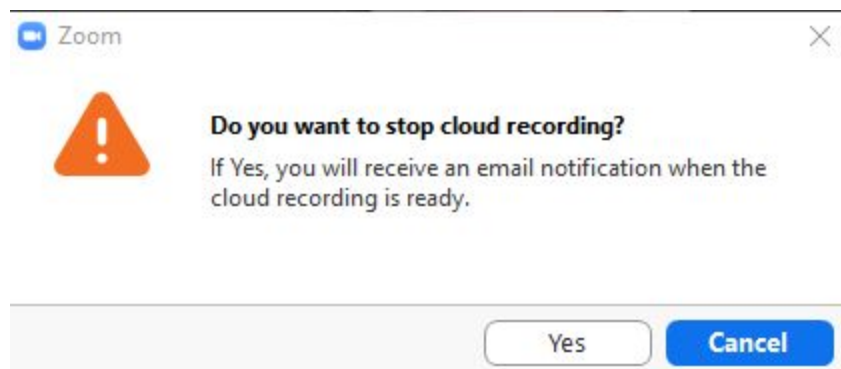
To start recording, click the “record” icon in the Zoom toolbar, and choose “record to the cloud” or “record to your computer”.



To pause or stop recording, click the corresponding button on the toolbar.

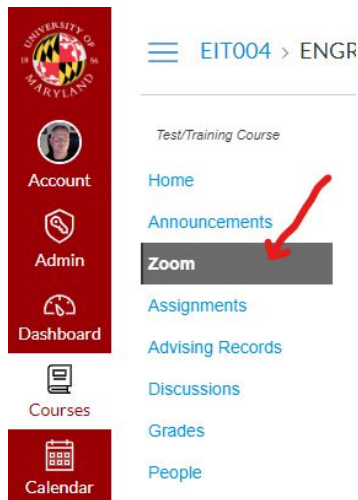


You will be prompted to stop the recording. Click “Yes” to end the recording, cancel to continue recording.

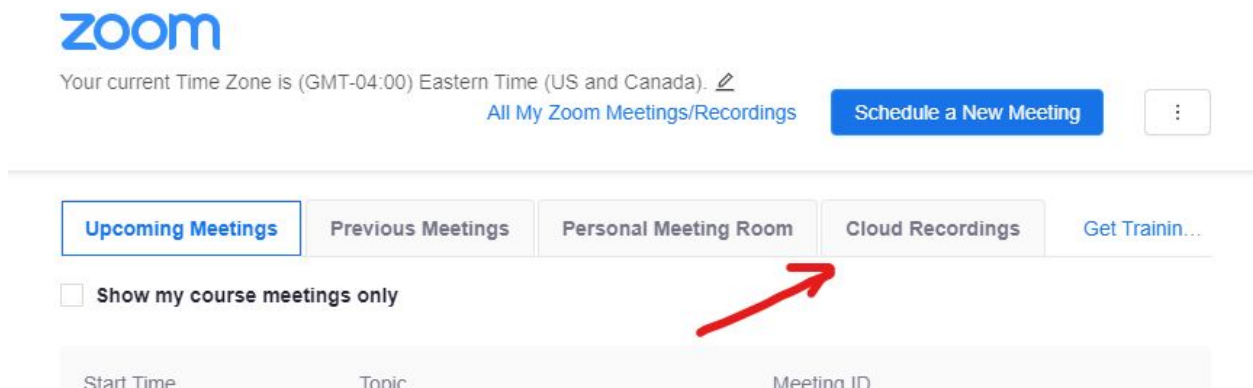


If you selected “record to your computer”, the recording is processed. When finished processing the containing folder will open automatically, showing the contents of the recording. The default location on PC/Windows is “C:\Users\username\Documents\zoom\recording folder”. The default location on Mac is “*INSERT INFORMATION HERE*”.

If you selected “record to the cloud”, your recordings will be available in Canvas after processing is complete. When in Canvas, navigate to Zoom by clicking the Zoom link on the left side of the page.



At the top of the page, click the “Recordings” tab to view all cloud recordings. You can manage and watch the recordings directly from this page.



You will also receive a confirmation email when processing is complete. The email also provides you with a “private” link, and a “shareable” link to the Zoom recording.

If you recorded to your computer, you can still upload the recording into Canvas for students to view. Please see [Uploading Zoom \(and other\) Video to Canvas \(Google Doc\)](#) for more information.