

Upload Virtual Meeting Recordings to Canvas

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Some instructors may want to upload the recordings of their Zoom meetings separately from the automatic posting of meetings **scheduled through Canvas**. You'll need to first download the recording from the Zoom interface and then upload that file to Canvas using Panopto.

The instructions in the **Uploading the Recording to Canvas** section can be used to upload any video, not just recorded Zoom meetings, to Canvas.

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Accessing the Recording in Zoom

If you scheduled your meeting through Canvas, please note:

Zoom meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas.

Beginning October 26, 2020, backup copies of Zoom recordings initiated through Canvas will no longer be stored in Zoom once the recordings have been moved to Canvas. Instructors will still be able to access these recordings in Canvas. This will only affect recordings initiated on or after October 26. Zoom recordings made prior to October 26 will continue to be available in Zoom.

You may expect that a Zoom recording would consist of one file, however, a Zoom recording will often have many files for you to pick from:

- There are several **Recording layout files** (Shared screen with speaker view is probably the best choice for uploading to Canvas).
- Audio only.
- Audio transcript.

The instructions below will show you have to download all the available recordings for a meeting at once, or pick and choose. **Click Read More** to see the instructions:

[Read More](#) →

Uploading the Recording to Canvas

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Meetings Scheduled via Canvas:

Zoom meetings scheduled via Canvas and recorded are automatically uploaded to the Class Recordings tab (Panopto) in Canvas.

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Now that you've downloaded your recorded meeting, you can upload it to Canvas using Panopto by following these steps:

[Read More](#) →

Questions?

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- For more assistance, contact your [Academic Support Representative](#)
 - Request help with using the Panopto Recorder app by emailing class-tech@wharton.upenn.edu
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