

# Upload Virtual Meeting Recordings to Canvas

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

**Note on Student Uploads to Panopto:** In many cases students may not be able to upload videos directly to Panopto. The workaround for this is to have students **upload their videos to PennBox** (or another cloud storage option) and then the TA or Professor can transfer them to Panopto.

The instructions in the "**Uploading the Recording to Canvas**" section can be used to upload any video to Canvas.

## Zoom

Recordings scheduled through Canvas using the steps from **Video Conferences for Instruction** will be automatically copied to Class Recordings. The instructions below are for transferring local or cloud Zoom recordings of meetings scheduled a different way.

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:

## BlueJeans

You can download any recording of a video conference you've scheduled (and recorded) following these steps:

### Deleting the BlueJeans recording from Canvas

Once you've posted the BlueJeans video to Canvas via Panopto, it is listed in the "Class Recordings" section of your Canvas course site. If the meeting was scheduled through Canvas for the whole class, its recording may appear in the Recorded BlueJeans Meetings section of the BlueJeans tab on your course site as well. It is a good idea to delete the video in the BlueJeans section so students aren't confused by the duplication:

## Uploading the Recording to Canvas

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

## Questions?

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