How to Publish a Class Recording in Canvas

- After you have completed a recording in Zoom, the video will be uploaded to your Canvas site.
- You will receive an email once Zoom has processed the recording letting you know it is available and ready to post.
- To access the recording, login into Canvas and navigate to the Zoom page of your course.
• Once you are on the Zoom page within Canvas, click on “Cloud Recordings” along the navigation in the middle of the page
• Click on the link for your session (under the “Topic” column) to preview the recording
- Choose to view the recording or listen to the audio
- To navigate back to the full list of recordings, click “Course Recordings”
- To publish a recording, slide the circle under “Publish” so that it is blue. Students can now see the recording in Canvas. If it is gray, that means students will not be able to see the recording.
- At a later time, you can return here to un-publish or delete the recording from your page.
- Once the recording is published, students will see it in the Zoom section of the course Canvas page.