

## Create a Closed-Captioned Video and Post it to Canvas

### Record a Video to the Zoom Cloud

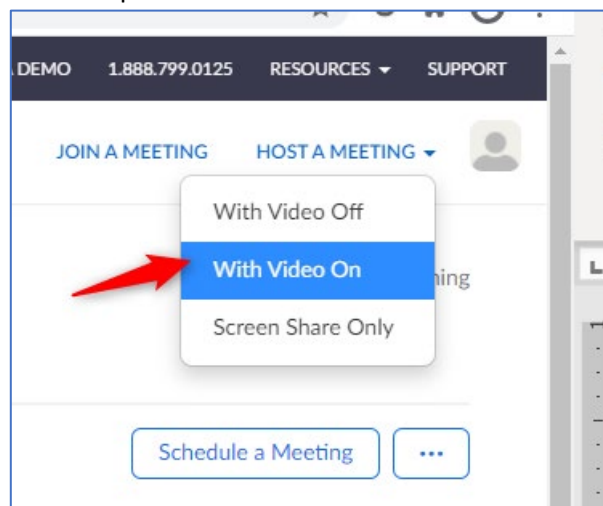
- 1) Login to your Zoom account at <https://zoom.us> \*

- Use your Bucks email address and your Zoom password

*\* Or open Zoom from your desktop application and click the New Meeting Icon and skip step 2*



- 2) In the upper right of the screen, click the dropdown for **HOST A MEETING** and click **With Video On**



- 3) Prepare for recording

- Check your camera positioning
- Check that your audio is on
- If applicable, share the screen that you want to include in the recording

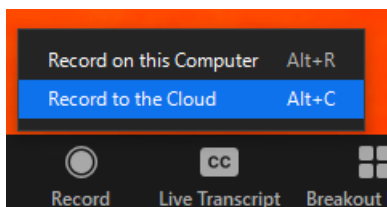
- 4) On the Zoom Toolbar, click Record



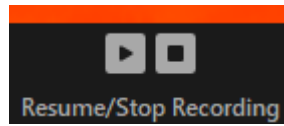
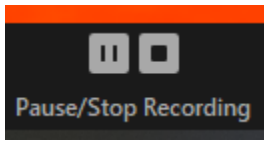
- If you do not see the Record button, then click the three dots with More underneath



- 5) Click Record to Cloud. Note that the Zoom meeting starts recording immediately



- 6) Click the Pause/Stop Recording and Resume/Stop Recording buttons on the Zoom toolbar as needed. *NOTE: If you do not see these buttons on your toolbar then click the three dots on the tool bar for the recording options.*

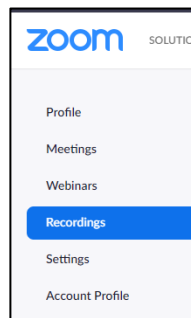


- 7) Complete your recording and End your Zoom Meeting – the Cloud recording will begin processing. You will receive an email when the cloud recording is ready

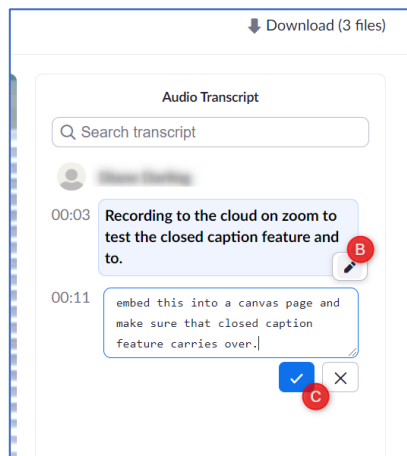
## Review Recording and Closed Captions

- 1) Login to your Zoom account at <https://zoom.us>
  - Use your Bucks email address and your Zoom password

- 2) Click on Recordings in the left menu

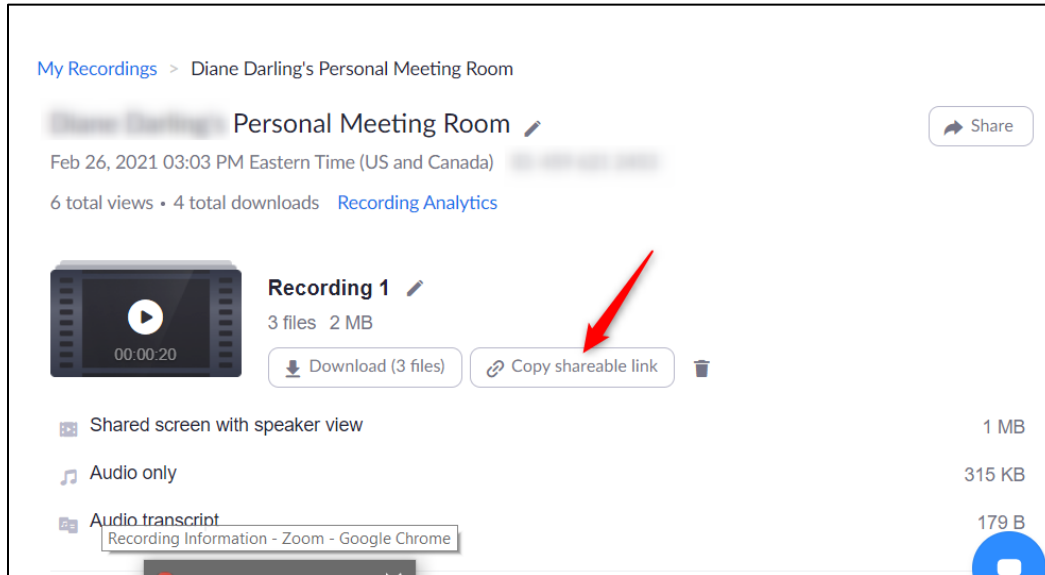


- 3) Click on the applicable recording
  - a. Click to play the recording to review both the recording and the closed captioning (you will see the audio transcript on the right side of the screen)
  - b. If needed, edit the closed captioning by clicking on the pencil icon next to the segment that needs corrections
  - c. Click the checkmark to Save your changes to the closed captions or select "X" to undo

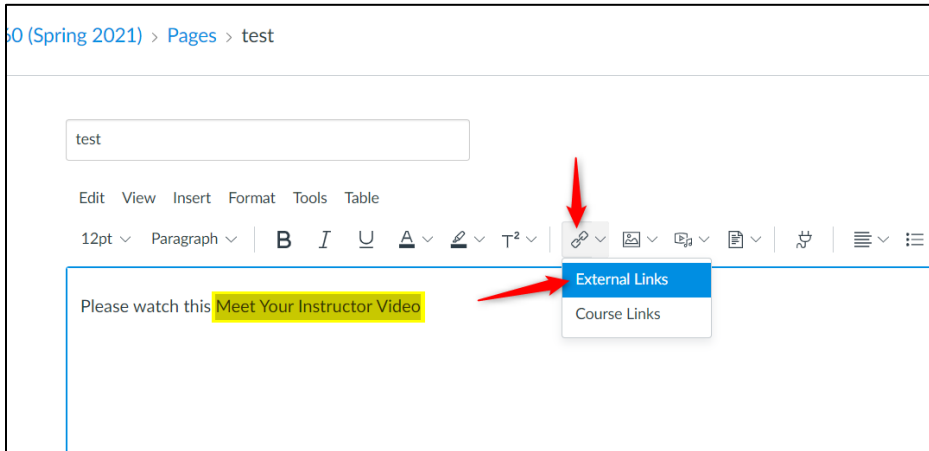


## Copy the Shareable Link for your Recorded Video & Post to Canvas

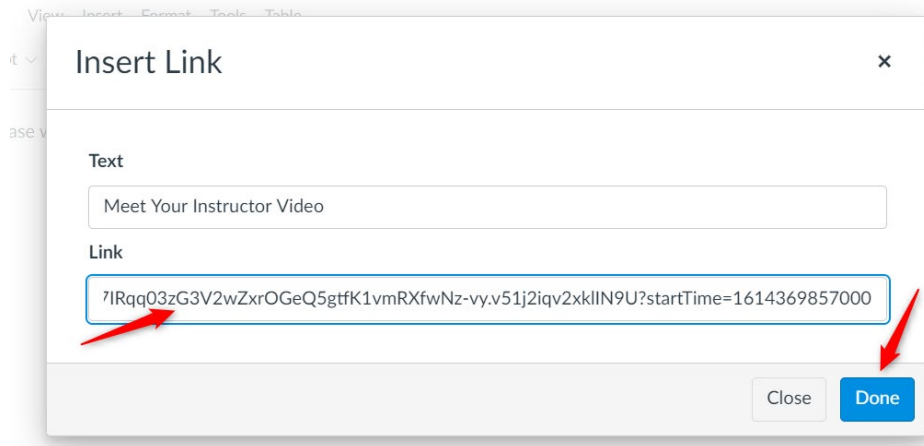
- 1) Click the Recordings menu item in your Zoom account (see 1 & 2 above)
- 2) Click on the name of the video that you want to share in Canvas
- 3) Click the Copy Shareable link button



- 4) Navigate to the Canvas Page, Discussion, Quiz, Assignment or Announcement where you want to share your video and click Edit to open the item
- 5) Enter any instructions for students about the video and the text that describes the video (in this example "Meet Your Instructor Video")
- 6) Highlight the text that you want linked to the video and click the chain link icon and then click External Links



- 7) Paste the link from your clipboard into the Link box on the pop-up window and click Done



- 8) Save the Canvas Page, Discussion, Quiz, Assignment or Announcement.