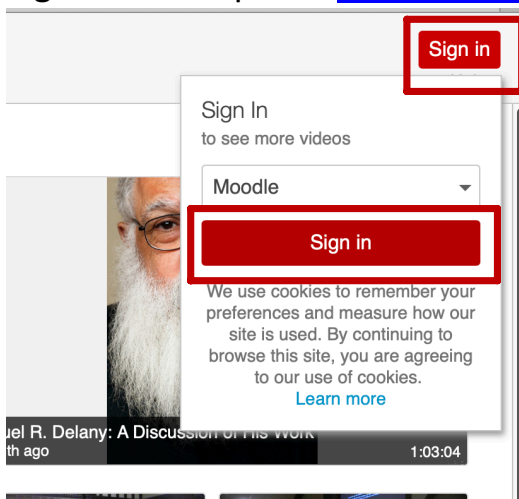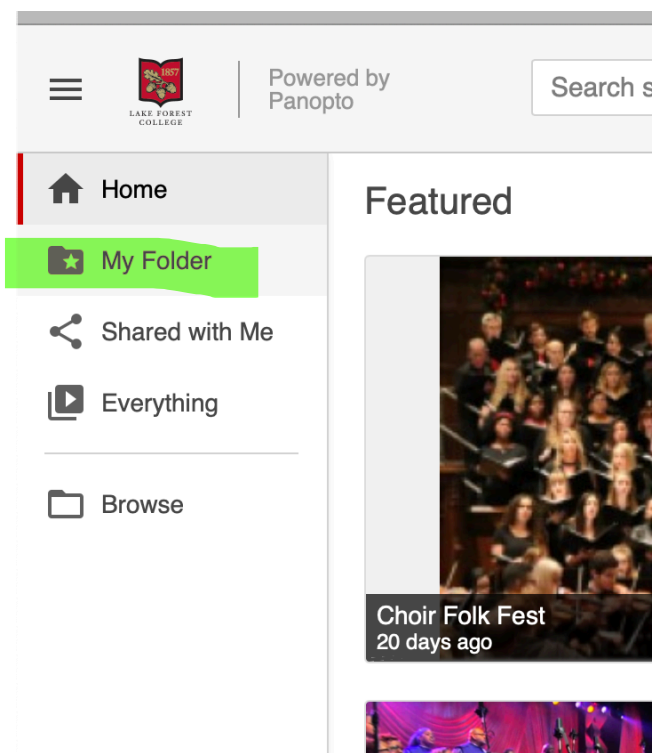# Add Zoom meeting recordings to Moodle

Tuesday, March 24, 2020   9:59 AM

For your Zoom faculty accounts, when you record to the cloud, the video is saved in Panopto. Here are the steps to make your Zoom class recording available to students in Moodle.
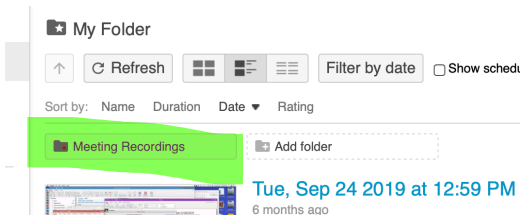
1. Sign into Panopto at http://www.lakeforest.edu/video.

2. Go to your My Folder.

3. Select the sub-folder titled Meeting Recordings. All Zoom recordings you make will be in here.

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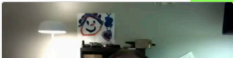
4. Identify the recording for your class. Move the mouse over the movie, and a row of buttons will appear. Choose Settings (gear icon).
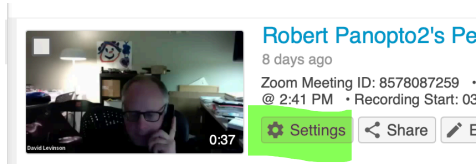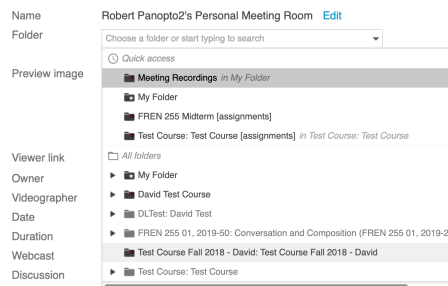
5. In Settings, the second link in the central column is Folder, which says, "Meeting Recordings." That is the current folder. Next to that, choose the Edit link.
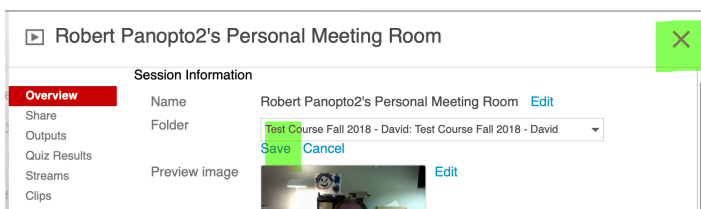
6. The pop-up menu will list all of your courses. Panopto has a course folder for every cours you have in Moodle. Choose the course folder for this video, and the menu

7. Press Save. The movie will disappear from the Meeting Recordings folder, and move to th course folder. Use the X in the Settings window to close.

8. To see the course folder in Panopto, choose Browse from the left side, then My Folders. Select the course folder to view the videos in it.
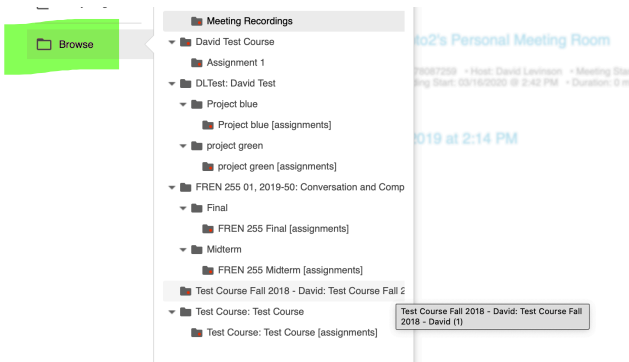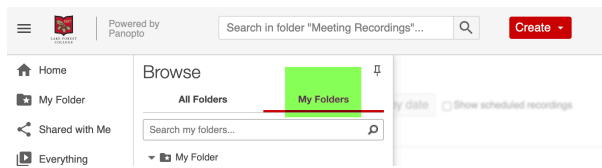
9. Every video in the Panopto course folder is automatically listed on the Moodle course page. To see it, log onto Moodle and go to the course page. Scroll down, and on the left, look for the Panopto block. You will see links to the videos in a list under Completed Recordings.