# **UBC** Forestry

## Sharing Class Recordings with Students

This tip-sheet provides different options to share class recordings with students using (1) Zoom Cloud Recordings, (2) In-room Recordings, or (3) Kaltura.

If you have any questions about sharing class recording with students, please contact the Forestry Teaching and Learning Support Team (<u>forestry.tls@ubc.ca</u>).

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### A. Zoom Cloud Recordings

Zoom Cloud Recording allows you to record and upload your Zoom recording to the Cloud where the file can be accessed by your students.

### **Enable Zoom Cloud Recordings and Sharing**

1. Sign in to the Zoom on <a href="https://ubc.zoom.us/">https://ubc.zoom.us/</a>

2. Click Settings on the left sidebar and navigate to the Recording tab



3. Enable **Cloud recording** and **Allow cloud recording sharing**. If you want the recordings to be password protected, enable **Require passcode to access shared cloud recordings**.

Cloud recording Allow hosts to record and save the meeting / webinar in the cloud	
Allow cloud recording sharing A sharing link for the recording will be generated after a meeting. Users who have been granted the viewing permission can access the cloud recording through this link.	

### Sharing Cloud Recordings in Canvas

After recording your Zoom meeting to the cloud, you may make it available to your students using the Canvas-Zoom integration.

**Note**: The meeting must be already imported into the Zoom tab on Canvas for you to publish and make the recordings available to students.

1. Click Zoom in the Course Navigation Menu

Home	zoom
Announcements	Your current Time Zone and
My Media	
Media Gallery	
Zoom	Upcoming Meetings

### 2. Select Cloud Recordings tab

ZOOM Your current Time 2	one and Language are (GMT-08:00)	Pacific Time (US and Cana	da), English 🖉 All My Zoom Meetings/Recordings	Schedule a New Meeting
Upcoming Meet	ngs Previous Meetings F	Personal Meeting Room	Cloud Recordings	

### 3. **Publish** the recording you want to share with the whole class

Upcom	ing Meetings	Previous Meetings	Personal Me	eting Room	Cloud Recordings		
from Se		to	Search by ID	V	Search	Export	Show my course reco
	Topic			ID	Start Time	File Size	Publish
	Host					4 Files(20 MB)	
	Host					2 Files(13 MB)	

### Student View

Students will be able to access the class recording by clicking **Zoom** in the Course Navigation Menu and find the recording under **Cloud Recordings** tab. Click on the title of the recording and they will be directed to a page with recordings.

from Select date 🖹 to 2022-02-14 🖹	Search by ID	V D		Search
Торіс		ID		
		10	Start Time	
Pacific Time (US and Canada) ID:				
0				

### Sharing Cloud Recordings using a Sharing Link

There are 2 ways you may retrieve a sharing link to your Zoom Cloud recording.

### <u>On Canvas</u>

1. Click **Zoom** in Course Navigation Menu

▲	zoom
Announcements	Your current Time Zone and
My Media	
Media Gallery	
Zoom	Upcoming Meetings

### 2. Select Cloud Recordings tab

	Contract Time Zone a	nd Language are (GMT-08	:00) Pacific Time (US and Cana	ada), English <b>ℓ</b> All My Zoom Meetings/Recordings	Schedule a New Meeting
Up	coming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	

### 3. Click on the title of the recording to view recording details

Upcoming Meet	ings Previous Meetings	Personal Meeting	Room	Cloud Recordings		
from Select date Delete All	to to	Search by ID V		Search	Export	Show my course reco
Торіс			ID	Start Time	File Size	Publish
Host					4 Files(20 MB)	
Host					2 Files(13 MB)	

4. Click **Share** for the recording you want to share

	Vancouver ID:				
Ð		۲		۲	
Recording-1		🕞 Audio only-		□ Recording	
Download	Share	Download	Share	Download	Share
© ⊡ Audio only-2	(957 KB)				
ownload	Share				

### 5. **Copy** the sharing link

Share this cloud recording	×
Title: Date: Recording-1(12 MB) https://ubc.zoom.us/rec/play/	•
Сору Са	ancel

On Zoom's web portal

1. Sign in to the Zoom on <a href="https://ubc.zoom.us/">https://ubc.zoom.us/</a>

2. Click **Recordings** on the left sidebar

ZOOM SOLUTIONS - PI	LANS & PRICING CONTACT SALES	
Profile	Cloud Recordings	Local Recordings
Meetings		
Webinars	Q Search by topic or Meetin	g ID
Personal Contacts		
Recordings	Поріс	ID
Settings		

3. Under **Cloud Recordings** tab, click on the title of the recording you want to share

Cloud Recordings	Local Recordings	
Q Search by topic or Mee	eting ID	in audio transcript
Торіс	ID	Start Tir

4. Click **Copy shareable link** to copy the sharing link

Recordings >	
/	
Pacific Time (US and Canada) ID:	
0 total views • 0 total downloads Recording Analytics	
00:00:17   3 files 594 KB I Download Copy shareable link The recording includes the files listed below Shared screen with speaker view Audio only Closed Caption	<b>T</b>

This link may be shared to your students through different means such as Canvas announcements, Canvas Inbox etc.

### B. In-room Recordings (Panopto)

The in-room recording and live streaming system, available in **FSC 1001**, **1003**, **1005**, and **1221**, is an option for class recording. You can find detailed information about this system in <u>Tipsheet for teaching</u> with In-room Recording and Streaming.

If you want to use the in-room recording and live streaming system, you will need to <u>Request In-Room</u> <u>Recording and/or Live Streaming in FSC Classrooms</u>.

After the recording is scheduled by UBC AV helpdesk, you should receive an email from them with a link, which will direct you to a page where you can find all the live streaming and recordings.

You can share your class recording videos by sharing this link with students. Students will be able to access all the class recordings using this link.

Please note that all recordings for the course will be in the same folder. The link is **not** password protected and can be accessed by anyone from this link. If you would prefer to review, modify and have some control over the recordings, please reach out to UBC AV helpdesk (<u>av.helpdesk@ubc.ca</u>) to have the recordings downloaded and uploaded to Canvas. The next section will cover how you may upload the recordings to Canvas using Kaltura.

### C. Uploading Recordings to Canvas using Kaltura

Uploading your recordings to Kaltura ensures that only students enrolled in your Canvas course have access to them.

**Note:** Canvas courses have a limited file storage, however this limit is not applied to Kaltura. In other words, we would recommend using Kaltura to upload video files as it has unlimited storage.

If you use Zoom to record your lecture using the Record on this computer option, the recording files would have been saved locally on your computer. If you opted for the Record to the Cloud option, you can retrieve the video recording from your Zoom Cloud.

If you are using the In-room Recording System (Panopto), please contact the UBC AV helpdesk <u>av.helpdesk@ubc.ca</u> to enable the download option for your recordings in the course folder.

### Uploading video recordings to Kaltura

1. Click on My Media in Course Navigation Menu

Home	My Media
Announcements	Q Search My Media
My Media	
Media Gallery	Filters > Search In: All Field
Zoom	
Modules	

2. Click on Add New and select Media Upload

(1)	
= ≔ ≕	Add New 🗸 ACTIONS 🗸
	🖽 Media Upload
	Webcam Recorder
	🕌 YouTube
	Kaltura Capture
	🗣 Video Quiz
(	

3. Choose the file you want to upload from your device



In Upload Media page, you can name the video and add description.
 Select With the Permission of the Copyright Holder for Copyright Permissions



5. Click Save



6. In My Media, your video recording will look something like this:



You can choose to share the recording with the whole class or with certain students.

### Sharing Recording Video with the Whole Class

#### Using Canvas Page

After uploading the video to **My Media**, you can share the recording video with the whole class by embedding the video into a Canvas Page

1. Click on **Modules** in Course Navigation Menu. If you want to create a Module for class recordings, you can click on **+Module button** on the upper right corner and name the Module



2. Under the Module you want to add the recording to, click on **+ button** to add new item to the Module.

⋮ ▼ Tipsheet sharing recording	⊘ -	:
$\uparrow$		
Drop files here to add to module		
or choose files		

3. Choose Page under the drop-down menu [1]. Select Create Page [2]. Name the page [3], and click Add Item [4]

Add Item to	×
Add Page 1 to Tipsheet sharing recording  Select the page you want to associate with this module, or add a new page by selecting "Create Page".  [Create Page] 2	
[Create Page] 2	Ţ
Page Name: 3	_
	4 -
Cancel	Add Item

4. Click on the title of the page you have just created



### 5. Click Edit at the top right corner

View All Pages	🚫 Publish 🛛 🔪 Edit 🔛
Class Recording	
	Next •

### 6. Click on the Embed Kaltura Media button

Class Recording	
Edit View Insert Format Tools Table 12pt $\lor$ Paragraph $\lor$ $B$ $I$ $\bigcup$ $A$ $\lor$	$\mathscr{L}$ $\lor$ $T^2$ $\lor$ $\mathscr{O}$ $\lor$ $\bowtie$ $\lor$ $\bowtie$ $\lor$ $\blacksquare$ $\lor$ $\blacksquare$ $\lor$ $\blacksquare$ $\lor$ $\blacksquare$ $\lor$ $≔$ $\lor$ $≔$ $\lor$ $≔$ $\lor$ $≔$ $\lor$ $≔$ $\lor$ $≔$ $\lor$ $≃$ $⊨$ $∶$

### 7. Find the recording video you uploaded, and click </> Embed

Embed Kaltura Media				×
My Media Media Gallery Media Galler	ry Playlists			ĉ
Q Search My Media		(1)		+ Add New
Filters > Search In: All Fields ~	Sort By: Creation Date - Descending 🛩			= :=
	E Test Video for Tipsheet Adding Description			CO Embed
	From Mandy Chen on February 10th, 2022	<b>\$</b> 0 <b>b</b> 0	0 🏚 0	

### 8. Save and publish the page



Students will be able to access the recording video from this Canvas page



### Using Canvas Media Gallery

Alternatively, you can also share the recording videos with the whole class by uploading the video to **Media Gallery** 

1. Select Media Gallery in Course Navigation Menu

Home	Media Gallery
Announcements	
My Media	
Media Gallery	<b>Q</b> Search this gallery

2. Click on + Add Media

(i)
 + Add Media

3. Under My Media tab, (1) check the recording video and (2) click on Publish

Add Media	Cancel	Publish
Select one or more media items to add to the current gallery		2 ×
My Media		ADD NEW 🐱
Q Search My Media		(1)
Filters > Search In: All Fields • Sort By: Creation Date - Descending •		
Test Video for Tipsheet		
Adding Description		

4. You will see a confirmation after the video is published successfully.

media was published successfully.	
Media Gallery	0
Q Search this gallery	0
Filters >	🗰 🗮 🗮 🕇 Add Media
Search In: All Fields 👻 Sort By: Creation Date - Descending 🕶	
	100

Students will be able to access the recording videos by going to Media Gallery in Canvas.

### Sharing Recording Video with Certain Students

After uploading the video to **My Media**, you can share the video with certain students privately by embedding the video in an assignment

1. Click on Assignments in Course Navigation Menu



2. If you want to create an Assignment Group for the class recordings, you can click on **+Group button**, (1) name the group, (2) set the weight as 0% of total grade, and (3) click on **Save** 

63 Student View	
+Group +Assignment :	
Add Assignment Group	×
Class Recording	•
2 0 % of total grade	3 -
Cancel	Save

3. Click on **+ Assignment** to add a new assignment



4. (1) Name the assignment and (2) click on Embed Kaltura Media button to embed the video



5. Find the recording video you uploaded, and click on Embed

Embed Kaltura Media				×
My Media Media Gallery Media Gallery	Playlists			¢
Q Search My Media		(1)		+ Add New
Filters > Search In: All Fields -	Sort By: Creation Date - Descending 🛩			= :=
	Test Video for Tipsheet Adding Description			C Embed
	From Mandy Chen on February 10th, 2022	♥0 ▶0	<b>•</b> 0	

6. Categorize the assignment into an assignment group and check **Do not count this assignment towards the final grade** 



7. Assign the assignment to certain students

Due		
Available from	n Until	
	888	1222 1222

### 8. Save and publish the page

Cancel	Save & Publish	Save

Only certain students will have access to the assignment and the rest of the class do not have access to the class recording.

**Note**: As the recording will be classified as an assignment on Canvas, this may require clear communication with students to avoid confusion.