

UBC Faculty of Forestry & Environmental Stewardship

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 Teaching and Learning Support Team (forestry.tls@ubc.ca).

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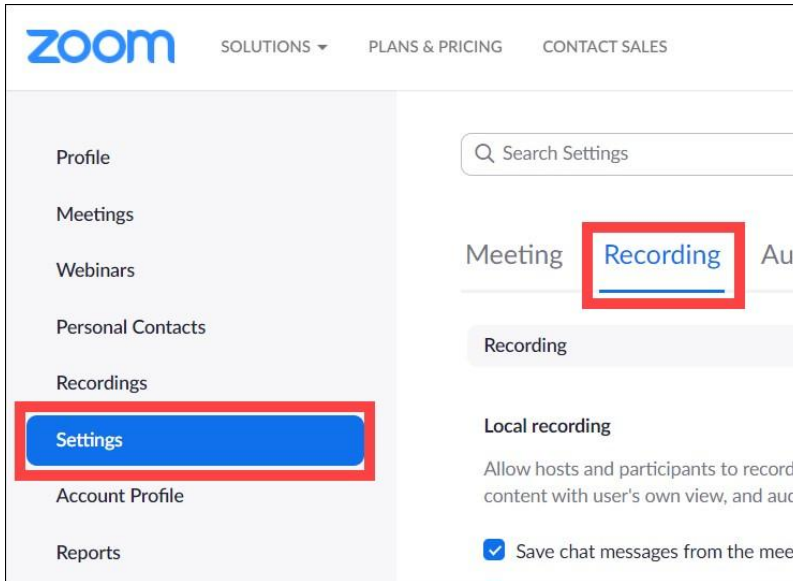
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A. Zoom Cloud Recordings

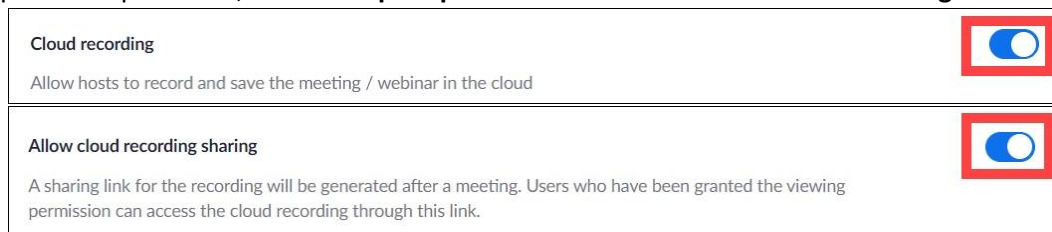
Zoom Cloud Recording allows you to record and upload your Zoom recording to the Cloud where the file can be accessed by your students.

Enable Zoom Cloud Recordings and Sharing

1. Sign in to the Zoom on <https://ubc.zoom.us/>
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**.

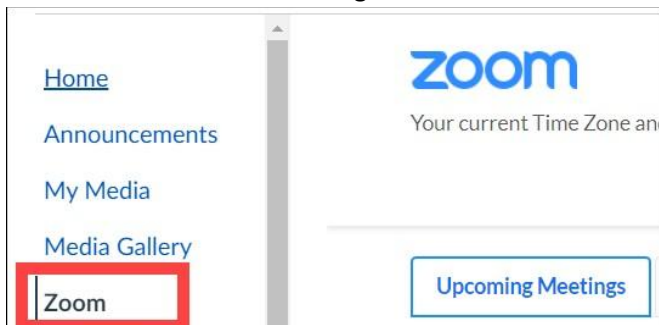


Sharing Cloud Recordings in Canvas

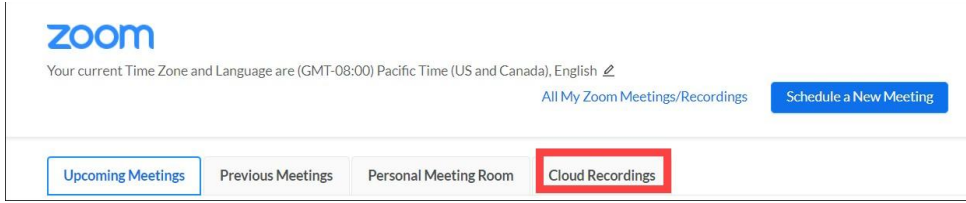
After recording your Zoom meeting to the cloud, you may make it available to your students using the Canvas-Zoom integration.

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

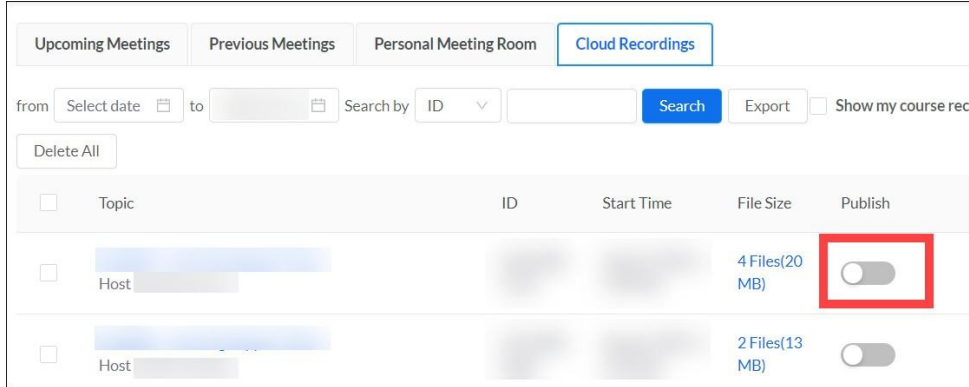
1. Click **Zoom** in the Course Navigation Menu



2. Select **Cloud Recordings** tab

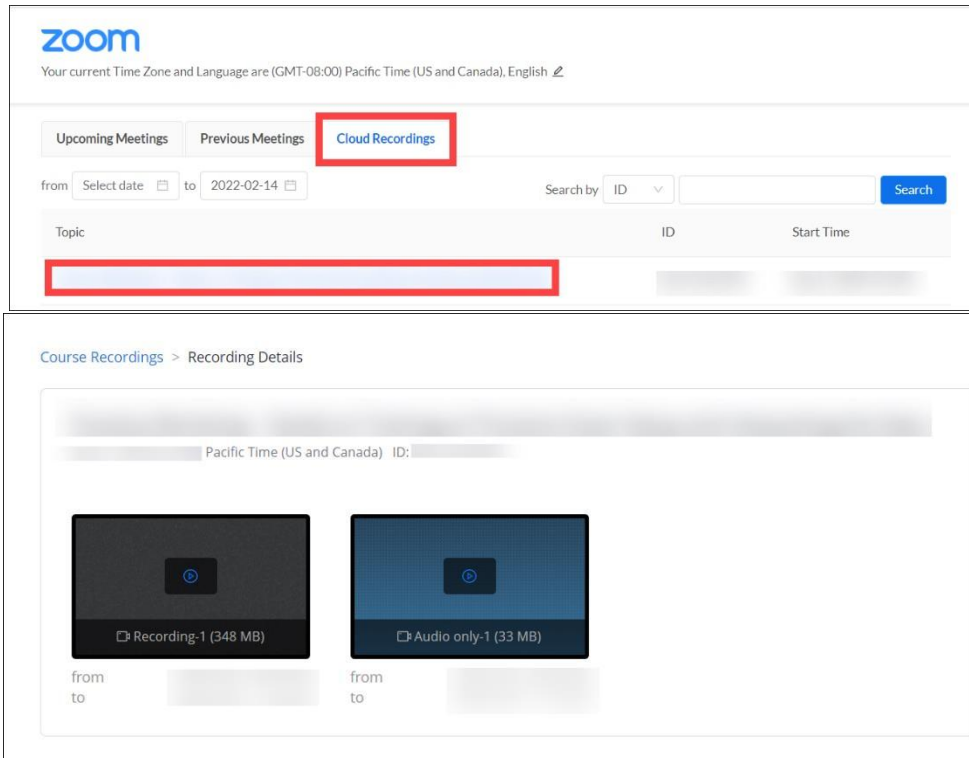


3. **Publish** the recording you want to share with the whole class



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.

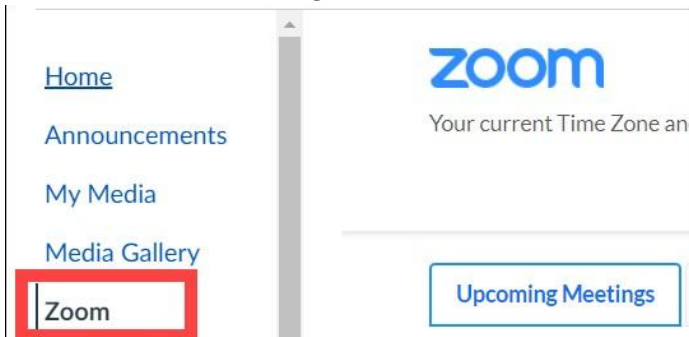


Sharing Cloud Recordings using a Sharing Link

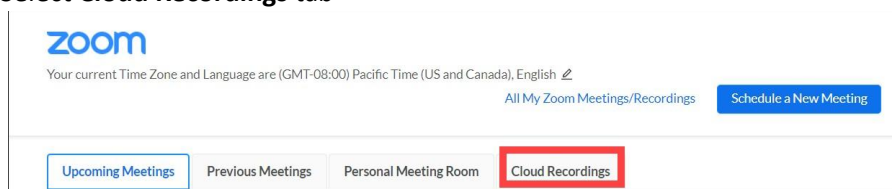
There are 2 ways you may retrieve a sharing link to your Zoom Cloud recording.

On Canvas

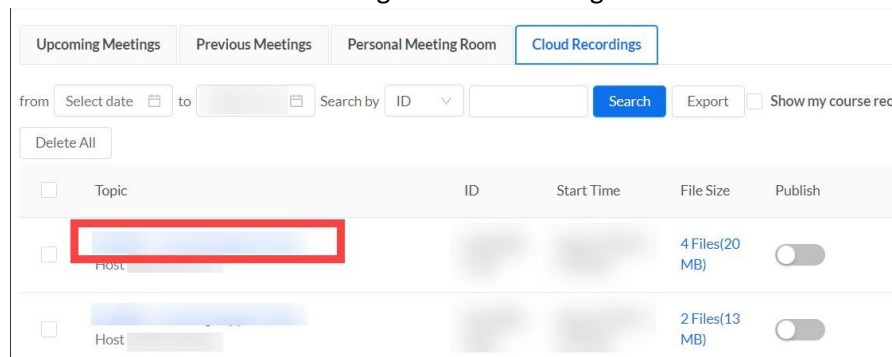
1. Click **Zoom** in Course Navigation Menu



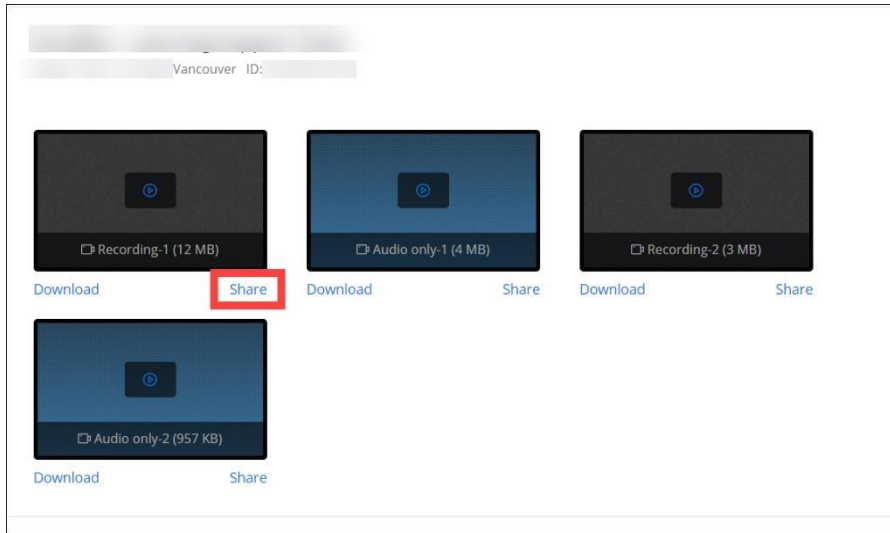
2. Select **Cloud Recordings** tab



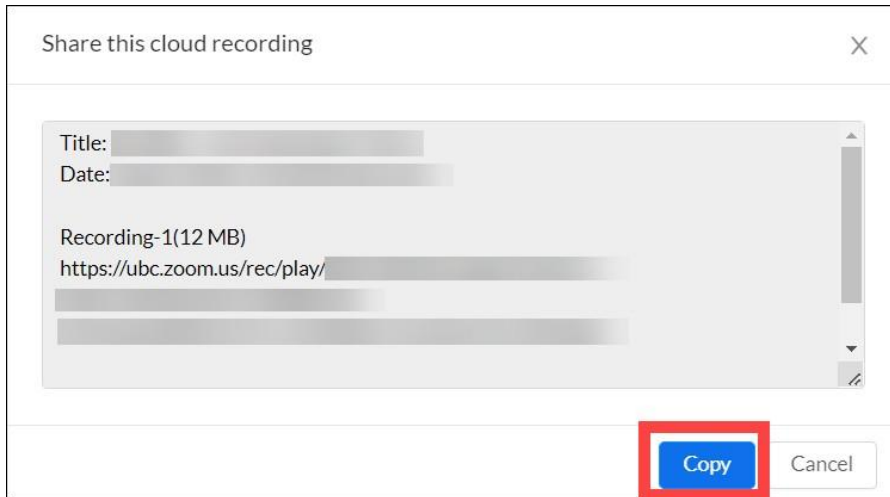
3. Click on the title of the recording to view recording details



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

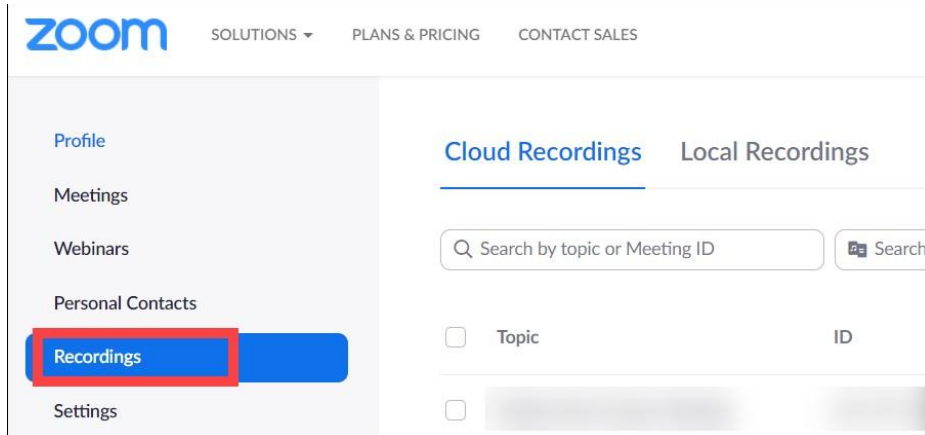


5. **Copy** the sharing link

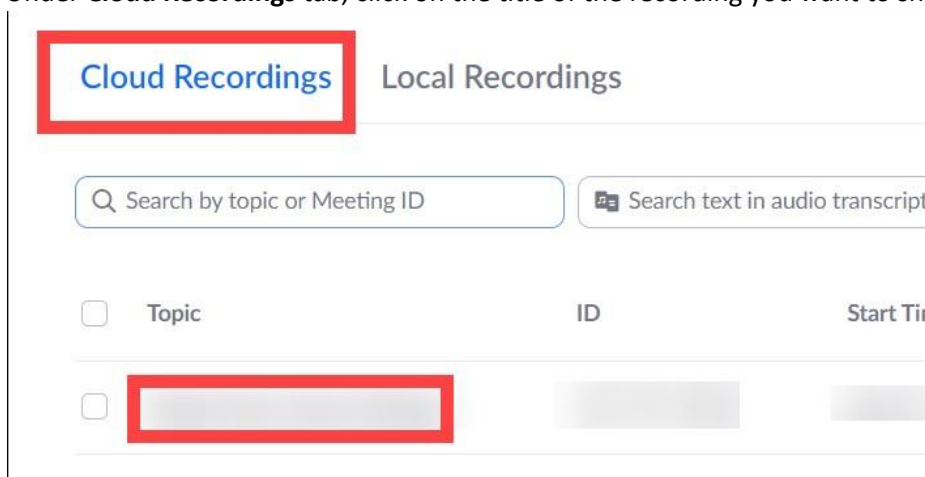


On Zoom's web portal

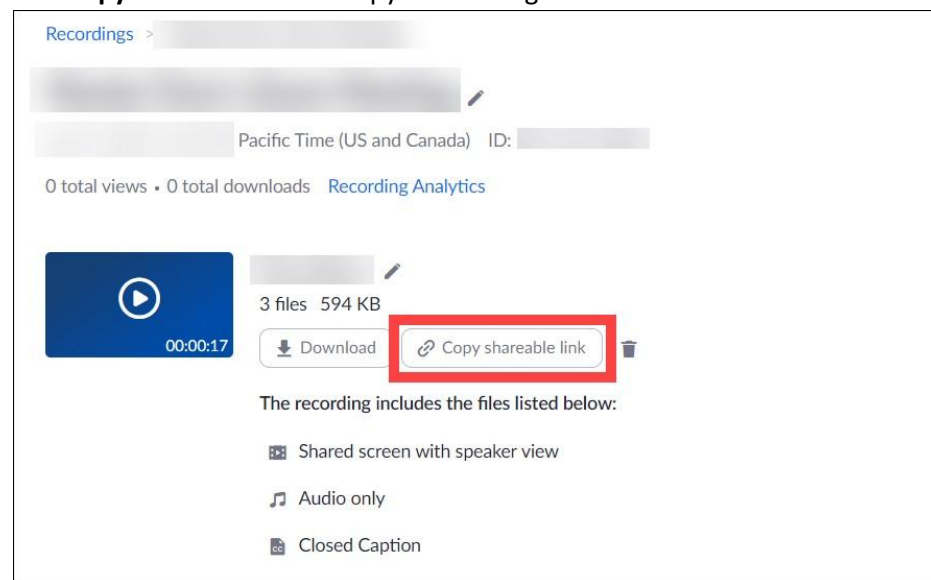
1. Sign in to the Zoom on <https://ubc.zoom.us/>
2. Click **Recordings** on the left sidebar



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



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



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 [Tipsheet for teaching with In-room Recording and Streaming](#).

If you want to use the in-room recording and live streaming system, you will need to [Request In-Room Recording and/or Live Streaming in FSC Classrooms](#).

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 (av.helpdesk@ubc.ca) 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.

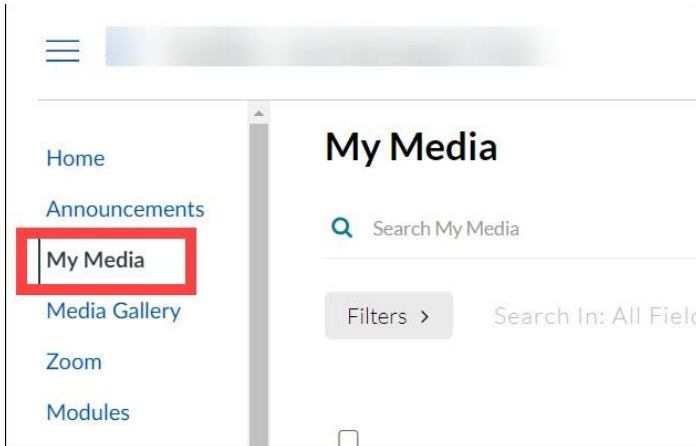
Note: Canvas courses have a limited file storage, however this limit is not applied to Kaltura. In other words, we would recommend using Kaltura to upload video files as it has unlimited storage.

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.

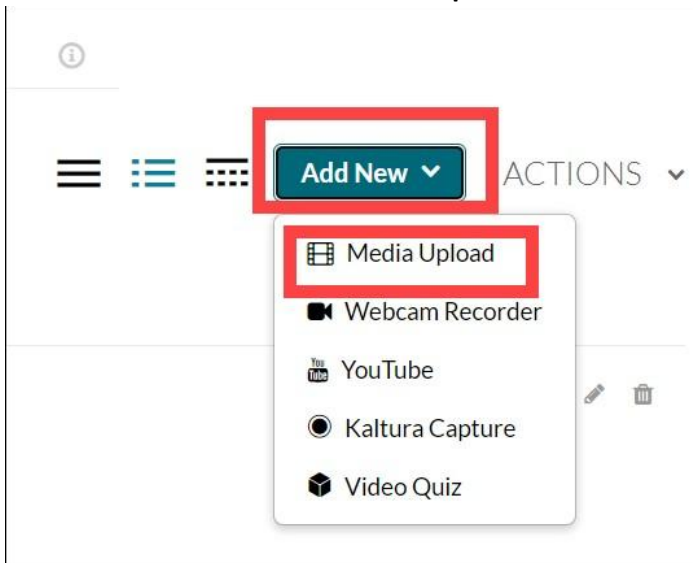
If you are using the In-room Recording System (Panopto), please contact the UBC AV helpdesk av.helpdesk@ubc.ca to enable the download option for your recordings in the course folder.

Uploading video recordings to Kaltura

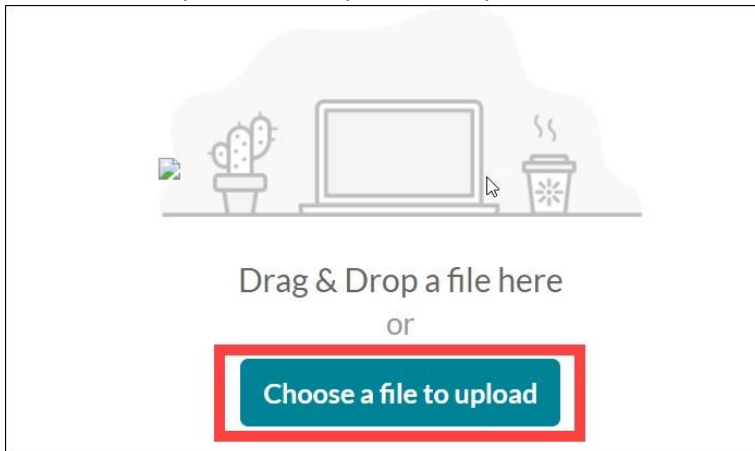
1. Click on **My Media** in Course Navigation Menu



2. Click on **Add New** and select **Media Upload**



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



4. 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

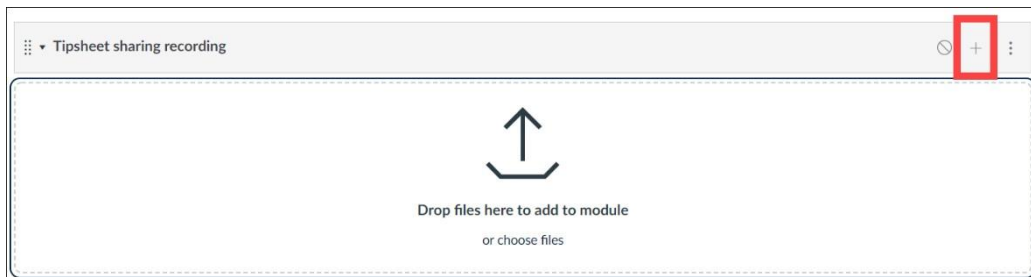
Using Canvas Page

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

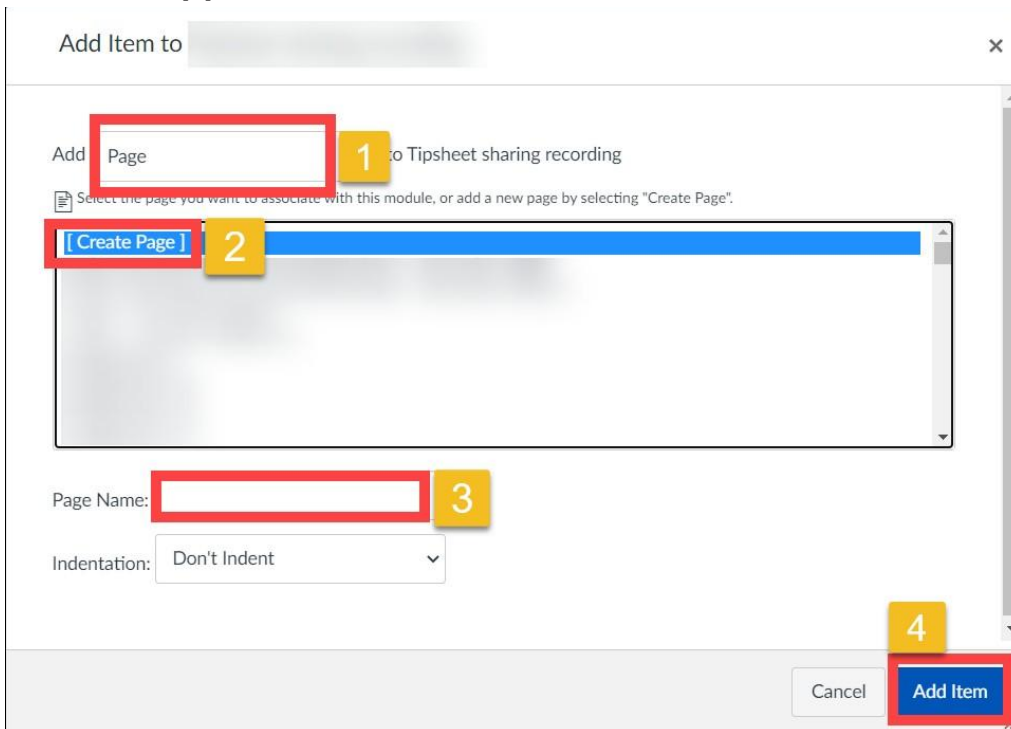
1. Click on **Modules** in Course Navigation Menu. If you want to create a Module for class recordings, you can click on **+Module button** on the upper right corner and name the Module



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



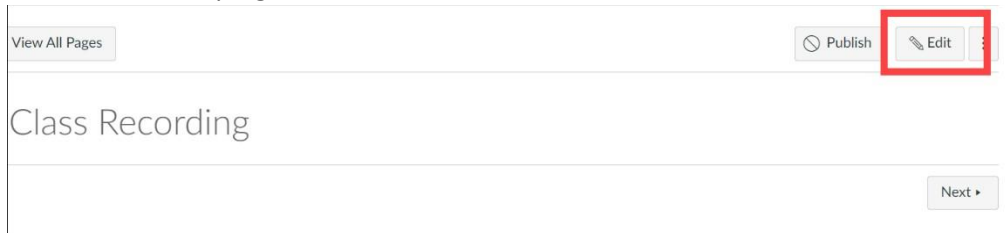
- Choose **Page** under the drop-down menu [1] . Select **Create Page** [2]. **Name** the page [3], and click **Add Item** [4]



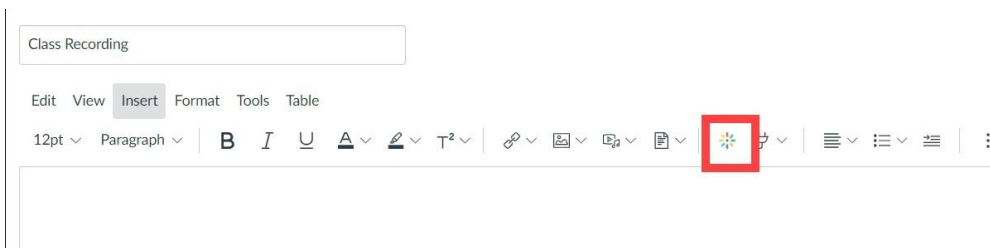
- Click on the title of the page you have just created



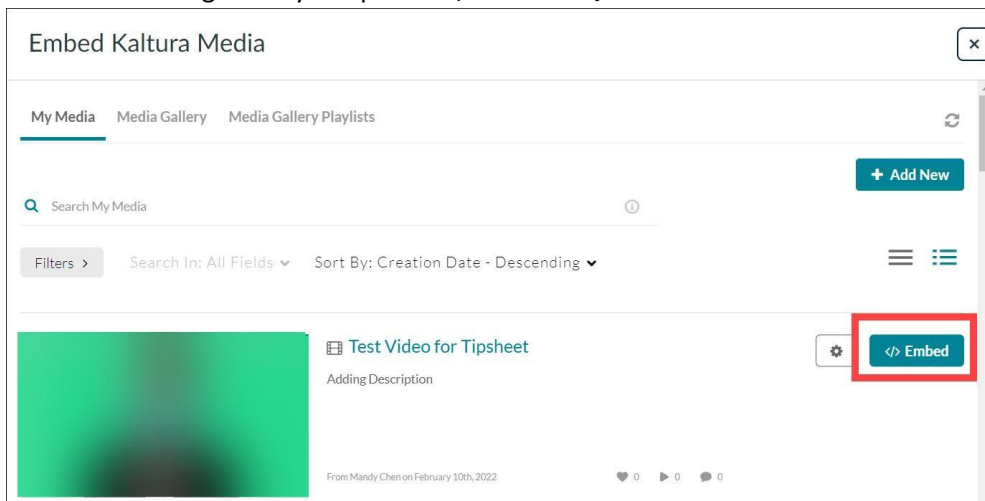
5. Click **Edit** at the top right corner



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



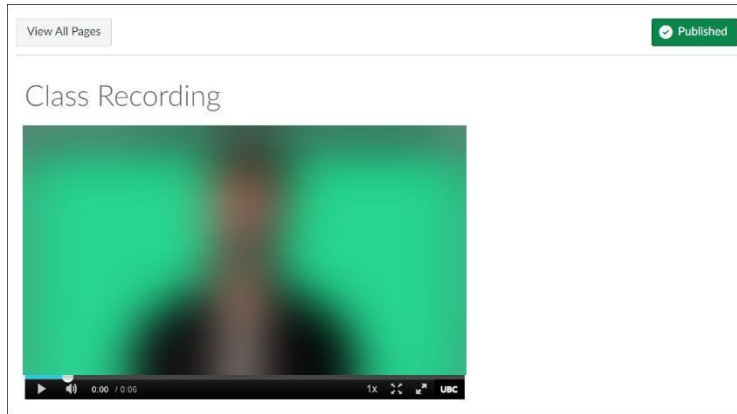
7. Find the recording video you uploaded, and click **</> Embed**



8. **Save and publish** the page



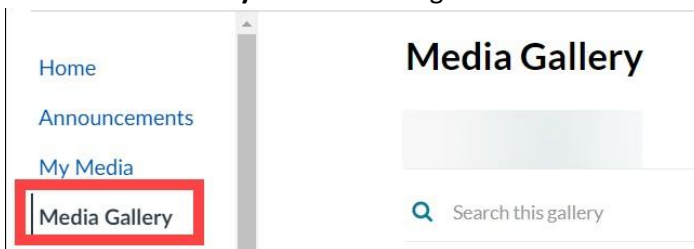
Students will be able to access the recording video from this Canvas page



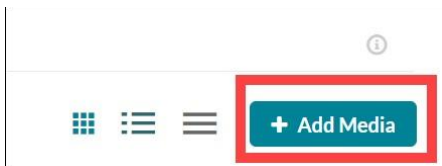
Using Canvas Media Gallery

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

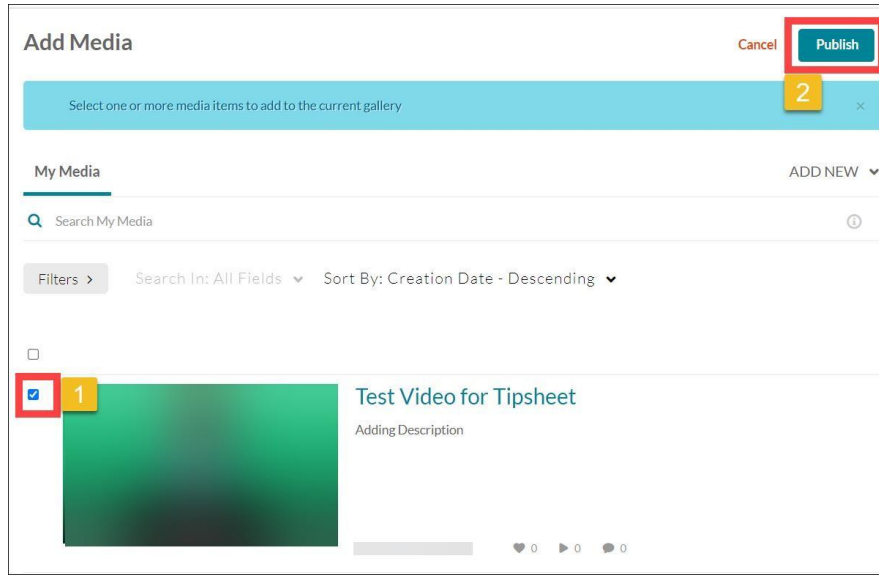
1. Select **Media Gallery** in Course Navigation Menu



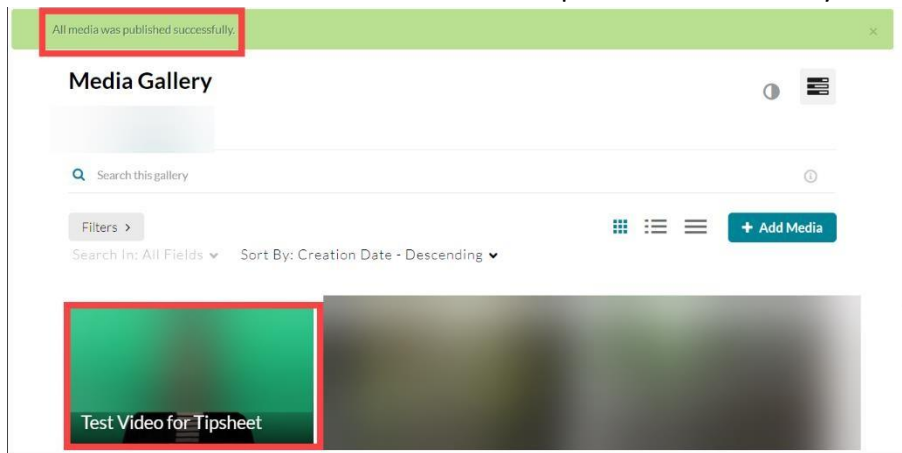
2. Click on **+ Add Media**



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



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



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

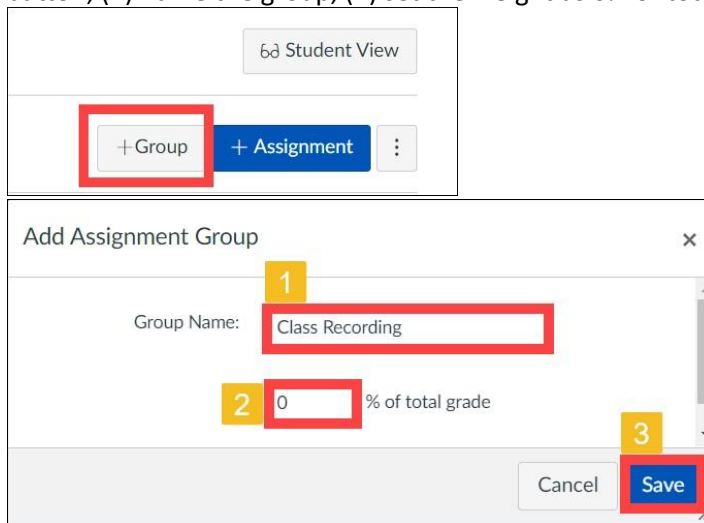
Sharing Recording Video with Certain Students

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

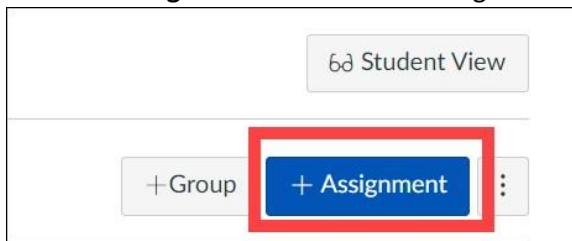
1. Click on **Assignments** in Course Navigation Menu



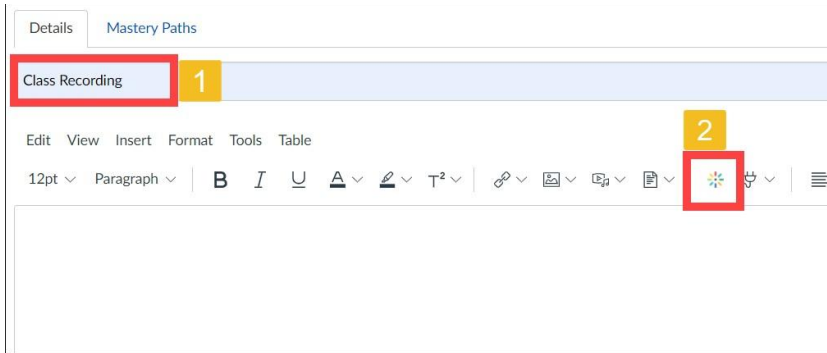
2. If you want to create an Assignment Group for the class recordings, you can click on **+Group** button, (1) name the group, (2) set the weight as 0% of total grade, and (3) click on **Save**



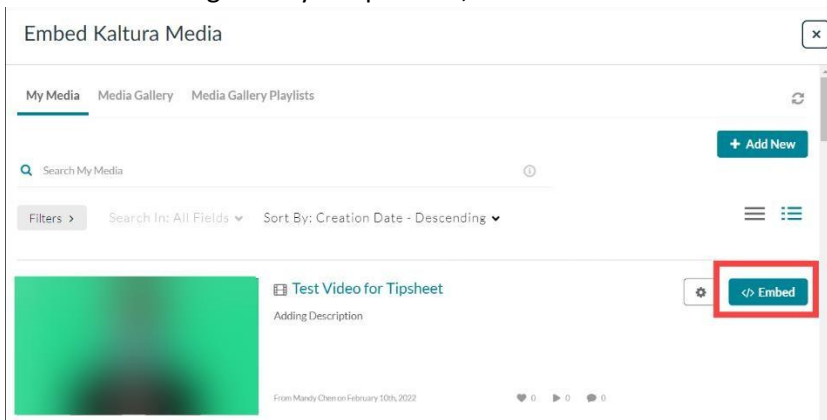
3. Click on **+ Assignment** to add a new assignment



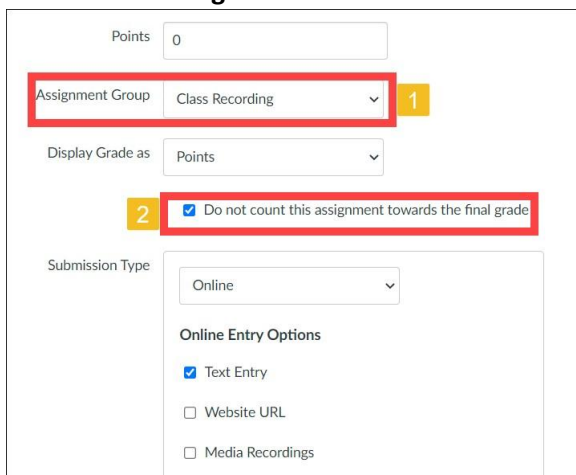
4. (1) Name the assignment and (2) click on **Embed Kaltura Media** button to embed the video



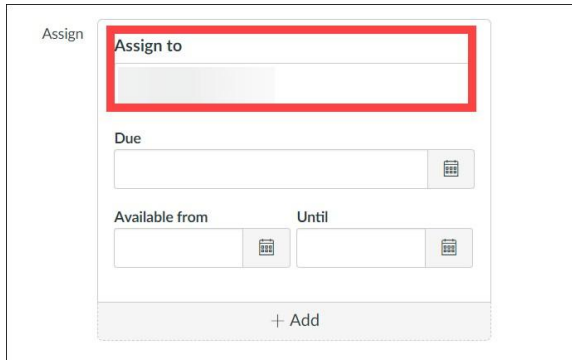
5. Find the recording video you uploaded, and click on **Embed**



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



The image shows a screenshot of the Canvas LMS assignment settings page. The 'Assign to' field is highlighted with a red rectangular border. Below it are fields for 'Due', 'Available from', and 'Until', each with a calendar icon. At the bottom of the form is a '+ Add' button.

8. Save and publish the page



The image shows a screenshot of the Canvas LMS save and publish buttons. There are three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save' button is highlighted in blue.

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.