Using the Zoom/Panopto (Media Library) Integration

Starting in the 2020 Summer Session A term, Yale will be implementing an integration between Zoom and Panopto (referred to as Media Library in Canvas). This integration will allow sessions scheduled through Zoom in Canvas, and recorded to the Zoom cloud, to be automatically imported in to the Media Library section of the Canvas course site. This guide will cover the steps needed to ensure recordings are placed appropriately in your Media Library.

Because HIPAA requirements do not allow for cloud recording in Zoom, this process is unavailable to those with Zoom HIPAA accounts. If you have a Zoom HIPAA account, you can recording your sessions locally and upload to the Media Library.

Schedule your Zoom session in Canvas

To have your Zoom sessions recordings automatically imported in to your course Media Library, first schedule your Zoom session through the Zoom tool in Canvas by selecting "Schedule a New Meeting". If you need to enable Zoom in your Canvas course, you can find a guide here.
Record your session to the Zoom cloud

Zoom sessions can be set to automatically be recorded when your are scheduling the meeting, or have the recording manually started while in the session. To have your meeting automatically be recorded to be sent to your Media Library, select "Record the meeting automatically" in your meeting settings and ensure "in the cloud" is selected.

To manually begin your session recording, select "record" once in your session and then select "record to the cloud".

Confirm your recording has been imported to your Media Library

Once your recording has finished, it will be processed in Zoom's cloud. Once it has finished processing on Zoom's cloud it will be imported in to your Media Library in your Canvas course. Because the length of this process is determined by the duration of your recording and the processing time for both Zoom and Panopto, there may be a delay of up to a few hours.
between your recording ending and it being available in your Media Library. Once it has been imported you will see your session in your Media Library section of your Canvas course. The recording name will be the name given to your Zoom session when it was scheduled and some additional details about the meeting recording will be given in the video description.