ACADEMIC CONTINUITY
# Table of Contents

Getting Started with Zoom .................................................................................................................. 3
  Setting up your Zoom account ........................................................................................................ 4
  Configuring your microphone, speakers and camera in Zoom ....................................................... 6
  Logging in the Zoom application with your Yale credentials ....................................................... 8
  Link a Yale Email to a Yale Zoom Account .................................................................................. 11
  Logging into the Zoom app on your device using your Yale credentials ..................................... 16
  Resolving Zoom Errors (Error 2216 / Error 1001) ..................................................................... 20

Using Zoom .............................................................................................................................................. 23
  Enabling Zoom within a Canvas course .......................................................................................... 24
  Scheduling Zoom meetings within Canvas ...................................................................................... 26
  Adding a Co-Host / Alternative Host for a Zoom Meeting ........................................................... 31
  Displaying & Joining Zoom Meetings from Canvas ....................................................................... 34
  Inviting Guests To Your Zoom Session .......................................................................................... 38
  Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library ...................... 43
  Zoom Local Recordings - Accessing and Sharing via Media Library ............................................ 47
  Using the Zoom/Panopto (Media Library) Integration ..................................................................... 55
Getting Started with Zoom
Setting up your Zoom account

This guide will document how to set up your account for users at Yale. If you already have a Zoom account set up using your Yale email address, following these steps will ensure that your account is associated with Yale's Zoom account and you have access to the full suite of Zoom features.

Create your Zoom account

The first step to creating your account, or associating your existing account, is to visit https://yale.zoom.us/ and select the "Sign in" button.

Once you select "Sign in", you will be prompted to log in through Yale's Central Authentication Service (CAS) using your NetID and password.

Logging in to Zoom uses Yale's Central Authentication Service (CAS). If you are off campus and logging in to Zoom you will need to utilize multi factor authentication (MFA) via DUO. If you need to set up MFA you can find information on how to do so on the Yale ITS page here.
Once you are logged in, your account is created and you will be taken to your Zoom profile page. If you had a pre-existing account using your Yale email, you will receive an email notifying you to accept the invitation to join the Yale Zoom account.
Configuring your microphone, speakers and camera in Zoom

This guide will show you how to set which microphone, speakers and camera you will use in your Zoom session.

Selecting your microphone and speakers

While you are in a Zoom meeting, you can move your cursor to the lower portion of the Zoom window to bring up the Zoom toolbar. There you will see a microphone icon and an upwards facing arrow to the right. Select the arrow to bring up a menu of your available devices for your microphone and speakers. If you are using a headset or external microphone and Zoom does not automatically use them for your audio, you can select the correct device here.

Selecting your camera

In a Zoom meeting, move your cursor to the bottom of your Zoom window to bring up the Zoom toolbar. There you will see a camera icon and an upwards facing arrow to the right. Select the arrow to bring up a menu of your available camera devices. If you have multiple camera options and Zoom did not automatically use the correct device, you can select the correct device here.
Logging in the Zoom application with your Yale credentials

This guide will show you how to log in to the Zoom application on your computer using your Yale credentials. If you have not yet set up your Yale Zoom account, you can do so following the step [here](#). Additionally, you can download the Zoom application for your device [here](#).

Select "Sign in with SSO"

After opening Zoom, select the option on the right to "Sign in with SSO".

Enter "Yale" as your company domain

You may be prompted to enter a company domain. If "Yale" is not autofilled, please enter "Yale" for the company domain.
Log in through Yale's Central Authentication Service (CAS)

A browser will open and prompt you to log in through CAS using your Yale NetID and Password. Once you log in you will then be prompted to return to Zoom where you will be logged in.
Open zoom.us?

https://yale.zoom.us wants to open this application.
Link a Yale Email to a Yale Zoom Account

If you are seeing the error "User <email address> not exist or not belong to this account. Error Code 1001" in Canvas, one of the reasons may be because your Yale email account is associated with a basic Zoom account. This guide will give you step by step directions on how to resolve this error and associate your Yale email to a Yale Zoom account.

1. Go to https://yale.zoom.us/. If this directs you to the normal zoom page, click "Sign Out" in the top right corner.
2. If you had to sign out, go back to https://yale.zoom.us/. From this page, click on "Sign in" to configure your account.
3. Once you log in with your Net ID and Yale password, you confirm your email address. You will be notified that an email has been sent to authorize a switch from basic Zoom to Yale Zoom account.

4. The email take a few minutes to arrive in your inbox. Once you receive it, click on "Switch to the new account".
5. On the site that pops up, click "I Acknowledge and Switch". You will now get a confirmation that the account has been switched over to Yale Zoom successfully and can now proceed to Canvas with no error.
💡 For more help, please contact canvas@yale.edu.
Logging into the Zoom app on your device using your Yale credentials

This guide will walk you through the steps of logging into the Zoom application on your device using your Yale credentials.

💡 If you have not already done so, download the Zoom application to your device to get started.

Open the Zoom application from your Device [1]

Click Sign In [2]
Choose sign in with SSO [3]

For the domain, enter Yale [4] and click Go [5]
You will be prompted to login using your Net ID and password. Enter your Net ID and Password and click Login [6]. You may be prompted to use DUO multi factor authentication at this point.

From an iPhone, you will be asked to Open this page in “Zoom” and you will see the option to select Open [7].

From an Android you will see the option to "Launch Zoom" [7].
Resolving Zoom Errors (Error 2216 / Error 1001)

Zoom Error: 2216 - Your email is invalid

Issue

Your Yale Zoom account likely has not been created.

Solution

• Make sure that you are logged out of Zoom on your device.
• If you check email through your browser, you may also want to log out of your Yale email account in Gmail.com/Office365.com (or Outlook.com) as well.
• Once logged out, visit https://yale.zoom.us/ and select “sign in.” (if prompted - select SSO as the login type)
• Once you have signed in, your account has been created.
• Return to Canvas and retry the Zoom tool.

NOTE: You only need to register/create your account once.
Zoom Error: 1001 - Your email does not exist or belong to this account

Issue

Your Zoom account using your yale.edu email address is not associated with Yale's license, or you need a different version of the Zoom/Canvas integration.

Solution 1

• Make sure that you are logged out of Zoom on your device.
• Once logged out, visit https://yale.zoom.us/ and select “sign in.” (if prompted - select SSO as the login type)
• If prompted, confirm your email address. You will be sent an email asking you to confirm you would like to move to Yale’s Zoom account.

See also: Link a Yale Email to a Yale Zoom Account.

Solution 2

Zoom has 2 Canvas integrations -

1. Zoom - used for a majority of Yale Zoom users
2. Zoom HIPAA - used for Yale Zoom users who require extra HIPAA security for their account (typically for persons who may interact with confidential patient data)

If you have enabled the Zoom integration and receive the 1001 error, try enabling the Zoom HIPAA integration and see if you still get the error.

If you have enabled the Zoom HIPAA integration and receive the 1001 error, try enabling the Zoom integration and see if you still get the error.
Still Need Help?

If you have tried these steps and are still encountering issues, please contact us at askpoorvucenter@yale.edu.
Using Zoom
Enabling Zoom within a Canvas course

Zoom is hidden by default within Canvas courses. This article describes how to add the Zoom tool to your navigation menu.

Add to Canvas Course Site Navigation Menu

1. Log into Canvas and go into your course
2. In your course navigation menu, click Settings.

- Select the Navigation tab
- Drag the Zoom tool from the lower list to the upper list of active course items

Users affiliated with Yale School of Medicine or Yale School of Nursing (or any other Yale user with a HIPAA compliant Zoom account) should add the "Zoom HIPAA" tool in the navigation menu. Using the "Zoom" entry may result in an error when selected in the course navigation.
4. Click **Save**.

Zoom will now appear in your left side course navigation menu.

For more information, please refer to these helpful links:

- [Getting started with Zoom (vendor)](vendor)
- [Zoom and Academic Continuity at Yale](Yale)
Scheduling Zoom meetings within Canvas

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

Scheduling meetings with the Zoom tool

After you have added the Zoom tool to your course site, you can use the Zoom tool to schedule sessions from within your Canvas Course.

1. Go to your Canvas course and click on the Zoom tool in your course navigation menu.
2. The Zoom tool's landing page shows information on upcoming meetings and previous meetings. Click the "Schedule a New Meeting" button to create a new meeting.

3. You will be brought to a page to enter the meeting information.

General Settings information and Recommendations - for full description of available settings, refer to Zoom's guide on scheduling meetings.
1. **Topic** - Provide a title for this session - if you are scheduling multiple types of sessions, include information in the Topic title to help students distinguish what each session is for (e.g. lecture/lab/office hours/etc sessions).

If a TA is creating sessions for their discussion/lab sessions, have the TA include their name and section number in the topic so that students know which sessions they should join.

**NOTE:** Always include your course title in your Zoom meeting so students can easily identify what course the Zoom meeting is for.

2. **When** - Set the date and time for your session - be aware that by default sessions are added in Easter Time (ET). Users can change their personal settings so that Zoom sessions appear in their local time - see our help article on [how to change your personal time zone preferences in Canvas and Zoom](#).

3. **Duration** - Set the approximate duration for the Zoom meeting. This setting will not impact the session itself - the duration is only used to create the associated Canvas Calendar entry.

4. **Recurring Meeting** - Use this setting if you are scheduling an event that repeats (e.g. scheduling all of your class lecture meetings at once). You can schedule meetings that recur daily, weekly, by weekly.

5. **Video options for Host/Participant** - This setting controls whether a person's video will be turned on as they enter your meeting. The user can still choose to turn on/off their video after they are in your meeting - this only controls their setting when they first enter the meeting.
6. **Audio options** - Zoom provides users the option to use their device’s audio (microphone/speakers) controls or to call in with a phone number. As you schedule, you can select which audio option to provide or you can provide both (recommended).

- **NOTE:** Set the Audio options to allow Both (join by computer audio and/or by telephone) to provide students who do not have stable internet connection the ability to call in by phone.

7. **Meeting Options** -
   1. **Require meeting password** - requires those who join the session to enter a password to enter
   2. **Enable join before host** (recommended) - allows students to join the session before the host has joined
   3. **Mute participants upon entry** (recommended for large classes) - when users first enter the meeting, they would be muted. Users are able to mute/unmute after they have entered the meeting (unless the host changes the settings from within the meeting to prevent unmuting).
   4. **Use Personal Meeting ID** (not recommended) - would create the meeting link based off of your personal meeting ID. Typically we would suggest not using your personal meeting ID since it could be predictable enough that users who are not in your course could join a session they do not belong in.
   5. **Enable waiting room** - creates a holding area where users that join the session must wait until the host allows them into the meeting. Host does need to allow users one by one if using this setting. Waiting rooms can be useful for open office hours to allow students to wait in a queue while the instructor meets privately with one student at a time.
   6. **Record the meeting automatically** - will automatically record the session when it begins. Host can select to record to:
      1. **Local computer** (recommended) - recording will be process and stored on the Host's computer and can then later be uploaded into the Media Library.
      2. **Cloud** (not recommended) - recording is processed and stored in online Zoom servers.

- **NOTE:** Links for cloud recordings are not fully protected so there are concerns over student privacy in regards to FERPA. If you must record to the cloud, we recommend that as soon as possible you download the cloud recording to your computer and delete the recording from the cloud. The downloaded file can then be placed in your course site's Media Library for distribution to your students.
7. **Alternative Hosts** - set up co-hosts (aka alternative hosts) for your sessions. If you have TAs in your course, you may want to set them up as co-hosts so that they too can start and manage some features of your session.

- **NOTE:** Only users who have a Yale Zoom account can be set as a co-host. If the person you are trying to add as a co-host does not have an account already, they can go set one up - or you can just wait until the meeting begins and set them as the co-host from within the meeting. Check our help article for setting Co-Hosts in Zoom sessions for details.

8. Once you filled out the necessary information and click **Save**.
9. You will now see a screen confirming the details of your meeting settings.

### Calendar Notifications

Once you schedule a Zoom meeting through the Canvas Zoom tool, an event will automatically be placed on the Canvas course calendar and on your course site’s Syllabus under the Course Summary. Deleted meetings will be removed from both the Canvas calendar and Syllabus.

#### Example Calendar Post

1. Go to the Calendar tool [A].
2. Make sure that you have selected the calendar for your course [B].
3. Your event will appear on the calendar - click the calendar item to view additional details and the link to join the meeting [C].
Example Syllabus Course Summary

1. Go to your course's Syllabus tool [A].
2. Go to the Course Summary section and your meeting will be listed there [B].

For more information, please refer to these helpful links:

- [Getting started with Zoom (vendor)](https://zoom.us)
- [Zoom and Academic Continuity at Yale](https://www.yale.edu)
Adding a Co-Host / Alternative Host for a Zoom Meeting

Options for adding Co-Hosts

To add a co-host, you have 2 options:

- **Option 1:** Set Co-Host when scheduling events:
- **Option 2:** Set Co-Host during your Zoom session:

**Option 1: Set Co-Host when scheduling events:**

⚠️ NOTE: To pre-add a co-host when scheduling, the co-host must first have a Yale Zoom account. See our [help article](#) (scroll to the Log into Zoom section).

When you are scheduling your meeting, the last option on the screen allows you to add co-hosts to the session. Enter the Yale Email address for the person(s) you want to be co-host. If you are adding multiple users, put a comma (,) between each user.

Click Save when you have completed the settings for your session.
Option 2: Set Co-Host during your Zoom session:

NOTE: Co-hosts set during the Zoom session do not need a Yale Zoom account.

1. Start your meeting as usual.
2. In the Zoom tool bar, click Manage Participants [1].
3. In the participants window, find the user you want to make a co-host and hover over their name.
4. When you hover over their name, you will see 2 buttons. Click the More button [2].
5. From the menu that appears, select Make Co-Host [3].

6. You will now see a pop-up asking you to confirm that this person should be a co-host. Click Yes [4].
7. Repeat steps 3-6 for each person you want to be a co-host.
For more information, please refer to these helpful links:

- [Getting started with Zoom (vendor)](vendor)
- [Zoom and Academic Continuity at Yale](Yale)
Displaying & Joining Zoom Meetings from Canvas

When clicking on the Zoom tool in Canvas, instructors (hosts) have a slightly different view than students in the course.

- Display & joining meetings in Canvas as a host
- Display & joining meetings in Canvas as a student

Displaying meetings in Canvas as host

As the host of the meeting you will see tabs for your upcoming meetings, previous meetings, personal meeting room and cloud recordings. Please note that your upcoming meetings will list only meetings associated with this course. The personal meeting room and cloud recording tabs are not visible to students. Additionally, if another instructor or TA schedules a meeting in the class it will appear in the list of upcoming meetings.

Joining Meetings as the host

When you are ready to start your meeting, log into Canvas and do the following:

1. Go to your course site.
2. Click on the Zoom tool [1] in your course navigation menu.
3. Once in the Zoom tool, find the scheduled session and click the Start button [2].
4. A new tab will open in your browser and you will be prompted to open Zoom - click the **Open Zoom Meetings** button [3].

> Check the Zoom help guides for information about [Audio Settings](#) and [Video Settings](#).
Displaying meetings in Canvas as student

Students will only see tabs for upcoming meetings and previous meetings and do not have the ability to schedule meetings in the class. Currently, the recordings column will not display session recordings if you have recorded your meeting. If you wish to make a recording available to your students, you can download the recording from Zoom and upload in the Media Library.

Joining Meetings as a student

When you are ready to join a meeting, you will need to log into Canvas and do the following:

1. Click on the Zoom tool [1] in the course navigation menu.
2. Once in the Zoom tool, find the scheduled session and click the Join button [2].
3. A new tab will open in your browser and you will be prompted to open Zoom - click the **Open Zoom Meetings** button [3].

💡 Check the Zoom help guides for information about **Audio Settings** and **Video Settings**.

💡 For more information, please refer to these helpful links:

- [Getting started with Zoom (vendor)](https://example.com)
- [Zoom and Academic Continuity at Yale](https://example.com)
Inviting Guests To Your Zoom Session

You can invite guests to join your Zoom sessions at any time. Your guests do not need to have a Yale Zoom account or a Yale Canvas account to join your meeting. They also do not need to be enrolled in your Canvas course.

Every scheduled Zoom session/series has a unique meeting ID number. You simply need to share the unique meeting ID link/phone number with the user and they will be able to use that to join your session.

• Retrieving your Zoom Session Invite Information from Canvas Zoom Tool
• Retrieving your Zoom Session Invite Information from Yale.zoom.us

Retrieving your Zoom Session Invite Information from Canvas Zoom Tool

1. Log into Canvas
2. Go to your course site
3. Click on the Zoom [1] tool in your course navigation menu
4. In the list of scheduled sessions, find the event you want your guest to join and click on the title [2]

5. On the event details page, click the Copy the Invitation [3] link
6. In the pop-up, click the **Copy Meeting Invitation [4]** button

7. Paste the invitation details into an email or Outlook/Gmail meeting invite for your guest and send

💡 **RECOMMENDATION:** We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.
Retrieving your Zoom Session Invite Information from Yale.zoom.us

1. Go to: https://yale.zoom.us/ and click the Sign In button
2. Log in with your Yale NetID and Password
3. On the left side bar, click Meetings [1]
4. In the list of scheduled sessions, find the event you want your guest to join and click on the title [2]
5. On the event details page, click the **Copy the Invitation** [3] link

1. In the pop-up, click the **Copy Meeting Invitation** [4] button
2. Paste the invitation details into an email or Outlook/Gmail meeting invite for your guest and send

**NOTE:** We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.

---

💡 **RECOMMENDATION:** We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.
Copy Meeting Invitation

Meeting Invitation

You are invited to a scheduled Zoom meeting. Zoom is Yale's audio and visual conferencing platform.

Topic: Timberley Sandbox
Time: Apr 8, 2020 02:00 PM Eastern Time (US and Canada)
   Every week on Wed, until Apr 8, 2020, 1 occurrence(s)
   Apr 8, 2020 02:00 PM

Join from PC, Mac, Linux, iOS or Android: https://yale.zoom.us/j/43b72d38f7c83514b10ef961924
Or Telephone: 203-432-9666 (2-ZOOM if on-campus) or
Meeting ID: 43b72d38f7c83514b10ef961924
International numbers available: https://yale.zoom.us/u/aVEgRLte1

For H.323 and SIP information for video conferencing units please click here:
https://yale.service-now.com/it?id=support_article&sys_id=43b72d38f7c83514b10ef961924

[Copy Meeting Invitation] [Cancel]
Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library

Options to access and download cloud recordings

⚠ NOTE: For FERPA security reasons: If you record a Zoom session to the cloud - we strongly recommend that you do not share the cloud recording link. Please download the recording to your computer and upload the file into Media Library following the instructions below.

There are 2 ways to access cloud recordings:

• Option 1: Access/Download through the Canvas Integration
• Option 2: Access/Download through yale.zoom.us

NOTE: When you are done downloading your recordings, you should delete old cloud recordings to free up space.

Option 1: Access/Download Through the Canvas Integration

💡 NOTE: The Zoom tool will only show the Cloud Recordings for the course you are currently in. You would need to go to each course to download the recordings. If you want to view all recordings for all courses at once, use Option 2: Download through Yale Zoom.

1. Go to the course site in Canvas
2. Click on the Zoom tool [1]
3. Click on Cloud Recordings [2]
5. On the next screen, click on **Download button [4]** for the version(s) you want to download.
6. Your file will be downloaded to the Downloads area of your computer.

---

**Option 2: Access/Download through yale.zoom.us**

1. Go to Yale Zoom at [https://yale.zoom.us](https://yale.zoom.us) and log in with your Yale account.
2. Once Logged in, click on **Recordings [1]**.
3. On the top of the page, make sure that you are on the **Cloud Recordings tab [2]**.
4. From the list of Cloud Recordings, find the recording you want to download.
5. Click on the **More button [3]** to the far right of the recording you want to download.
6. From the sub-menu, select **Download [4]**.
7. You may see an alter message asking if you want to allow yale.zoom.us to download multiple files. Click the **Allow button [5]**.
8. Your file will be downloaded to the Downloads area of your computer.

![](image)

**How to upload recording files into Media Library**

After you have a copy of your Zoom session stored locally on your computer, you can upload the file into Media Library to share with your class. By default, most browsers will download your files to:

<table>
<thead>
<tr>
<th>PC:</th>
<th>C:\Users\UserName\Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac:</td>
<td>/Users/UserName/Downloads</td>
</tr>
</tbody>
</table>

Once the files are stored locally on your machine, you can follow the same instructions used to upload local files to Media Library - but remember to look for the files under your **Downloads** area:
How to delete cloud recordings

1. Go to Yale Zoom at https://yale.zoom.us and log in with your Yale account
2. Once Logged in, click on Recordings [1].
3. On the top of the page, make sure that you are on the Cloud Recordings tab [2].
4. From the list of Cloud Recordings, find the recording you want to download.
5. Click on the More button [3] to the far right of the recording you want to download.
6. From the sub-menu, select Delete [4].

For more information, please refer to these helpful links:

- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale
Zoom Local Recordings - Accessing and Sharing via Media Library

In Zoom, you have the ability to record your sessions and store them to either your local computer (recommended) or the cloud. Once your recording is complete, you can share your files to your students via Media Library.

- **Step 1: Allow Converting Process to Complete**
  - Locate your local recording Zoom session files on your computer

- **Step 2: Upload Zoom Session Files to Media Library**
  - **2.1 Open Media Library in your Canvas Course**
    - **Optional: Create new folder in Media Library**
  - **2.2 Upload Zoom Sessions to the Media Library Folder**
    - **Optional: Rename your Zoom session Files in Media Library**

⚠️ **NOTE:** For FERPA security reasons: If you record a Zoom session to the cloud - we strongly recommend that you **do not share** the cloud recording link. Please download the recording to your computer and upload the file into Media Library following the instructions in our [Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library](#) article.

---

**Step 1: Allow Converting Processing to Complete**

When you record you Zoom sessions, you can opt to have the recording saved to your local computer. After you manually stop the recording or your Zoom session ends, you will see a window letting you know that the recording of your session will be converted/processed and stored on your local computer.

⚠️ **Do not close or shut down your computer until the process has completed.**
Once the file is finished processing, your file explorer/Finder window will pop up showing your files.

Locate your local recording files on your computer

After your files have been converted and saved to your computer, the File Explorer (PC)/Finder (Mac) will open up to the exact location where your Zoom session files have been stored. If you closed that location, you can find your files by opening your File Explorer/Finder and navigating to your Zoom Session Files manually. Unless you have modified your Zoom settings, the default location where Zoom sessions are stored are:
Once you have found the appropriate folder for your Zoom sessions, you will see that you have multiple files. Although you may see more files, the most important files which can be uploaded to Media Library are:

- **zoom_0.mp4** --> this is the video and audio recording of your Zoom session
- **audio_only.m4a** --> this is the audio only recording of your Zoom session

You can share one or both of these files as desired.

### Step 2: Upload Zoom Session Files to Media Library

#### 2.1 Open Media Library in your Canvas Course

1. Log into Canvas
2. Navigate to your course site
3. Click the Media Library button in your course navigation menu
Optional: Create a New Media Library Folder for your Zoom Session

- Click the Add New Folder button on the screen
- Enter a title for your folder and then click the Enter / Return button on your keyboard

💡 TIP: Include the date of your Zoom session in the folder name to make it easier for students to identify the sessions.
2.2 Upload Zoom Sessions to the Media Library Folder

4. If you are using folders to organize your zoom sessions, click on the folder where you want to upload these Zoom files
5. Click the Create [1] button
6. From the menu, select Upload Media [2]
You can add your files in one of two ways:

1. Option 1: Drag and drop file into the dotted box [3] or

2. Option 2: Click on the dotted box [3] to browse for and select files
8. Once your videos are uploaded, you will see an **Upload Complete notification** that you can now close the upload media window. Close the window by clicking on the X in the upper right corner.

9. Your videos will take some time to process for online streaming. Once complete, your files will be viewable by the users enrolled in your Canvas course site.

⚠️ **NOTE:** You can upload the audio (.m4a) and/or video (.mp4) files for your Zoom session but not chat or playback files.

---

**Optional: Rename your uploaded file**

Since all Zoom session recording files have the same file names, you may want to rename your files to match the name of the session. If desired, you can rename the files after uploading them into Media Library.

1. Hover your cursor over the file you want to rename.
2. In the menu that appears, click on **Settings**.
3. In the pop-up, find the file name and click the **Edit** button.
4. Delete the current name and enter the new name.
5. Click the **Save** button.
6. Close the pop-up window by clicking on the X.
7. When you are returned to the list of files, you will see your file listed with the new file name.
For more information, please refer to these helpful links:

- [Getting started with Zoom (vendor)](#)
- [Zoom and Academic Continuity at Yale](#)
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 you 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.