

# Adding Captioned Zoom Recordings to Canvas Studio

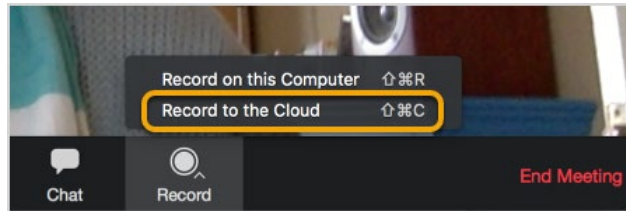
## How can I add a Zoom recording to Canvas?

Once you have recorded a Zoom meeting, you can transfer it to Canvas Studio to share with your students. You can also correct the captioning and upload that with the video.

We recommend that you do this, because your storage in Zoom is limited, whereas your storage in Canvas Studio is unlimited.

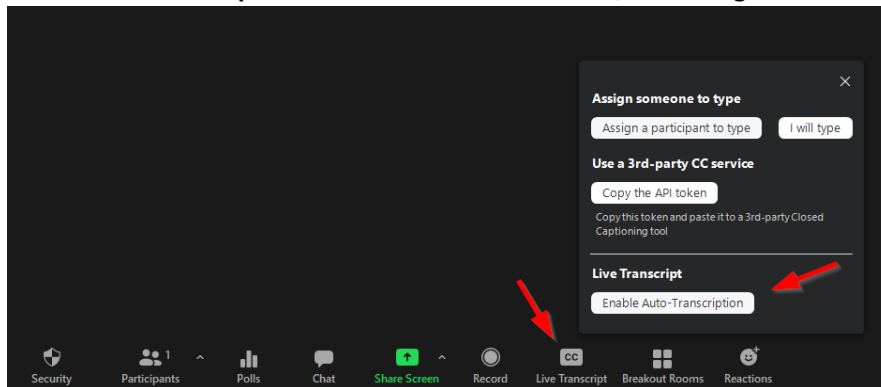
### 1. Record your session:

- When recording your session in Zoom, be sure to select "Record to the Cloud"



### 2. Enable Live Transcript

- Begin your meeting
- At the bottom of the screen, select **Live Transcript**. If you do not see the Live Transcript button, resize your Zoom window to make it larger
- Click **Enable Auto-Transcription**. This button will turn blue, indicating that live transcription has begun




### 3. Fix live captioning

- You will receive an email when the recording and captioning has been processed and is ready to view
- In this email, click the "For host only" link, which will take you to the "My Recordings" section of your Zoom account dashboard

#### Last Minute Tips for Preparing Your Canvas Course

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02:01:21

Recording 1

4 files 467 MB

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The recording includes the files listed below:

 Shared screen with speaker view	356 MB
 Audio only	111 MB
 Audio transcript	179 KB
 Chat file	16 KB

- Click the play button on the recording thumbnail. This is where you can review the live captioning. The text of the transcript displays on the right-hand side of the video
- Hover over a phrase you want to edit and click the pencil icon
  - **Note:** If a phrase belongs to an unknown speaker, you can also hover over **Unknown Speaker** and click the pencil icon to edit the name
- Make any necessary changes to the transcript text, then click the checkmark

## 4. Download your recording and transcripts

- Click the Download button next to the recording. The recording will be downloaded to your computer as an .mp4 file, which is a full video recording of your meeting, and a .m4a file, which is an audio-only recording, a.txt file, and a .vtt file, which is the caption file.

## 5. Upload the video to Canvas Studio

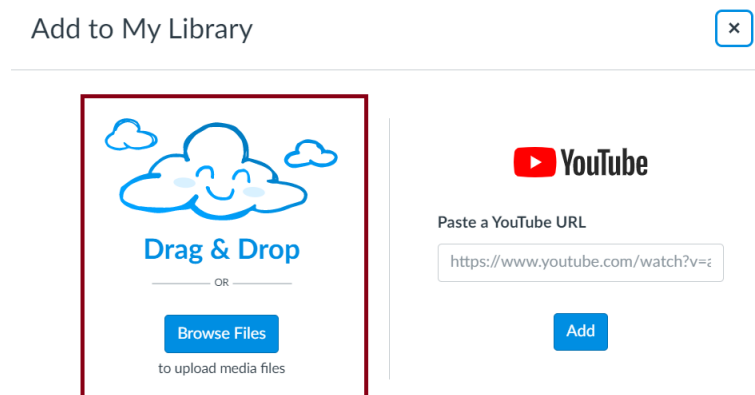
- Click the Studio button in the blue global navigation bar in Canvas



- In My Library, click the Add button in the upper right corner of the screen



- Click the Browse Files button



- Select the video file you want to upload
- The video file will be added to your Canvas Studio Library

## 6. Upload Captions

- Click Captions and select the appropriate language for your captions under Upload
- Select the .vtt file that downloaded when you downloaded the recording