# Uploading Your Zoom Recording to Canvas

This document will show you how to upload a recording into the Echo360 (ALP) list of recordings in your Canvas course. This allows your students to view any new recordings in the same place they normally go to view their in-class recordings.
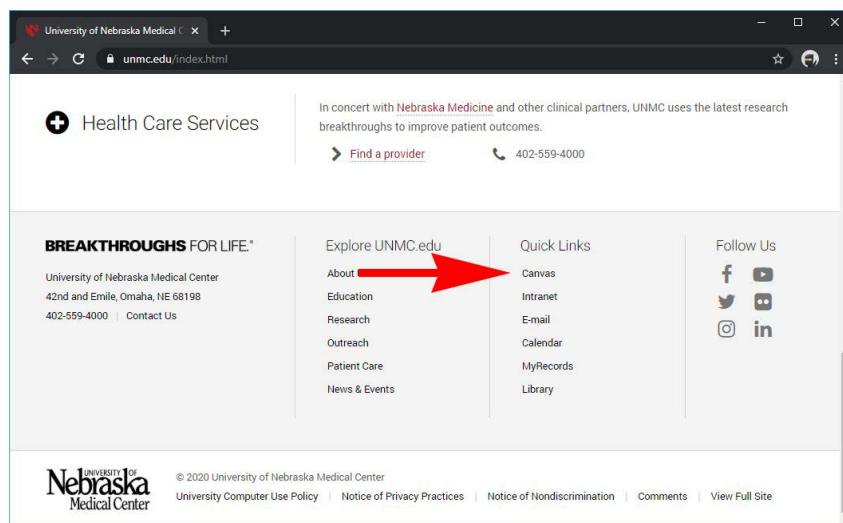
Opening Canvas

Using a web browser like Chrome or Firefox, go to or search for https://www.unmc.edu.
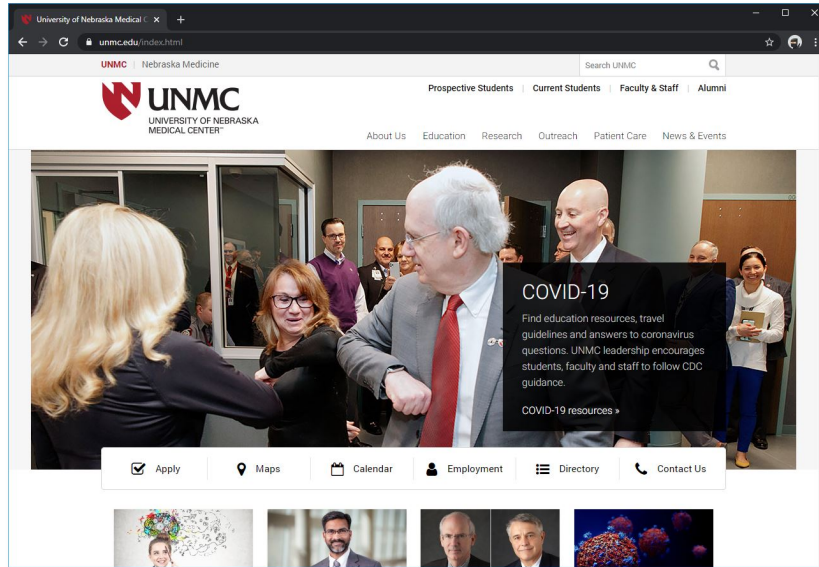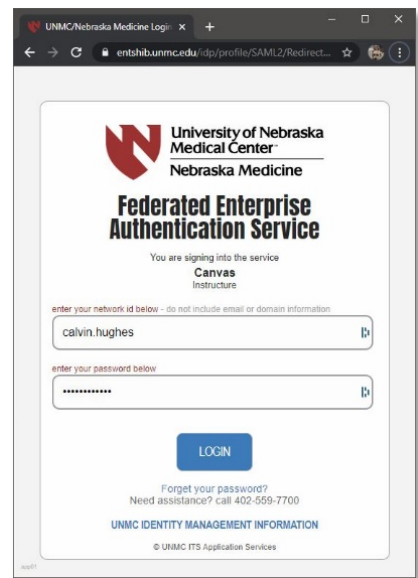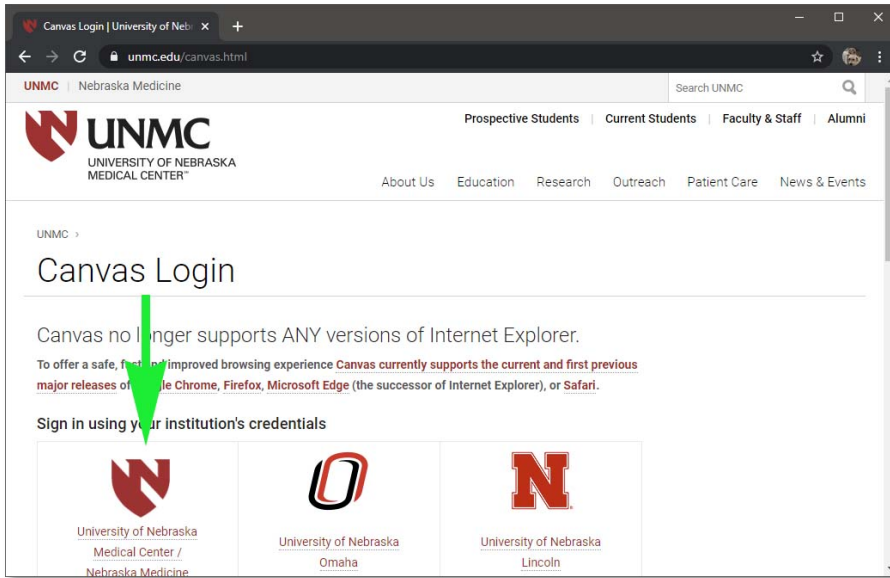

Example 1: Viewing UNMC webpage using the Chrome web browser.

Scroll the browser window down to the bottom of the web page and you should see a section called Quick Links. Click the Canvas link.

Click the UNMC Logo and log in with your username and password that you use to log in to a COD computer with.
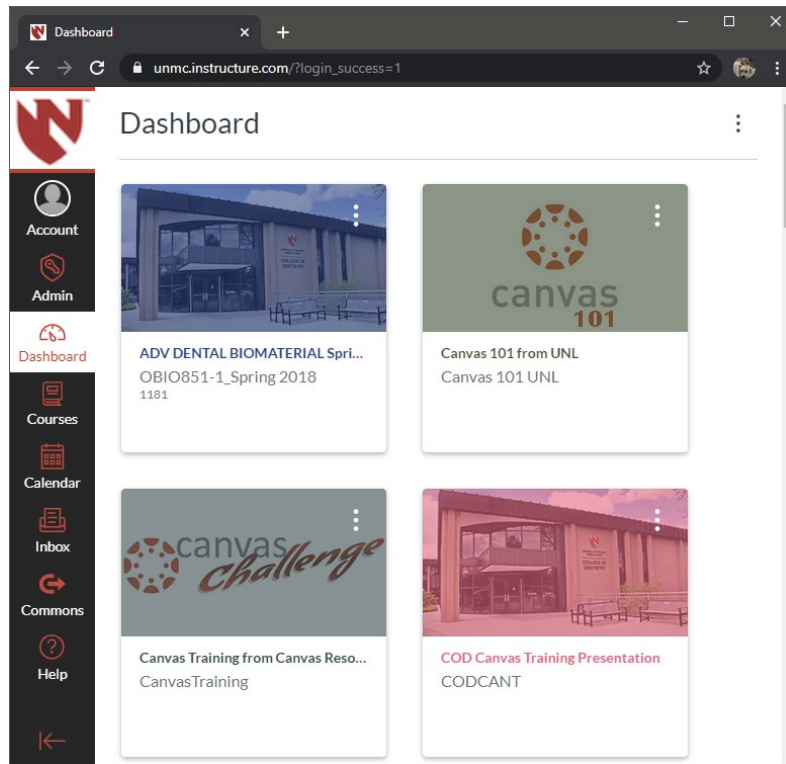

When you complete the sign in process you should now be viewing your Canvas Dashboard.

If you have problems getting logged into Canvas, please send us an e-mail at CODIS@unmc.edu.
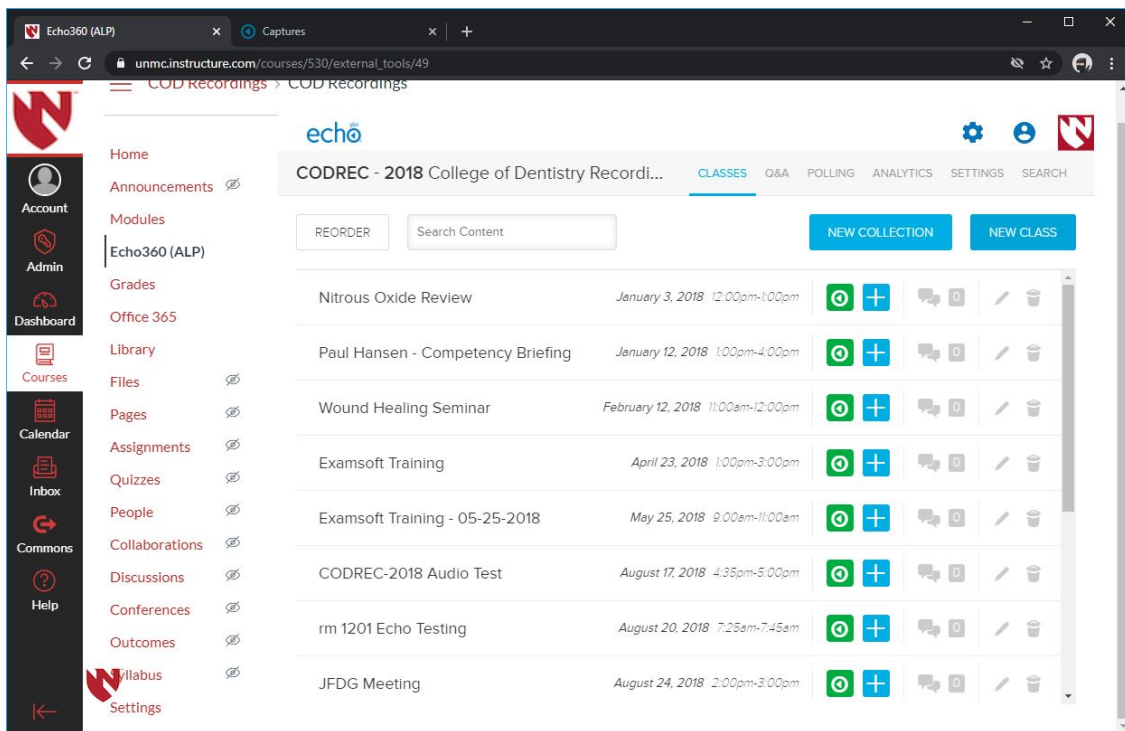
Navigate to the Echo360 Recordings List
Find your course for this semester in your Dashboard and click on it.

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Inside you course look for the Echo360 tab in the menu on the left-hand side of the screen and click on it.
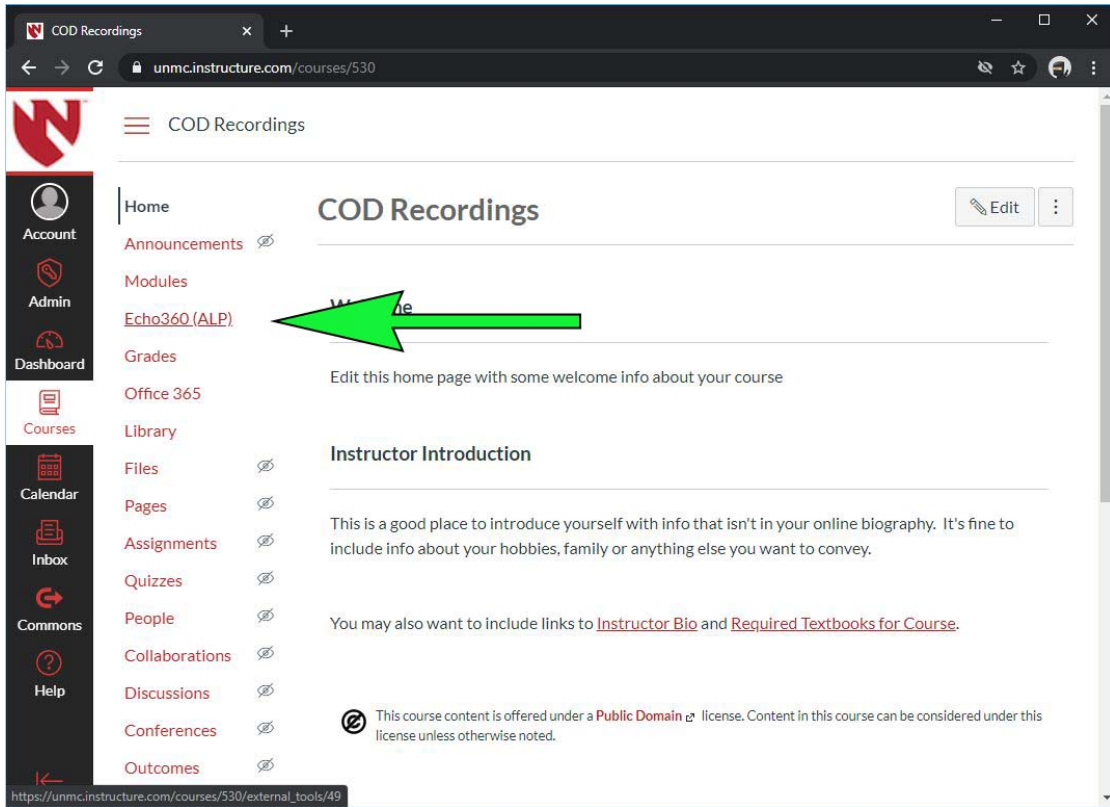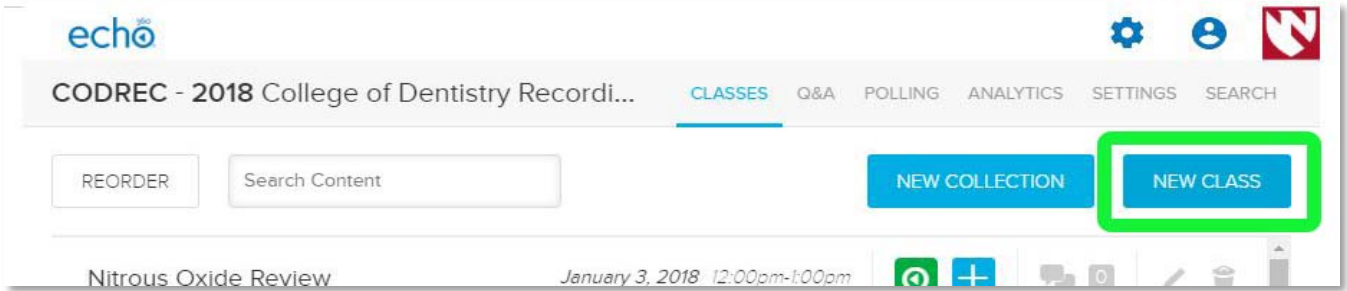

You should now be seeing your list of Echo360 Recordings that you have done for this semester.

Creating a New Class in Echo360

To upload a video to Echo360 we must first create a class for it to go into.

Start off by clicking the New Class button.

In the New Class pop-up window, give your class a name and click on the Date field to open a calendar. Select the date of when the class was held. Set the start time and duration of the class. Once you are done with those settings click OK on the lower right corner of the pop-up window.
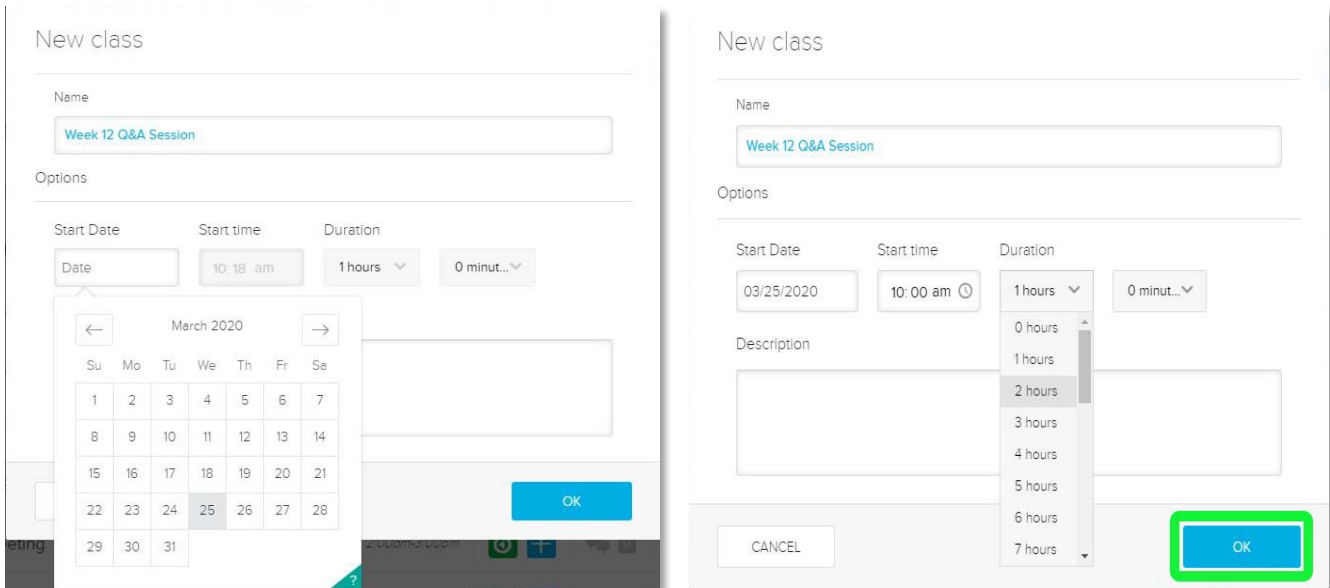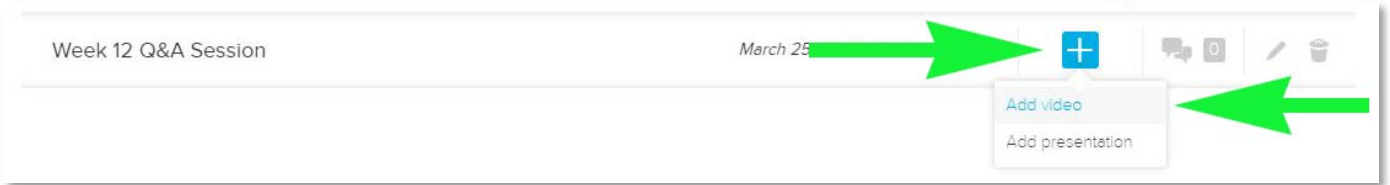

The class you just created should now show in in your list of Echo360 Recordings.
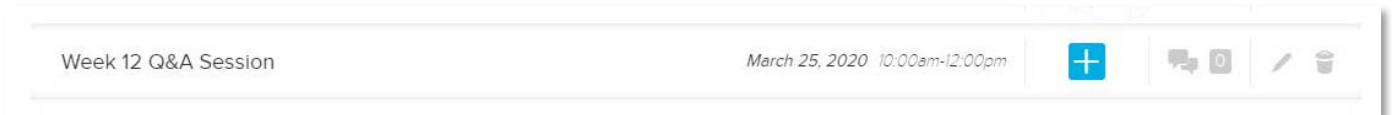
This is a class that doesn't yet have any recording associated with it. We will get that added in the next step.

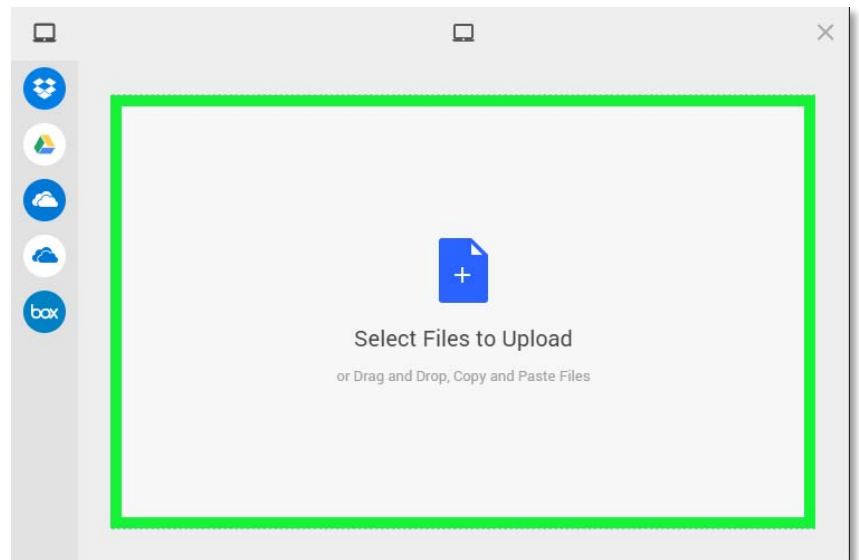## Adding a Recording to Your Class

To add video to our class we created, hit the + icon on the right-hand side of the class listing to open a drop-down menu, and click Add Video.


Select Upload a File from the pop-up window.
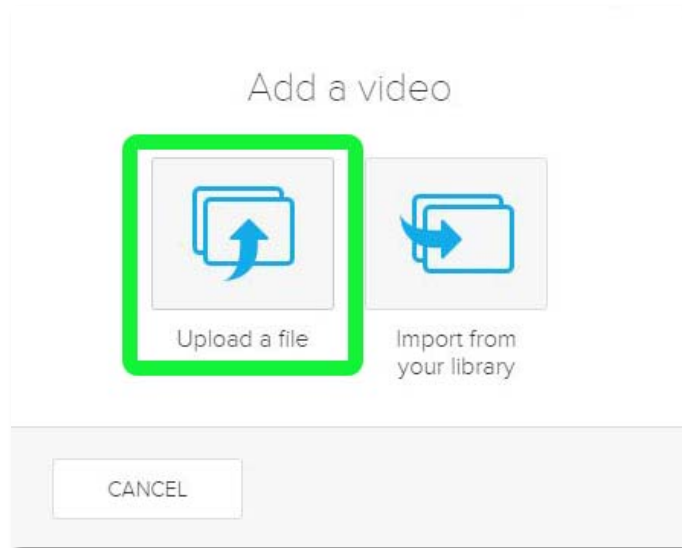
Click Select Files to Upload to open a file explorer.

Use the file explorer window to locate the Zoom recording. Zoom records to a folder named Zoom which is usually located in your Documents folder. The recordings will be in a .mp4 format and usually named zoom_0.mp4. After finding the .mp4 file, select it and click the Open button.
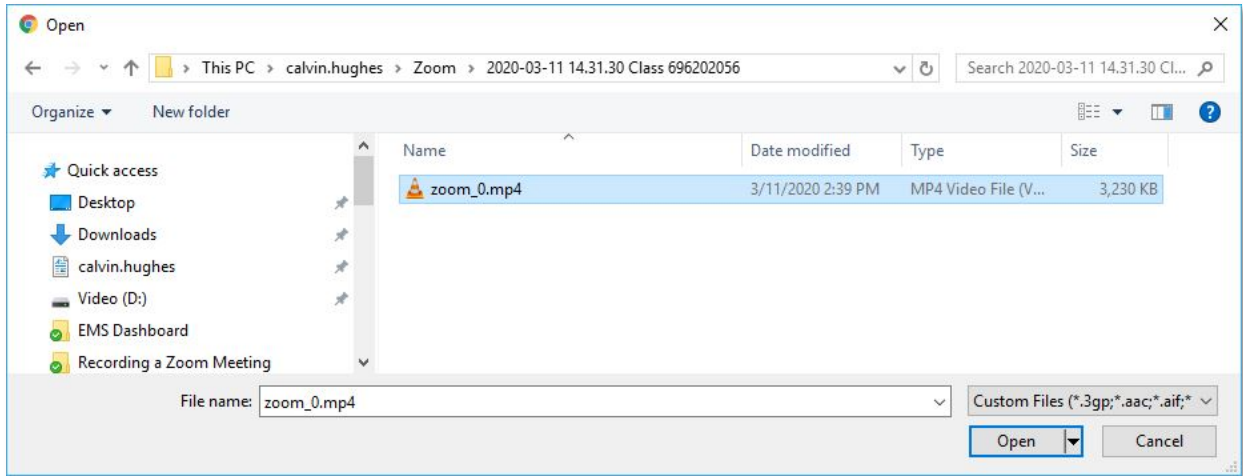
Once the file is selected it will appear back in the File Upload window. Click Upload in the lower right-hand corner to start the file uploading.
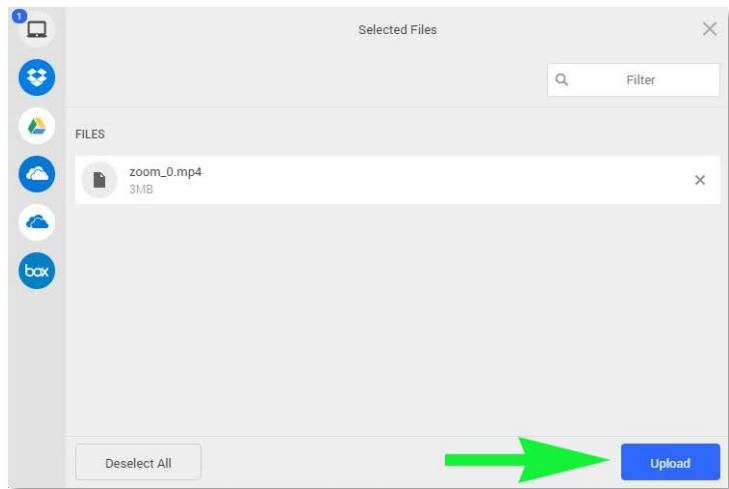
A blue bar at the bottom of the file will indicate how far into the upload process the file is.

After the file finishes uploading, Echo360 will now show a grey icon with the Echo360 logo on it. This indicates that Echo360 is processing the recording. You are done at this point and can close Canvas. Echo360 will continue to process the recording and make it available as soon as it finishes.

If you run into any issues with getting your recordings uploaded to Canvas, send us an e-mail at CODIS@unmc.edu.