

Making Your Class Zoom Recordings Automatically Available to Your Students in Canvas

Prior to the start of the semester, you should schedule your recurring Zoom meeting for your class sessions. You may schedule this through SMU's Zoom page or through Canvas by clicking Zoom in the navigation menu. We use recurring meetings so that every session for each individual course will use the same link and meeting ID.

To make your meeting a recurring meeting, check the box for "recurring meeting". If your class meets more than one day a week, change "Daily" to "Weekly" and check the boxes for the appropriate days of the week.

When: 08/24/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-5:00) Central Time (US and Canada)

Recurring meeting: Every week on Mon, Wed, Fri, until Dec 4, 2020, 45 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 12/04/2020 After 7 occurrences

Don't forget – all meetings should have one of the security options. I highly recommend a passcode for class meetings as opposed to a waiting room.

Security: Passcode Waiting Room

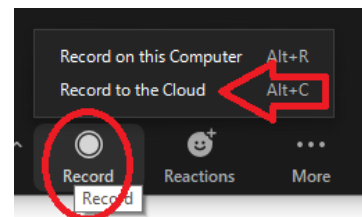
You have the option to set your meeting to automatically record. If you do not wish to set this, you will need to start your recording each day. In either option, you will choose to record to the cloud.

Set to auto-record in meeting options:

Meeting Options:

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically On the local computer In the cloud
- Enable additional data center regions for this meeting

Record to the cloud when class begins:



Do not be confused by this option on Zoom, the integration takes place on Panopto using the next page of instructions.

panopto_folder_context

Once you have scheduled your meeting, you can link it to the appropriate Panopto folder. Once linked, each time you record to the cloud in that meeting, the recording will automatically be stored in the linked Panopto folder.

Zoom Cloud recordings will continue to auto-delete after 30 days, but they will not be removed from Panopto. If you have more than one course, you will need to link each one to its corresponding Panopto folder.

First, open Panopto from the navigation menu in your Canvas course. Then click the “pop-out” icon, shown here.

≡ FTC000 > Faye Test Course

Development

Search in folder "Development - Faye T..."

Powered by Panopto Help

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Development - Faye Test Course

Sort by: Name Duration Date

SMUFlex Open Q&A

Zoom Meeting ID: 97774450959 • Host: Faye Walter • Meeting Start: 08/13/2020 @ 1:03 PM • Recording Start: 08/13/2020 @ 1:03 PM • Duration: 44 mins • ...

SMUFlex Open Q&A

Zoom Meeting ID: 97774450959 • Host: Faye Walter • Meeting Start: 08/13/2020 @ 10:12 AM • Recording Start: 08/13/2020 @ 10:13 AM • Duration: 52 mins • ...

SMUFlex Open Q&A

Zoom Meeting ID: 97774450959 • Host: Faye Walter • Meeting Start: 08/12/2020 @ 12:46 PM • Recording Start: 08/12/2020 @ 1:00 PM • Duration: 39 mins • ...

SMUFlex ULEE 307 [EVENT SPACE]

Zoom Meeting ID: 97774450959 • Host: Faye Walter • Meeting Start: 08/12/2020 @ 10:03 AM • Recording Start: 08/12/2020 @ 10:05 AM • Duration: 34 mins • ...

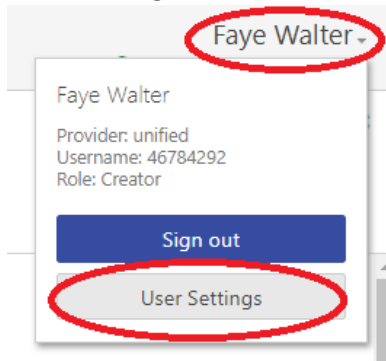
Faye Walter's Personal Meeting Room

Zoom Meeting ID: 3723089158 • Host: Faye Walter • Meeting Start: 08/06/2020 @ 1:36 PM • Recording Start: 08/06/2020 @ 1:36 PM • Duration: 1 min • Participants:...

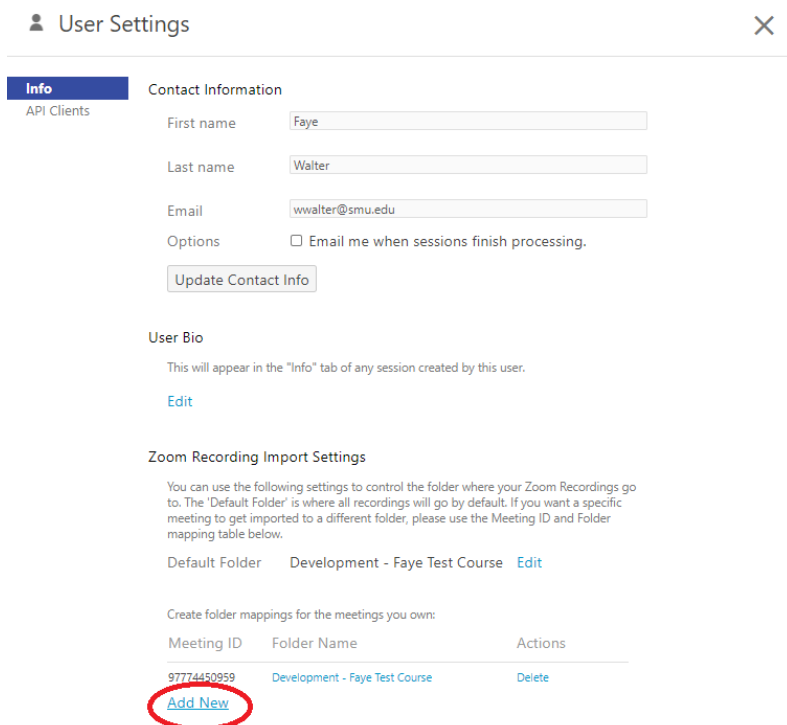
SMUFlex Open Q&A

Zoom Meeting ID: 97774450959 • Host: Faye Walter • Meeting Start: 07/30/2020 @ 12:55 PM • Recording Start: 07/30/2020 @ 1:00 PM • Duration: 57 mins • ...

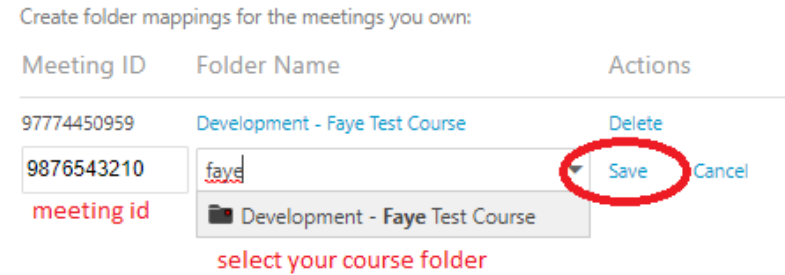
1. Click on your name (in the upper right-hand corner) and select "User Settings".



2. In the Zoom Recording Import Settings section, click add new.



3. Type your meeting ID (no spaces) in the first text box. Begin typing your course name in the folder selection box. When it appears, select it. Click Save.



OPTIONAL: Hide your recordings from students until you have reviewed/edited.

Click the gear icon from your Panopto folder. Select "settings" from the menu. Change the settings for when sessions become available to "when approved by a publisher".

