HOW TO DOWNLOAD, EDIT, AND UPLOAD A ZOOM RECORDING TO KALTURA

Download Zoom Recording

Option 1: Download Zoom recording through Canvas:
1. Log in to your Canvas course.
2. Click **Zoom** in the Course Navigation.
3. Click the **Cloud Recordings** tab.
4. Click the **title** of the recording that you want to download.
5. Click the **Download** link below your recording.

Option 2: Download recording through Zoom:
1. Log in to Zoom
2. Go to ubc.zoom.us/recording.
3. A list of your available recordings is under the Cloud Recordings tab.
4. Click the **3 horizontal dots** on the right side of the recording you wish to download, and select **Download**.
5. If a pop-up window appears, click **Download** again to confirm.
6. Depending on your browser, the file will either download automatically or you will be prompted to save it.

At this time, Zoom cloud recordings need to be downloaded individually. It is currently not possible to download multiple recordings at once.
If a video you intend to share outside the original course contains student audio or video, you must either edit out student content from the recording or obtain student consent to share it.

Reference:
https://lthub.ubc.ca/guides/zoom-instructor-guide/#download-zoom-recordings-5

Edit Recording in Camtasia

Please refer to https://lthub.ubc.ca/guides/camtasia-instructor-guide/#download-and-install-the-camta-0 for instructions to download and install Camtasia.
Please refer to https://www.techsmith.com/learn/tutorials/camtasia/edit-zoom-recording/ for video tutorials to edit Zoom recordings in Camtasia.

Import Zoom Recording into Camtasia:
1. Open Camtasia and select **New Project**.
2. Click the **Media** tab.
3. Click **Import Media** or double-click the Media Bin.
4. Browse to select the Zoom recording and click **Open** (Windows) or **Import** (Mac).
5. The imported media appears in the Media Bin. Drag the Zoom recording from the Media Bin onto the timeline.

Trim the Start and End:
1. On the timeline, drag the start or end of the clip forward or backward.
2. Drag the playhead to the desired location on the clip and click **Play** to preview the trimmed clip.

Remove Section:
1. Click and drag the green or red handles on the playhead to make a selection.
2. Click the **Cut** button. The selection is removed and the remaining media is stitched together.

Edit Audio:
1. On a clip with audio, double-click to add an audio point.
2. Drag an audio point or line between audio points to raise or lower the volume.

Share Your Recording:
1. To share your edited Zoom recording, click **Export**.
2. Select an option from the **Export** menu.
   a. **Local File (Windows)**: Opens the Export Local File dialog to save an MP4, GIF, or M4A file.
   b. **Local File (Mac)**: Opens the Export As dialog to save an MP4, MOV, or GIF file.

References:
https://lthub.ubc.ca/guides/camtasia-instructor-guide/#edit-your-lecture-recording-in-2
https://www.techsmith.com/learn/tutorials/camtasia/edit-zoom-recording/

Add Recording to Canvas through Kaltura

1. Log in to your Canvas course and click **My Media** in the Course Navigation. If you do not find this option:
   - Click **Settings** in the Course Navigation.
   - Click the **Navigation** tab.
   - Find the "My Media" menu item, click the **options menu** (the 3 vertical dots), and choose **Enable**.
   - **Save** your setting changes.
2. Click **Add New** and select **Media Upload** from the list of options.
3. Click **Choose a file to upload**.
4. Select the **media file** on your computer to upload.
5. Enter details about the media in the required fields (indicated by an *).
6. Assign the appropriate copyright permission.
   - *With The Permission of The Copyright Holder(s)* - Applies if you have created the media, have the permission of the copyright holder, or are using a Creative Commons license
   - *The use of the materials falls within the Fair Dealing Exception* - Applies when media qualifies under the Fair Dealing Exception
   - *The material is in the Public Domain* - Applies when the media is in the public domain (i.e., expired copyright or copyright has been waived)
   - *Other* - Applies for cases outside the above uses that require additional explanation
7. Click **Save**.

Reference:
https://lthub.ubc.ca/guides/kaltura-instructor-guide/#add-media-in-canvas-with-kaltu-2

Distribute Recording in Canvas

After you upload your video to your My Media page in Canvas, you need to distribute your video. To do so add the video to your **Media Gallery** and/or embed it in Canvas using the **Rich Content Editor**. By adding a video to the **Media Gallery**, students are able to access it by clicking **Media Gallery** on the course navigation menu. The **Rich Content Editor** embeds a video on a Canvas page.

Media Gallery

1. Click on **My Media**.
2. Click on the video you want to make available to students.
3. Click on **Actions** > **Edit**.
4. Check to ensure you have a **Copyright Permission** selected.
5. Click **Save**.
6. Click **Go to Media** to return to the video overview page.
7. Click on **Actions** > **Publish**.
8. Select **Published**.
9. Select the course(s) you want to publish the video to.
10. Click **Save**.

- **NOTE**: Instructors cannot view published recordings in the Media Gallery using Student View. To view a video as a student in a published course, create a Basic CWL account by following the instructions here, then contact LT.support@science.ubc.ca to request that your new CWL account be added to your course as a "Test Student".
- For a step-by-step video of this process, please refer to the How to Upload Pre-Recorded Videos to Kaltura tutorial.

Embed Video using Rich Content Editor:

1. Click on the blue **More External Tools** icon. From the drop-down menu, select **Embed Kaltura Media**.
2. A pop-up window will display media files that were previously uploaded and stored in your **My Media**.
3. Click on **Embed** and wait for the video to appear (it may take a few seconds).
4. Scroll to the bottom of the page. Click **Save** to save your changes to that page without publishing it or **Save & Publish** to save any changes and make the page visible to students.

- To view a detailed step-by-step video of this process, please refer to the How to Publish a Video to Canvas tutorial.

Reference:

https://skylight.science.ubc.ca/lt/guides/kaltura#section-143

Copyright Information

https://copyright.ubc.ca/lecture-slides-recordings/
https://copyright.ubc.ca/staff-faq/

"If, after reviewing these guidelines, you have any questions or concerns about your obligations under copyright law or these guidelines, or wish to receive additional guidance, please contact copyright.services@ubc.ca." (https://copyright.ubc.ca/copyright-guidelines/)