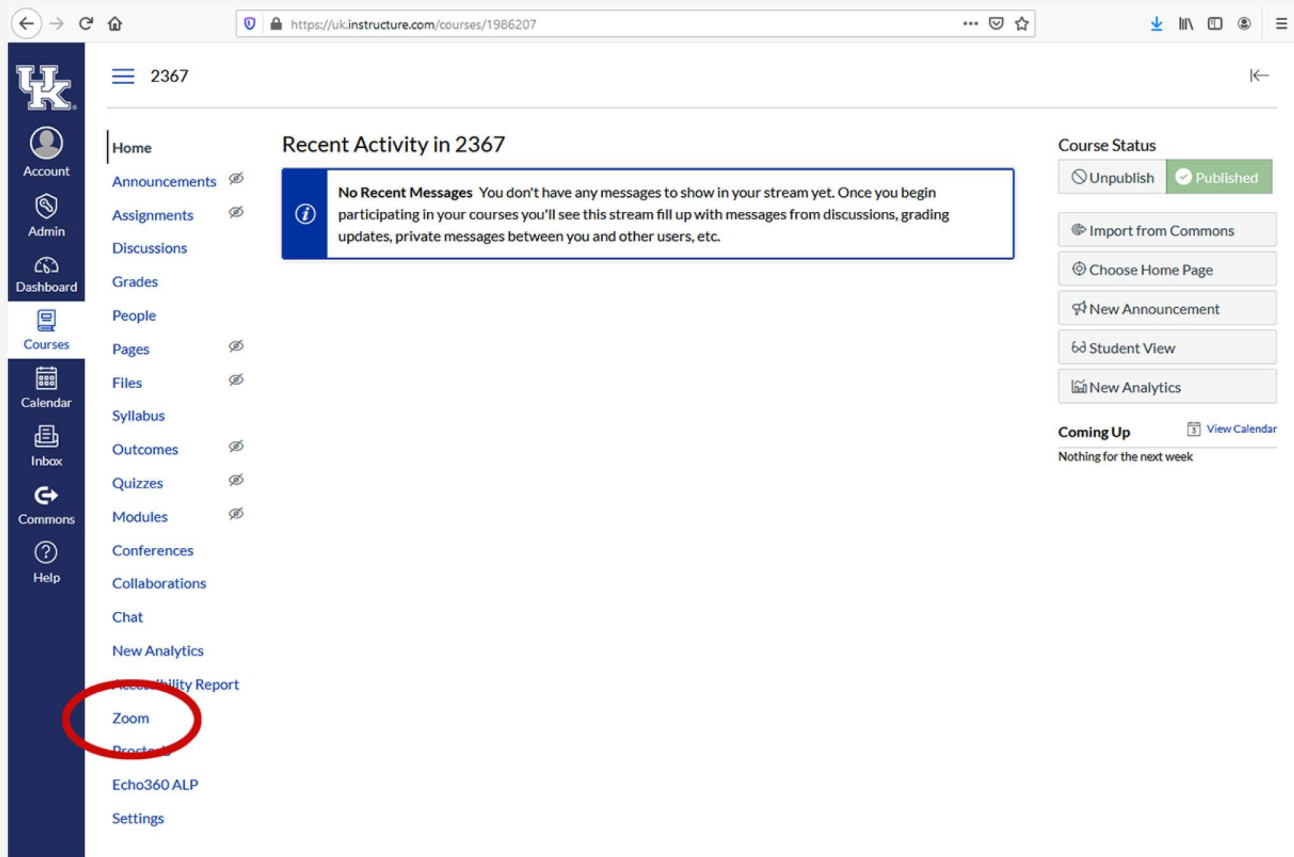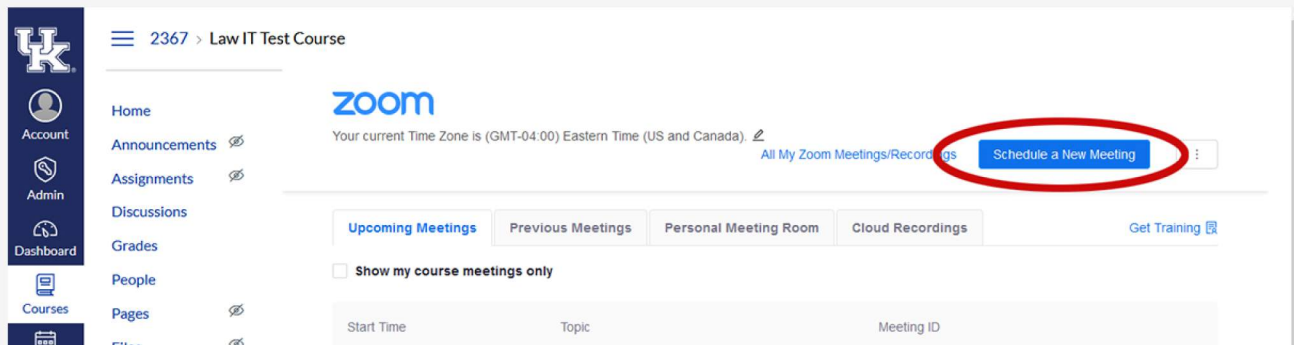# HOSTING A CLASS VIA ZOOM (with local recording)

1) Open Canvas via web browser (http;//uky.edu/canvas)
2) Select "Zoom" in the left pane

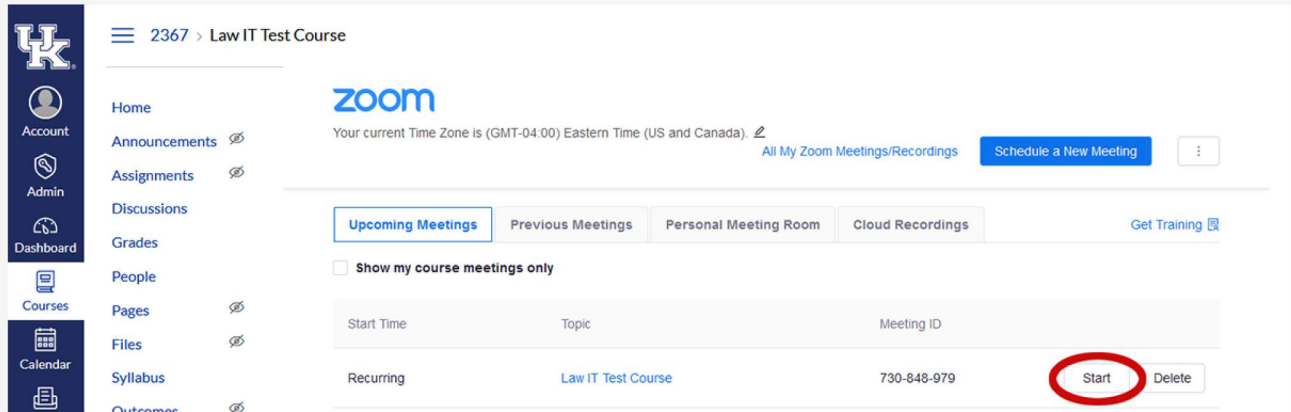3) Select "Schedule a New Meeting" in the top right corner

4) Check the 'Recurring Meeting' box and from the Occurance menu choose 'NoFixed Time'

5) Check the following boxes:

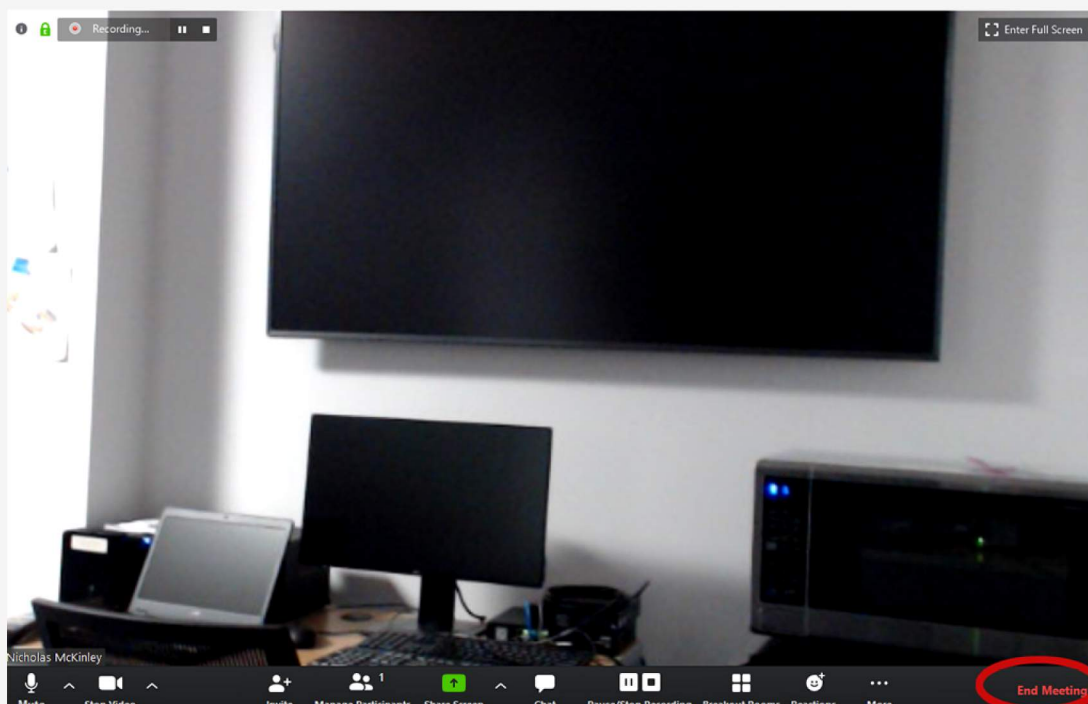6) When you are ready to start your class each day, return to this page and press the 'Start' button

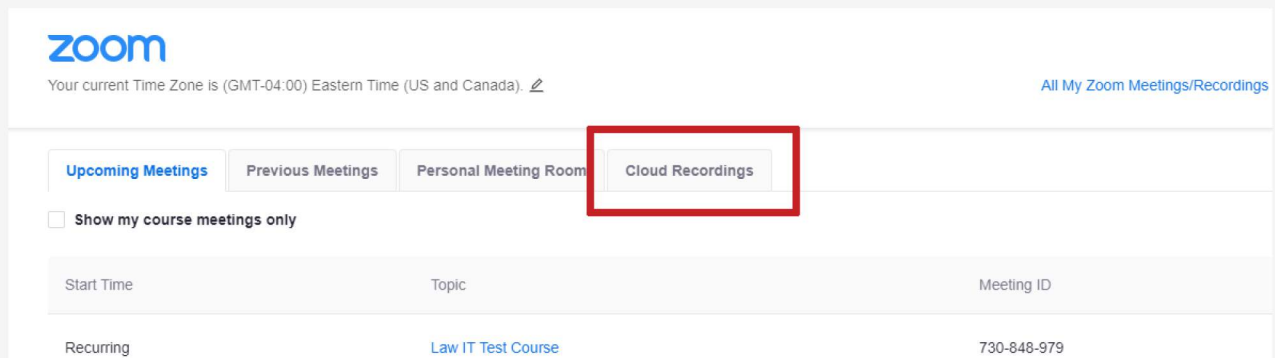7) You may be prompted to save and install the Zoom software
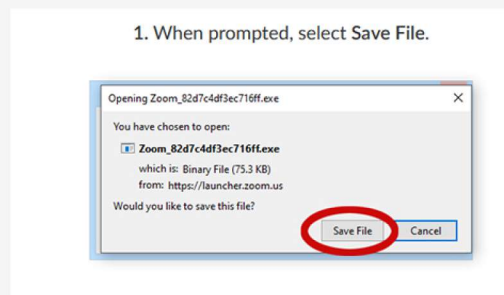
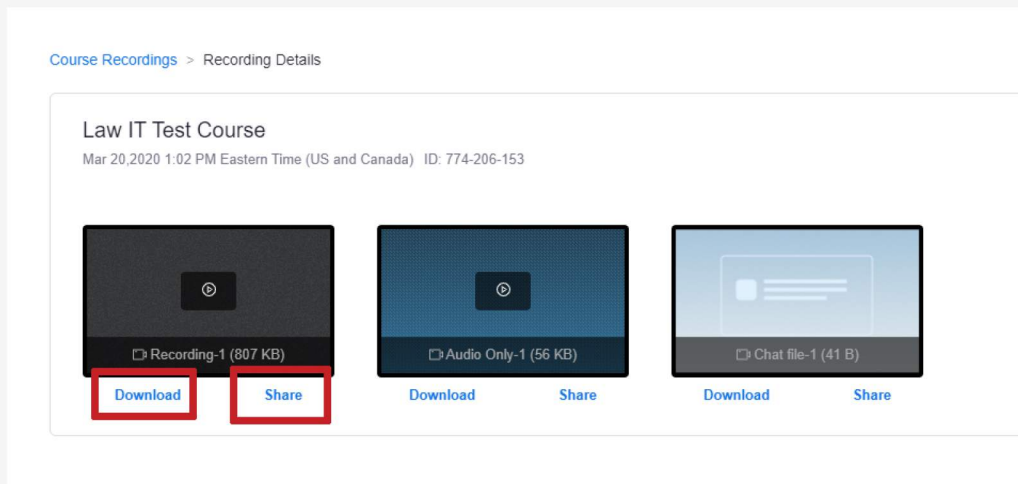8) When your class has finished, press the 'End Meeting' button

ZOOM VIDEO RECORDINGS

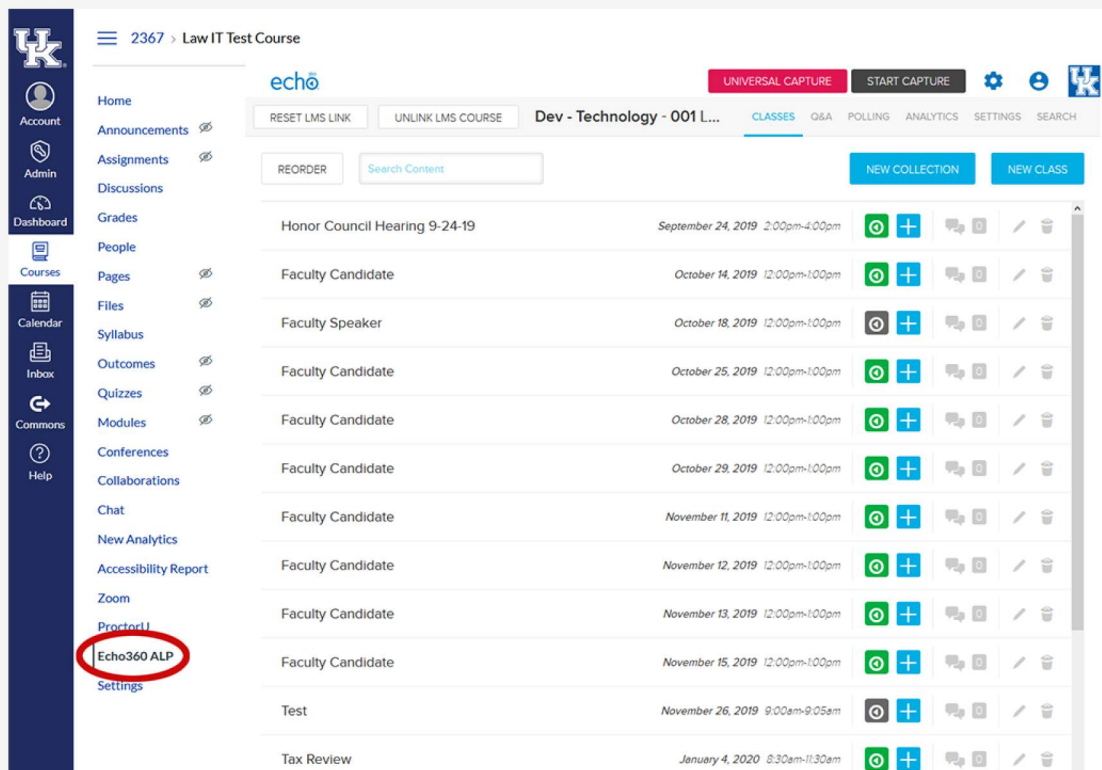1) Open the Zoom tab in Canvas and select 'Cloud Recordings'

2) Select the recording you wish you share

3) You can download the recording to share via Echo360 or click the 'Share' button to receive a link the the video
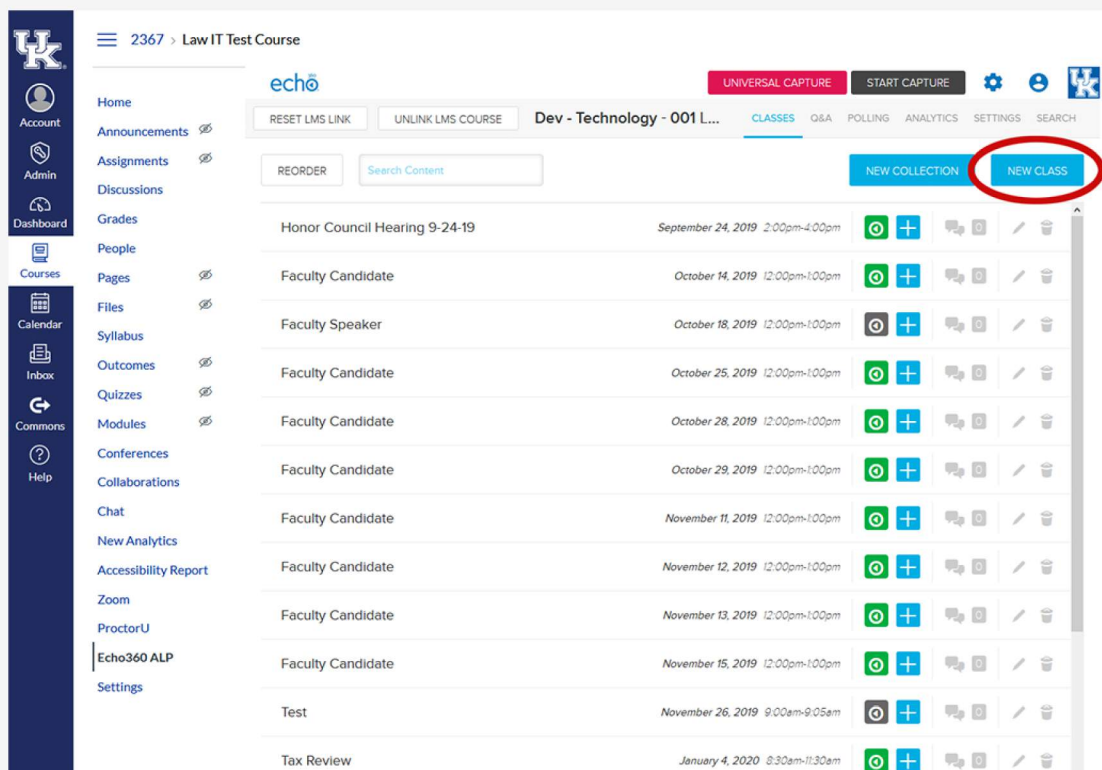
UPLOADING LOCAL RECORDING TO ECHO360

1) Open Canvas via web browser (http;//uky.edu/canvas)
2) Select "Echo360 ALP" in the left pane

3) Press the "New Class" button in the top right corner

4) Fill in the appropriate information for the recording you will upload

5) Find the new class you created and click button to 'Add Video'
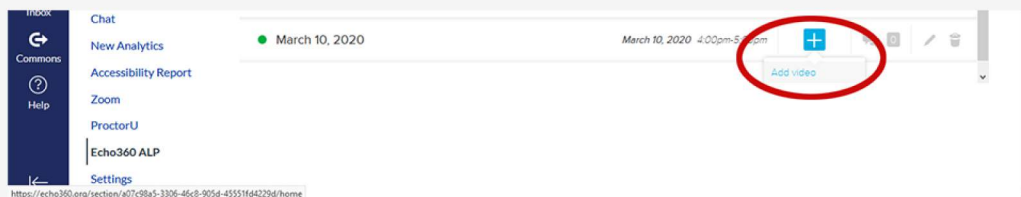
6) Your zoom recording is located in your 'Documents' folder, each in its own folder organized by the date of recording
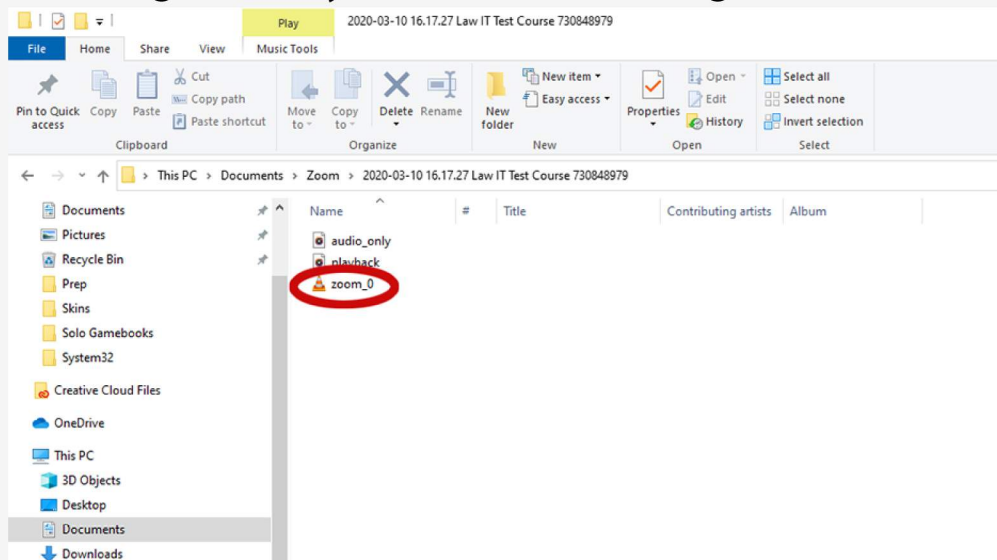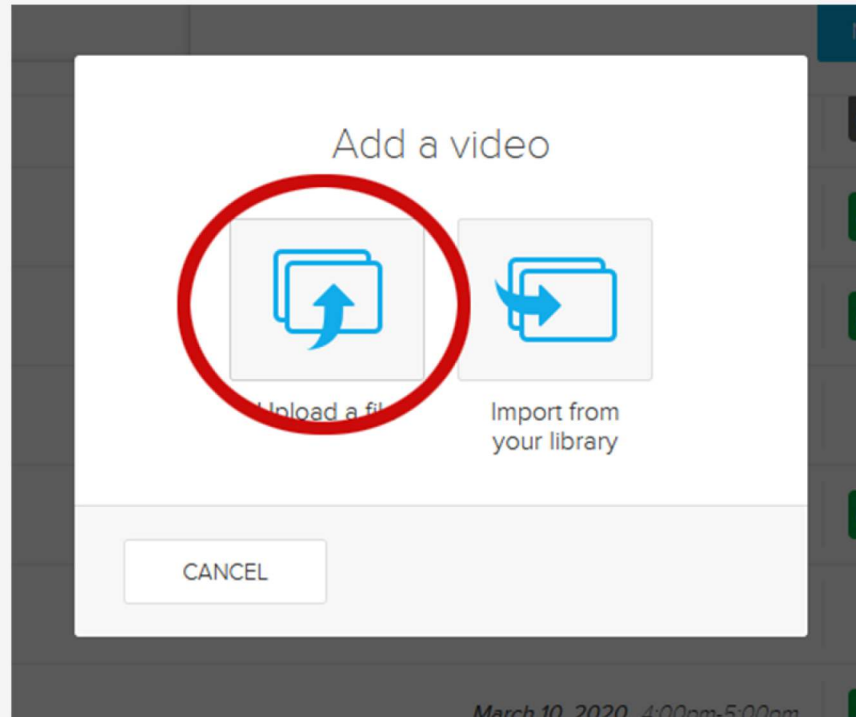
7) Choose 'Upload a file'

7) Drag the 'Zoom_0' video file from your recording into the square