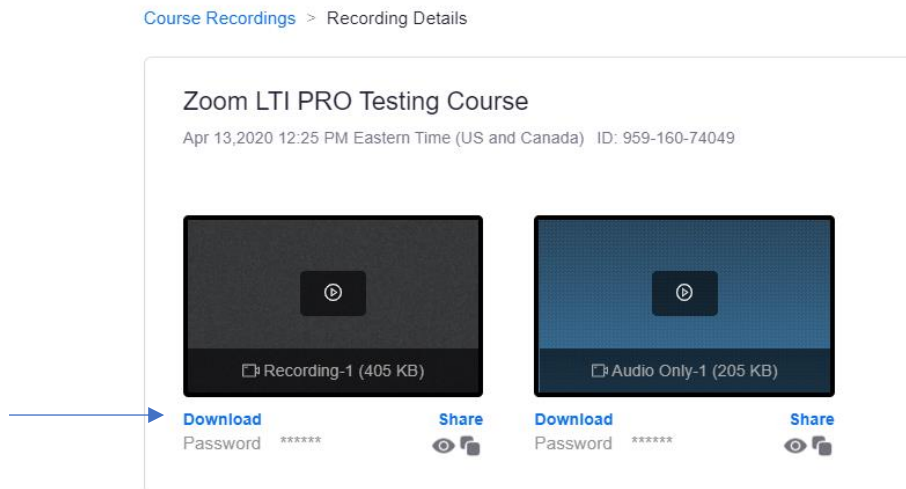


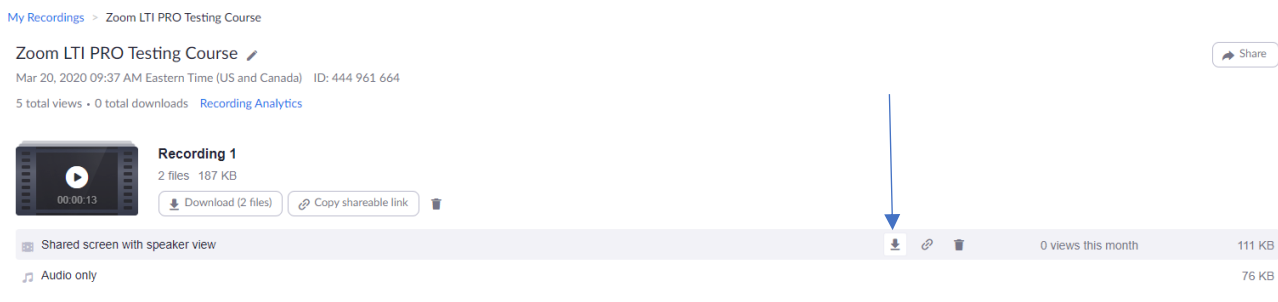
## How to move a Zoom recording into Kaltura

### Part I

1. Navigate to your Zoom recording either within myCourses or in Zoom.
2. *If using Zoom through myCourses*, select “Cloud recordings”, click on the recording and then select “Download” under the recording.



3. *If using Zoom web interface*, hover over the “Shared screen with Speaker view” and select the down arrow to download the .mp4 video.

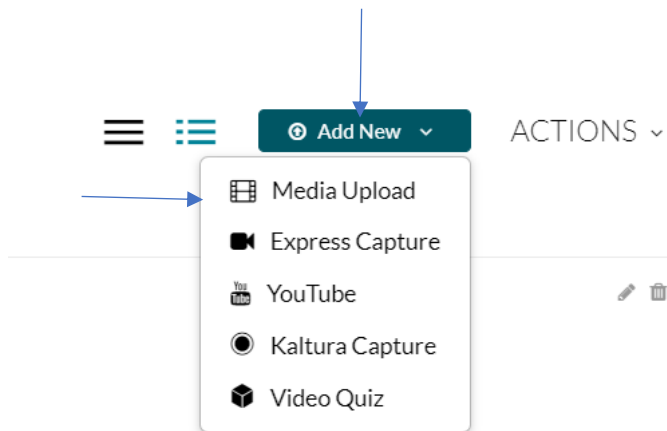


## Part II

1. After the video has downloaded, in myCourses navigate to Kaltura Video/MyMedia at the bottom of the myCourses Dashboard and click on MyMedia.



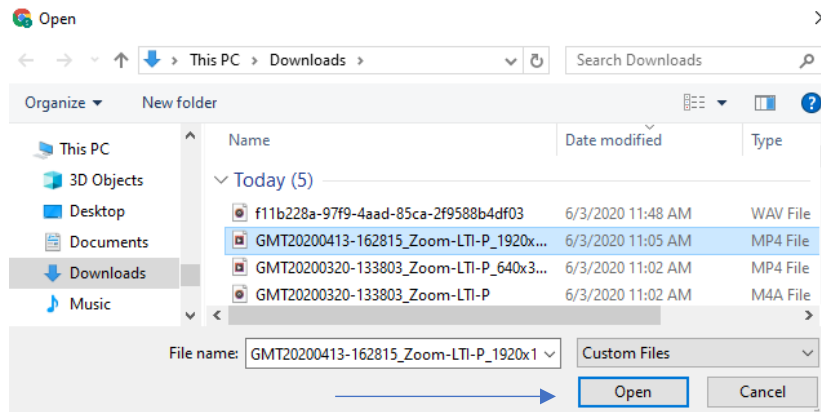
2. Select "Add New", then "Media Upload".



3. Select Choose a file to upload (or you can also drag and drop the .mp4 into this area)



4. Navigate to the file that was just downloaded, select the file and click Open



5. Under “Name” rename the video to identify it later.

### Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:  (Required)

Description:

Tags:

Presenter Name:

Presentation Date:

6. Add any additional information and click “Save” and then” Go To MyMedia”.

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the “Published” option to be enabled.

Publishing Status:  Private - Media page will be visible to the content owner only.  
 Published - Media page will be visible to individuals according to entitlements on published destinations

7. Your entry will now appear listed in your MyMedia to use in your courses.

