

## Transfer Recording from Zoom to Panopto

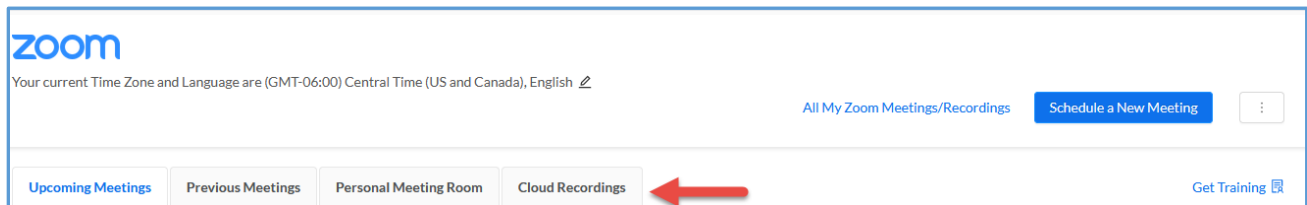
This is a two part process

1. Download Zoom MP4
2. Upload into Panopto

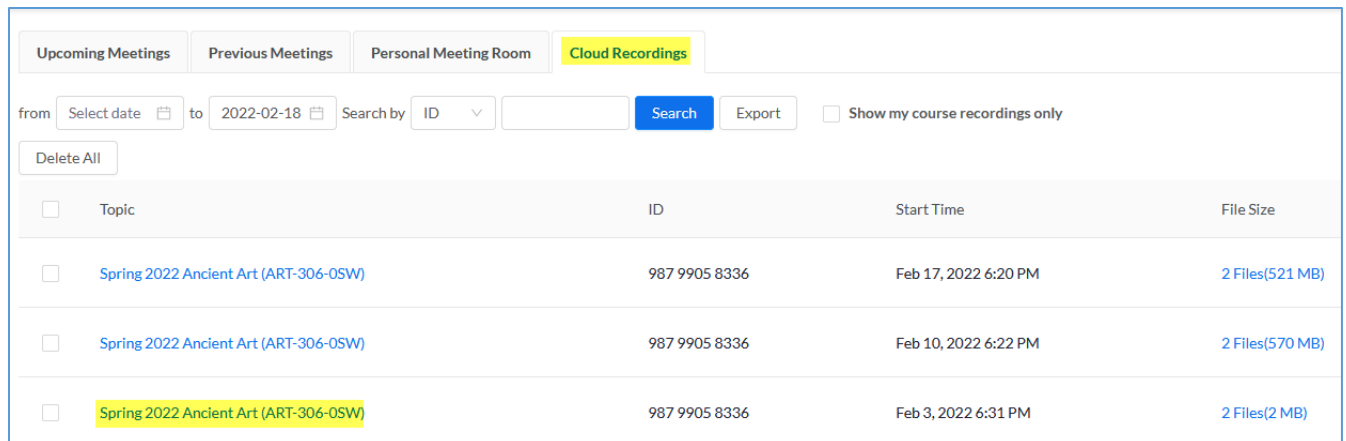
Once the recording is uploaded into Panopto, you can share or insert the link in a number of ways, including within a D2L module.

### Download Zoom MP4 Recording

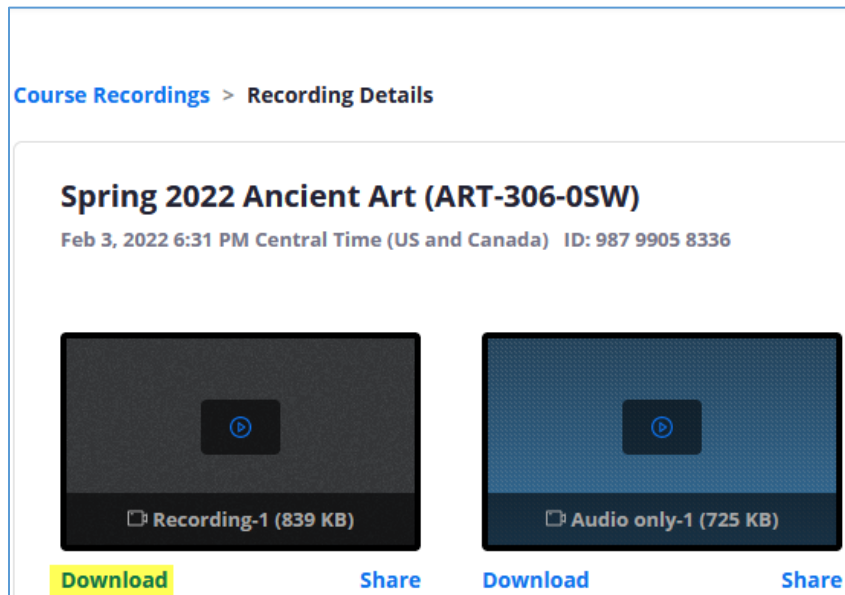
1. Access Zoom account. You can do this from with your D2L course from the Nav bar. By default this will put you on the “schedule meeting” Zoom page that lists “upcoming meetings.” Select “Cloud recordings” tab



2. This will display a list of cloud recordings. Click on the link for the name of the recording you want to harvest:

A screenshot of the Zoom Cloud Recordings page. At the top, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". Below the tabs, there are search filters: "from" (with a date picker set to "2022-02-18"), "to" (with a date picker), "Search by" (with a dropdown menu set to "ID"), a search input field, a "Search" button, an "Export" button, and a checkbox for "Show my course recordings only". There is also a "Delete All" button. Below the filters is a table with the following columns: "Topic", "ID", "Start Time", and "File Size". The table contains three rows of recordings, all with the topic "Spring 2022 Ancient Art (ART-306-05W)" and ID "987 9905 8336". The first row has a start time of "Feb 17, 2022 6:20 PM" and a file size of "2 Files(521 MB)". The second row has a start time of "Feb 10, 2022 6:22 PM" and a file size of "2 Files(570 MB)". The third row has a start time of "Feb 3, 2022 6:31 PM" and a file size of "2 Files(2 MB)". The third row is highlighted in yellow.

3. Select the “Download” option for the “recording” file on the left. You don’t need the audio only file on the right.



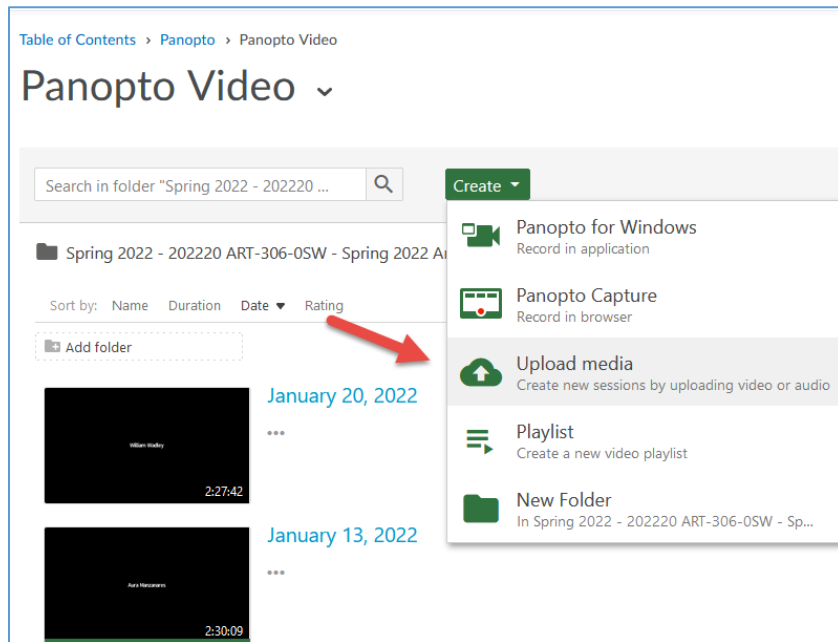
**Note:** If the original Zoom session from which the recording derived had a passcode on it, when you click download, you may need that passcode to access the download. The passcode can be harvested from this same screen.

4. Depending on how you have your browser set, the file may download automatically or prompt you to save the file.
  - a. If the browser is set to download automatically, search your local hard drive’s “Downloads” folder.
  - b. If you have your browser set to prompt you before saving, you will be asked to choose where to save the file on your computer. Creating a specific folder for these is a helpful way to organize your videos.

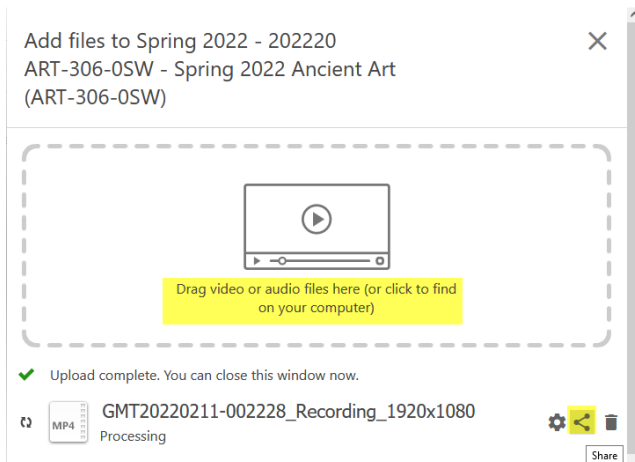
Now you should have a “local” copy of the Zoom recording downloaded to your computer. Depending on the length of the recording and your internet speed, it may take a while to download.

## Upload Recording into Panopto

1. In your D2L course, ensure that Panopto is already inserted as a topic in a hidden module. Navigate to Panopto topic and select “Create” then “Upload Media”



2. Use the window to upload the recently downloaded file.
  - a. By default, it will select the corresponding course folder in Panopto for your media upload.



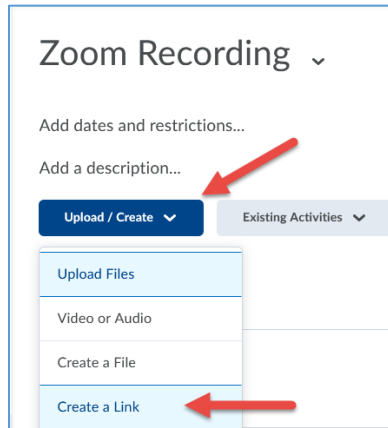
**Tip:** Rename the newly uploaded video something more meaningful than the default Zoom file name.

3. Copy "share" link from Panopto

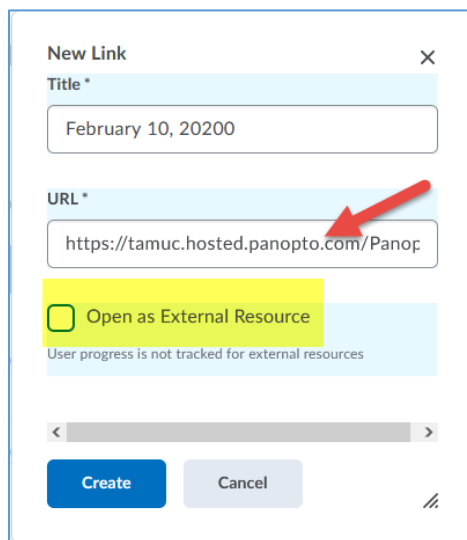
The screenshot displays the Panopto interface for a video titled "February 10, 2022". On the left, a navigation menu includes "Overview", "Share", "Outputs", "Quiz Results", "Streams", "References", "Search", "Captions", "Audio", "Descriptions", "Manage", and "Log". The "Share" option is highlighted in green, with a red arrow pointing to it. The main content area is titled "People and groups" and shows "0 added | 2 inherited from Spring 2022 - 202220 ART-306-0SW - Spring 2022 Ancien...". Below this, there are two entries for "Spring 2022 - 202220 ART-306-0SW - Spring 2022 Ancient Art (A...)", one labeled "Creator" and one "Viewer". A section titled "Who can access this video" includes a lock icon and a tooltip that reads "To share on Twitter, change the viewing permissions to 'Public'". Below this are icons for "Link", "Embed", "Facebook", and "Twitter". At the bottom, there is a "Start at" field set to "0:00", a URL field containing "https://tamuc.hosted.panopto", and a "Copy Link" button. A red arrow points to the "Copy Link" button.

## Share Panopto Link In Module

1. In D2L Module, use **“Upload/Create”** and **“Create Link”**



2. Title this topic accordingly, and paste the Panopto URL in. De-select **“Open as External Resource”** and select **“Create”**



3. This should create a new D2L topic that will have the Panopto recording.