

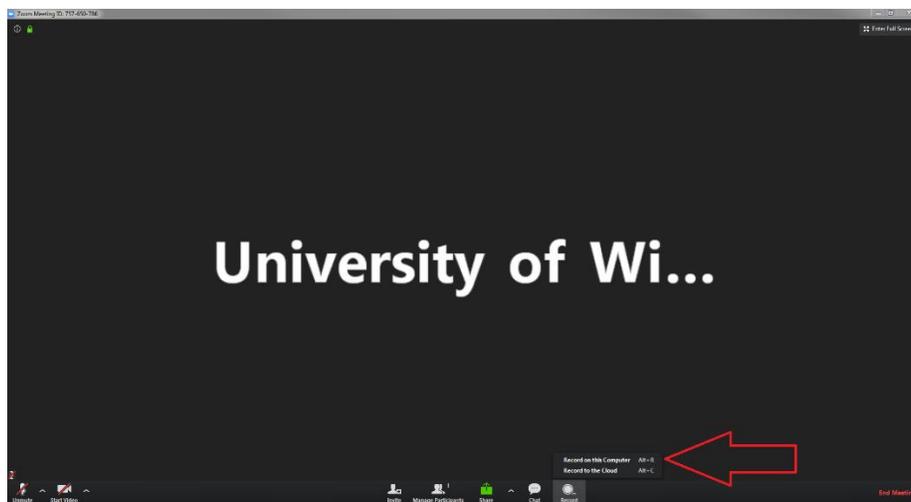


## Record a Zoom Meeting for Nexus Upload

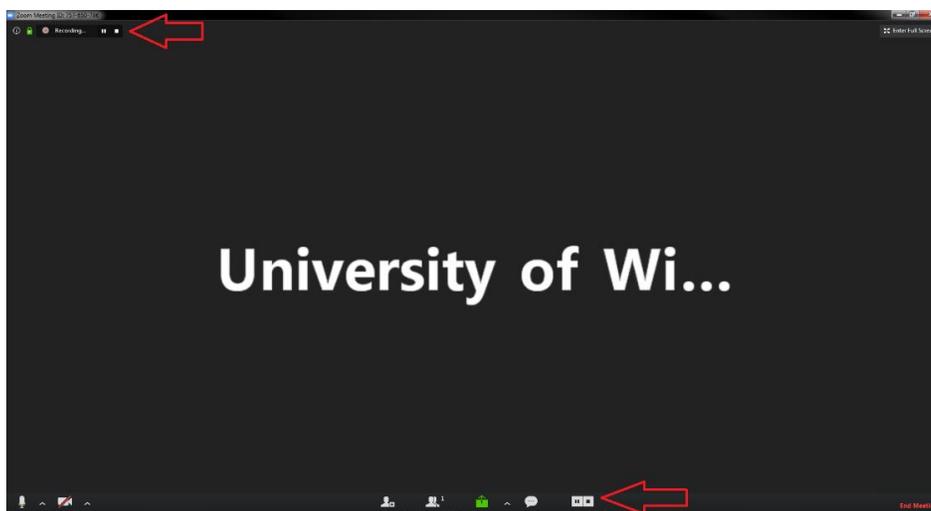
A Zoom meeting can be recorded to your computer and then uploaded to your Nexus course site for viewing/download.

### Recording a Meeting

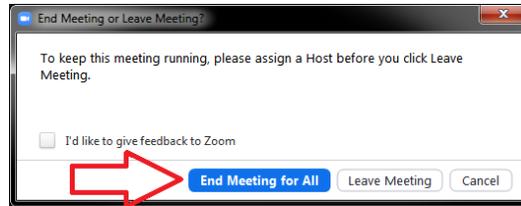
1. After setting up the meeting, mouse over the menu at the bottom of the screen. Click the **Record** button and select/click the option to **Record on this Computer**.



2. Once recording has started, the Record icon will switch to Pause/Stop buttons. A notification will also appear at the top left corner of the screen, indicating the recording is happening.



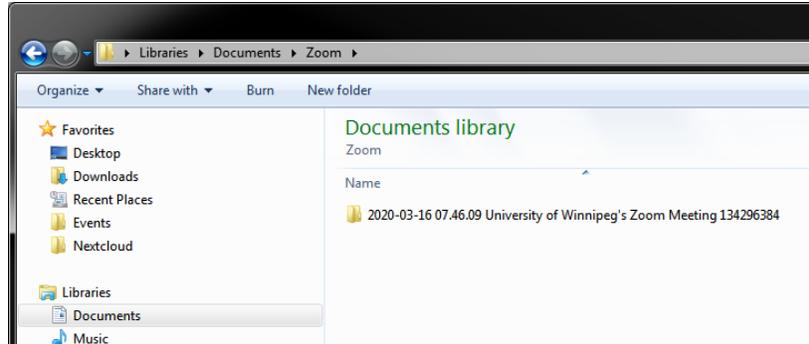
3. Upon completion of the meeting click the **Stop** button to end the recording. Then click **End meeting** that appears in red text at the bottom right corner of the screen. A pop up will appear. In the pop up screen that will appear, click **End meeting for All**.



4. The Video will start to encode. This may take some time depending on the length of the meeting the processing capability of your computer.

### Where is My Zoom Recording?

5. The video will be stored a folder labeled **Zoom** which will be found in the **Documents** folder. Recordings will be organized into individual folders labeled with the date, time name of the meeting and the meeting numbers.

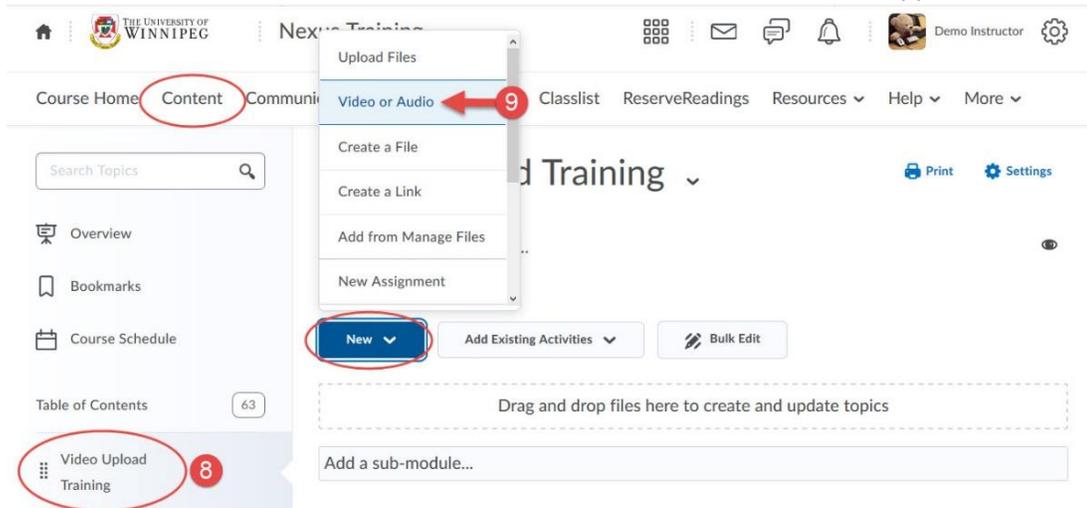


6. Inside this folder, you will find several files:
  - audio\_only.m4a - is an audio only file
  - playback.m3u - is a playlist file
  - zoom\_0.mp4 - is the video file for uploading into Nexus
7. To rename the video, right click on the MP4 file and select **Rename** for the displayed menu options. Type in a new name and press the **Enter** key

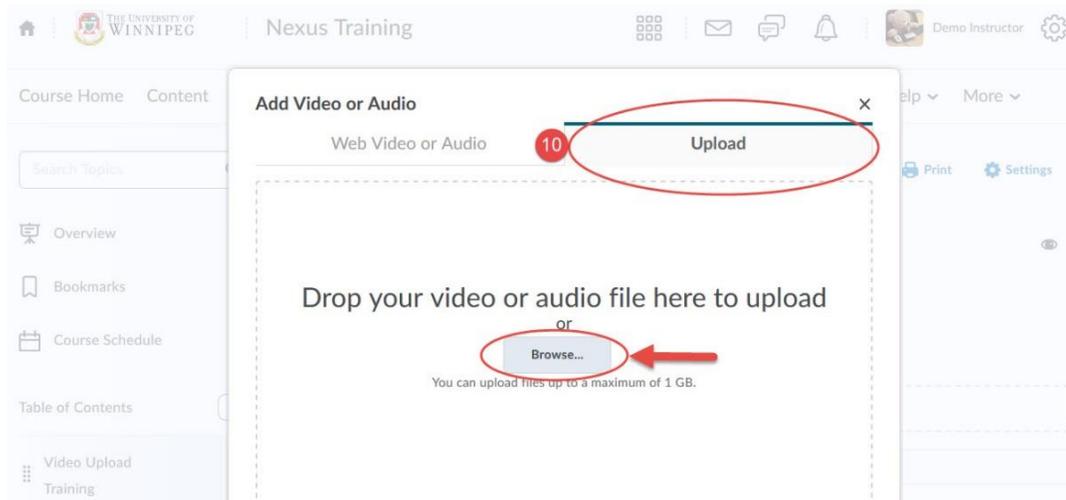
### Uploading the MP4 file to a Nexus course site

8. In your [Nexus](#) course, navigate to the Content module in which you would like to upload the video

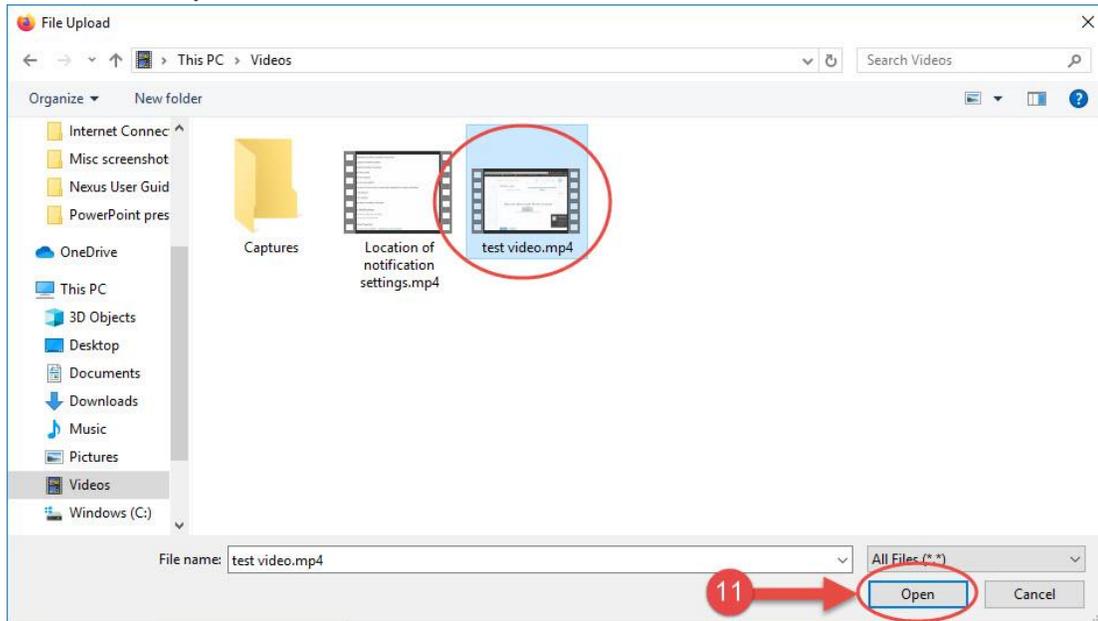
9. Click the blue **New** button, and select **Video or Audio** from the menu that appears:



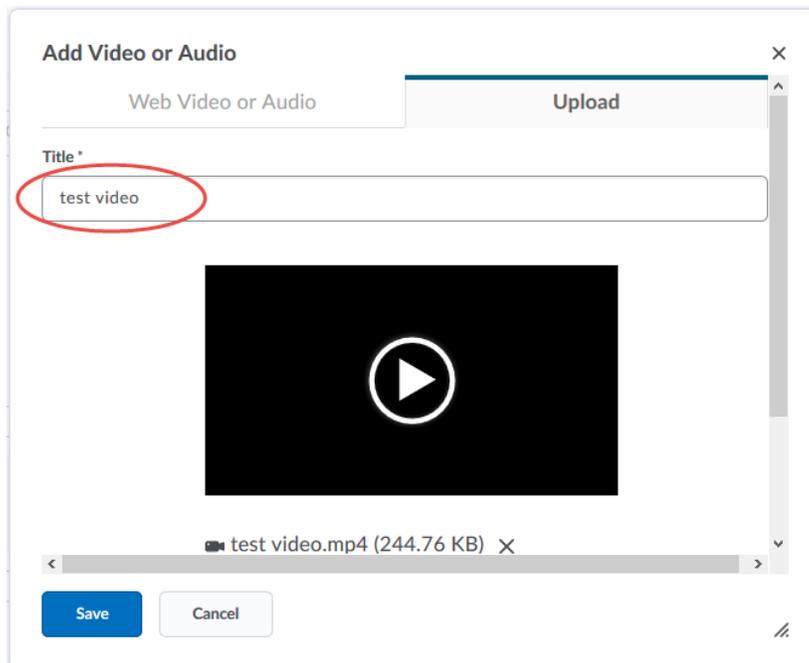
10. Select the **Upload** tab, and then either drag and drop or click the **Browse** button to select the video file for upload:



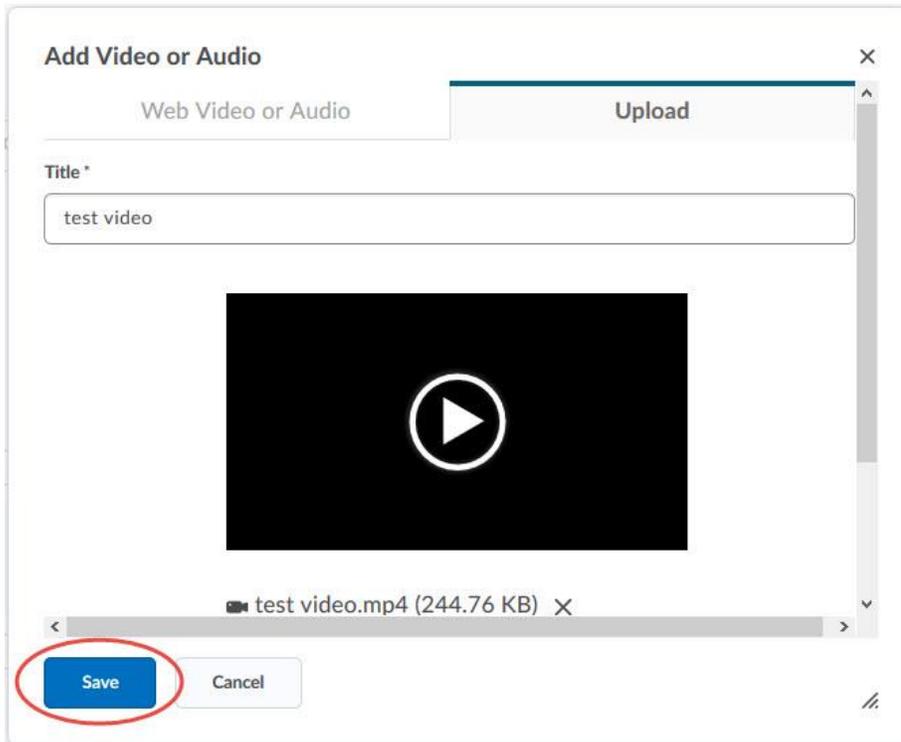
11. On your local computer, navigate to where you have saved your .mp4 video file, select it and then click the **Open** button:



12. The upload progress will display as a percentage and once done, a small preview thumbnail of your video will appear. At this point, you may choose to rename the video in the **Title** field:

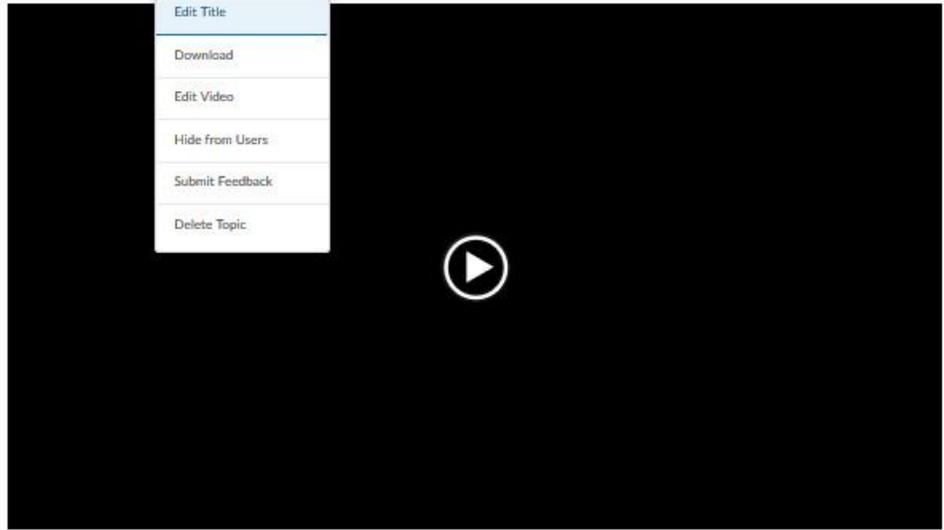


13. Click the blue **Save** button when done:



14. Your video will now appear as its own Content topic in the module you selected and from here, you may edit its related information and availability/visibility settings for your students as needed:

test video



Dropdown menu options:

- Edit Title
- Download
- Edit Video
- Hide from Users
- Submit Feedback
- Delete Topic

Download Edit Video

Activity Details Learning Objectives Completion Summary

Visible

✓ Required: Automatic

View this topic to complete the activity

Add dates and restrictions

Add a description...