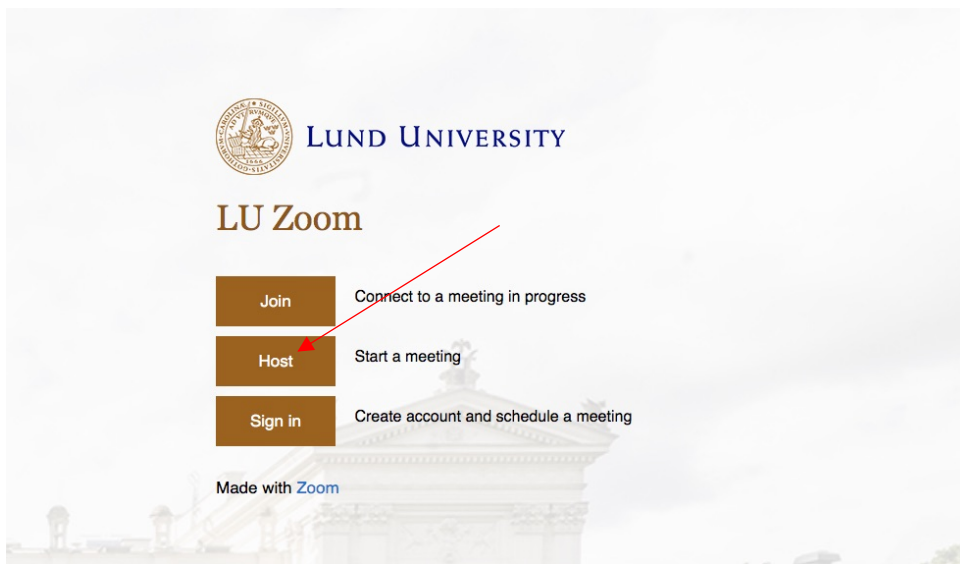

Manual: Record a lecture in Zoom and publish it in Canvas (via Studio)

STEP 1 | LOG ON TO ZOOM

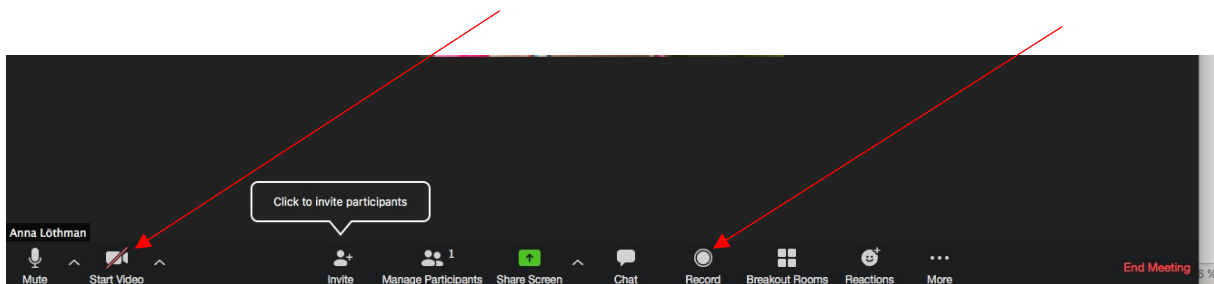
Log on via this link using your lucat-id: <https://lu-se.zoom.us/>



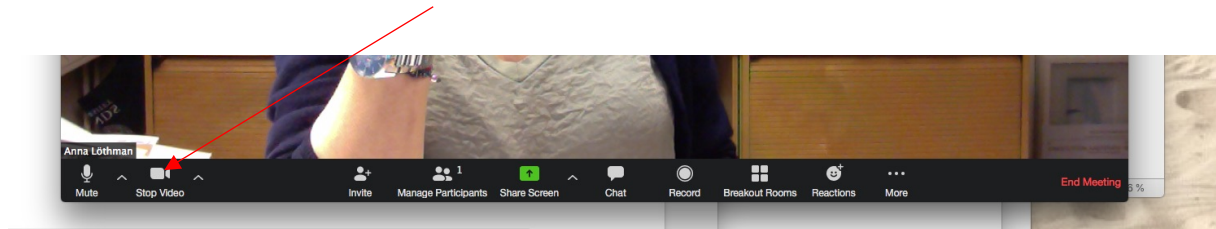
Click the button "Host" to start a meeting and/or record a lecture.

STEP 2 | RECORD

When in Zoom you will see the tool banner down below. Choose "Start video" and then "Record":



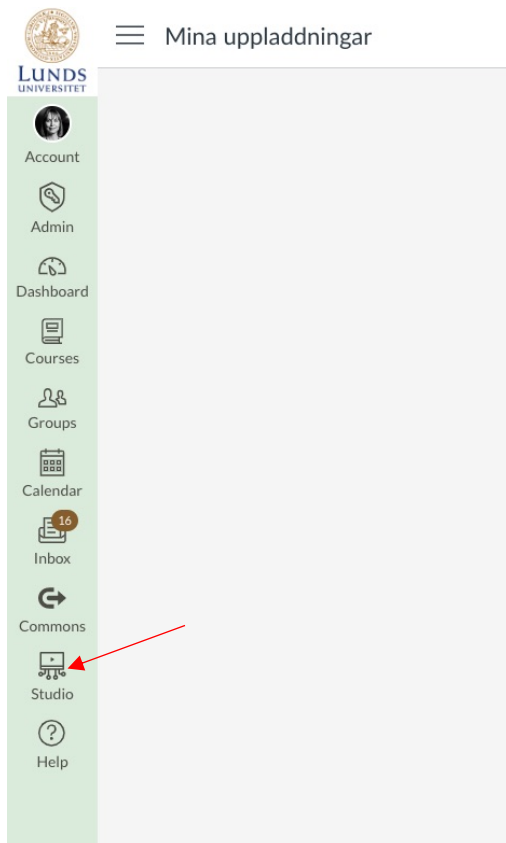
When you have recorded your lecture (you can choose to share your desktop, slides etc. and/or use the whiteboard-tool in Zoom etc.) you stop the recording and click "Stop video" and then "End meeting for all". Your film will automatically download to your computer and you can save the downloaded package including your mp4-files in a folder.



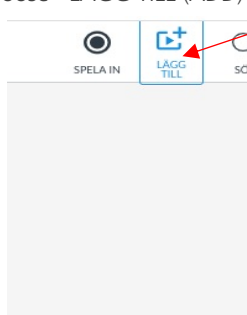
STEP 3 | COMPLETE YOUR FILM IN STUDIO

To be able to show your recorded lecture in Canvas you have to upload it in Studio. (Studio is a tool where you can easily create and share media, integrated in Canvas).

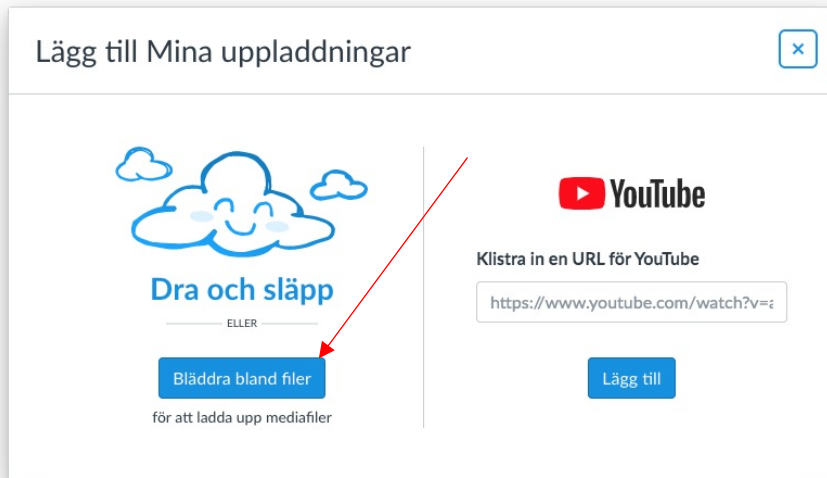
- Go to Studio in Canvas:



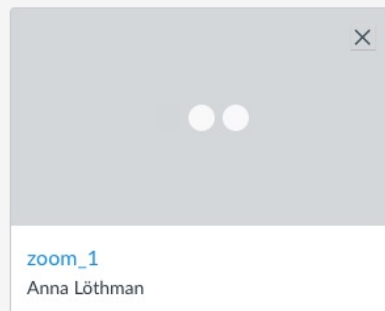
- Choose "LÄGG TILL (ADD)".



- Pick the mp4-file of your choice and upload it in Studio.

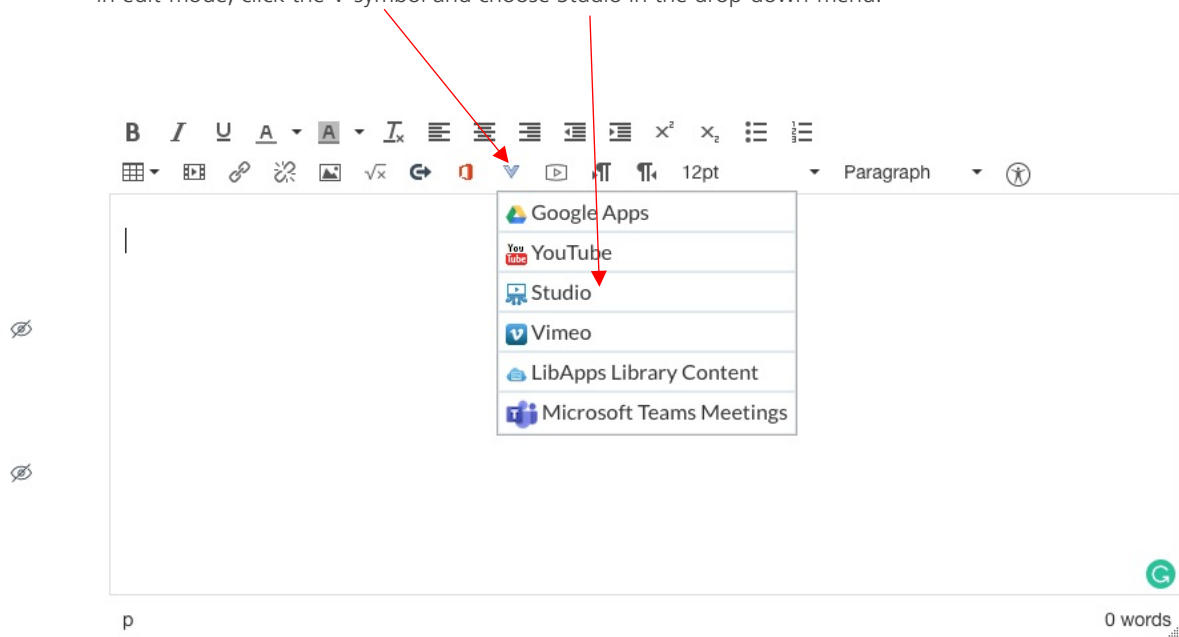


- The file will be uploaded into Studio (might take a couple of minutes).



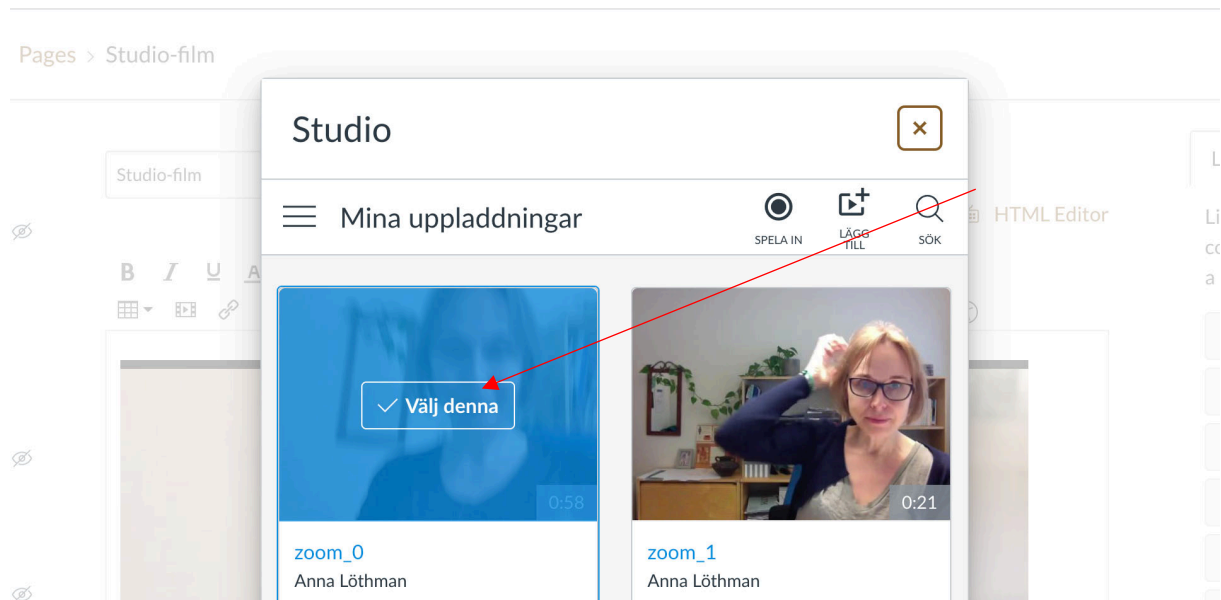
Det var allt för denna gång

- When your film is uploaded in Studio you can put it in place where you want it in Canvas. Go to your course and choose the place to upload the film (a page in a module for example). In the usual Rich content editor, in edit-mode, click the V-symbol and choose Studio in the drop-down-menu:

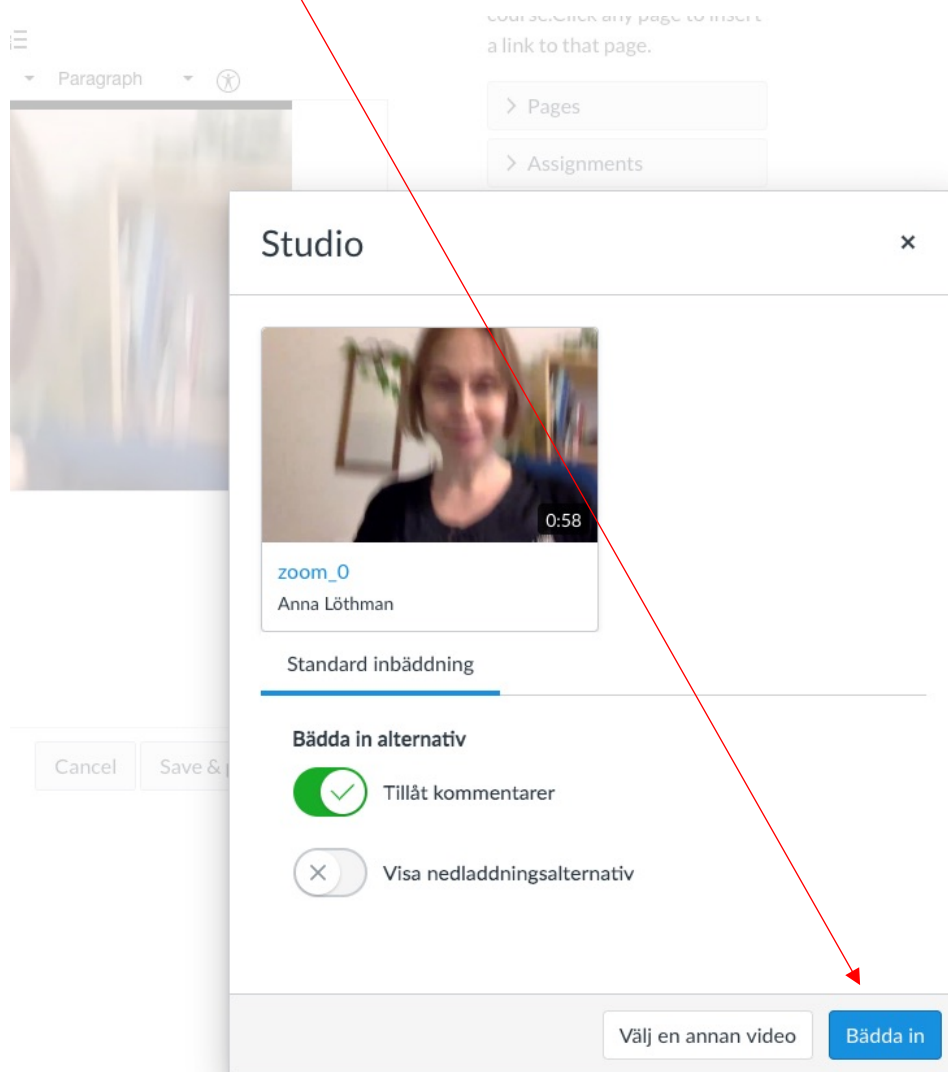


STEP 4 | UPLOAD/EMBED YOUR FILM IN CANVAS

- The media/film will show and you can upload the film of your choice. Click it and then choose "välj denna".



- Choose "Bädda in" (embed) and either let "Tillåt kommentarer" (allow comments) stay active or unclick it. You can allow comments if you like at a later stage.



The image shows a 'Studio' dialog box for embedding a video. The video thumbnail shows a woman, Anna Löthman, with a duration of 0:58. Below the video, the text 'zoom_0' and 'Anna Löthman' is visible. Under the heading 'Standard inbäddning', there is a section 'Bädda in alternativ' (Embed alternatives) with two toggle switches: 'Tillåt kommentarer' (Allow comments) which is currently turned on (green), and 'Visa nedladdningsalternativ' (Show download alternatives) which is currently turned off (grey). At the bottom of the dialog, there are two buttons: 'Välj en annan video' (Choose another video) and 'Bädda in' (Embed).

Paragraph

> Pages

> Assignments

Studio

0:58

zoom_0
Anna Löthman

Standard inbäddning

Bädda in alternativ

Tillåt kommentarer

Visa nedladdningsalternativ

Välj en annan video

Bädda in

- When the film is in place save it.
Done!

The screenshot displays the Lunds University LMS interface. At the top left is the Lunds University logo. The breadcrumb navigation shows 'TEST-A2 > Pages > Studio-film'. A 'View all pages' button is visible. The left sidebar contains a navigation menu with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Studio, and Help. The main content area features a video player titled 'Studio-film'. The video shows a woman in a room with a whiteboard that has 'ATT GÖRA' written on it. The video player controls show a progress bar at 0:22, a total duration of 0:58, and a volume icon.

Further questions?

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