MONTCLAIR STATE UNIVERSITY

Zoom and Panopto Integration

The Zoom Recordings and Panopto Integration will allow all recordings of Zoom sessions scheduled through Canvas and recorded to the Cloud, to be automatically imported into *Panopto Recordings* in your Canvas course. Only those Zoom recordings scheduled in Canvas courses will be moved to *Panopto Recordings*, NOT recordings scheduled through montclair.zoom.us.

Note: If you are scheduling and recording virtual office hours to the cloud through Canvas, these sessions will be available in *Panopto Recordings* for the class to view. Therefore, any recorded cloud sessions that are private should be scheduled through montclair.zoom.us, NOT through Canvas.

Any cloud recordings prior to this integration should be downloaded and manually uploaded to Panopto. Please visit the Faculty Orientation Canvas course for instructions.
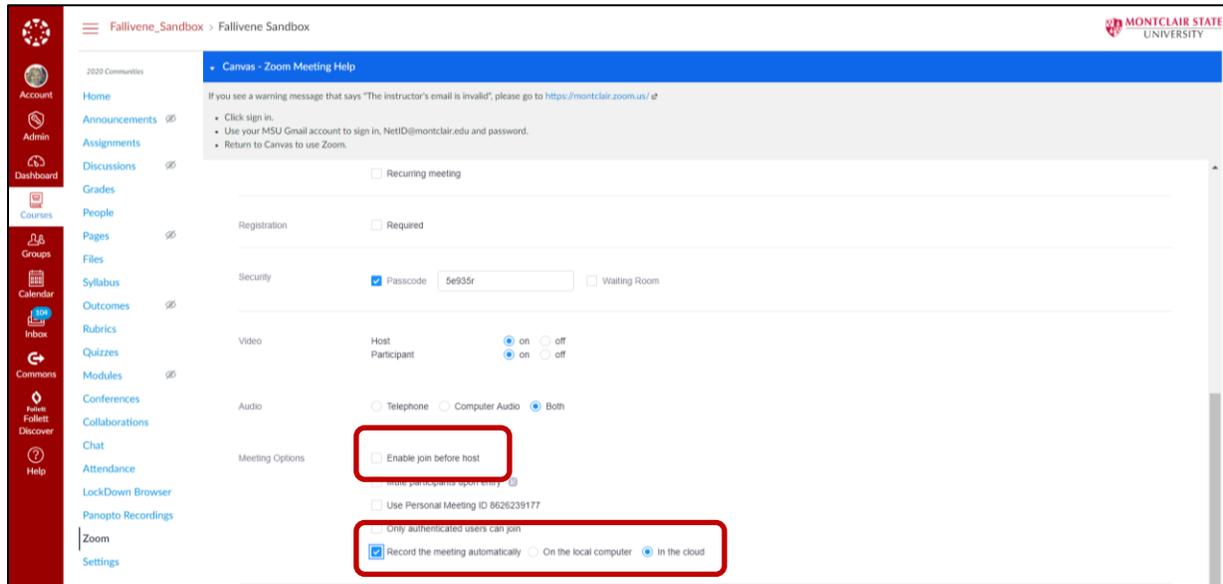
Schedule your Zoom Session in Canvas

To have your Zoom session recordings automatically imported into *Panopto Recordings* in your Canvas course, schedule your Zoom session through Zoom in Canvas by selecting **Schedule a New Meeting**.
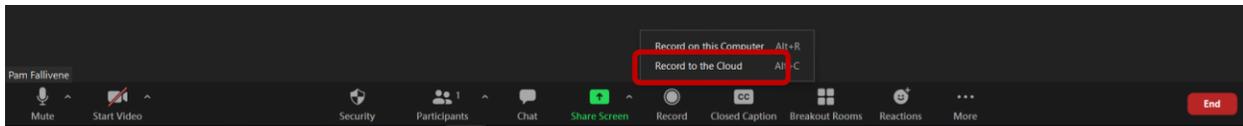
Record your Session to the Zoom Cloud

Zoom sessions can be set to automatically be recorded when you are scheduling the meeting, or have the recording manually started while in the session. To have your meeting automatically be recorded to be sent to your *Panopto Recordings*, select **Record the meeting automatically** in your meeting settings and ensure **in the cloud** is selected. Also, be sure to **disable** "join before host" to prevent recording students who join the meeting before the host arrives.
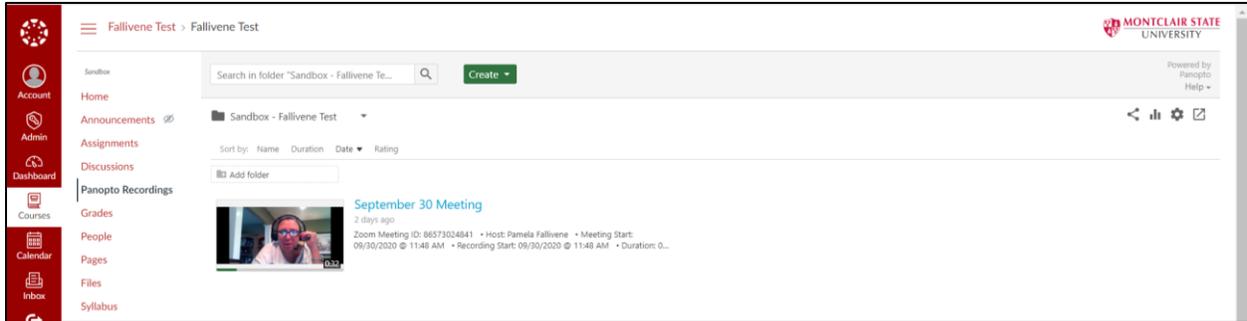

To manually begin your session recording, select **record** once in your session and then select **record to the cloud**.

Accessing Cloud Recordings

Once your recording has finished processing, it will be imported into *Panopto Recordings* in your Canvas course. The length of this process will depend on the duration of your recording and the processing time for both Zoom and Panopto. Once it has been processed, you will see your session in *Panopto Recordings* in your Canvas course. The recording name will be the name given to your Zoom session when it was scheduled and some additional details about the meeting recording will be given in the video description.

Note: Once your cloud recordings are moved to *Panopto Recordings* they will be removed from *Cloud Recordings* in Zoom. Students will access the cloud recordings through *Panopto Recordings* in Canvas.

Sharing and Permissions

If you prefer not to share your Zoom cloud recordings with your students, the permissions can be changed. Please refer to the Panopto Sharing and Permissions section of the Panopto webpage for more information.