COURSE VIDEO STORAGE GUIDELINES

For Synchronous Zoom (Recorded live with students)

- Record to Zoom Cloud using Canvas integration.
- Upload to Google Drive as a backup.
- If recording locally, upload file to Google Drive and provide Google link in Canvas.

Asynchronous Zoom (Recorded without students)

- Record to Zoom Cloud and download.
- Upload to Canvas Studio.
- Upload to Google Drive as a backup.
- If needed, upload to Canvas Studio to use video collaboration tools.

Asynchronous non-Zoom (Powerpoint, Screenflow, Snagit, Loom, etc.)

- Record locally.
- Upload to Canvas Studio.
- Upload to Google Drive as a backup.
- If needed, upload to Canvas Studio to use video collaboration tools.

Canvas Studio (Webcam and Screen Capture)

- Recordings publish directly to Canvas Studio in "My Library" to use in course.
- Upload to Google Drive as a backup.
- Save a copy in Studio Editor before publishing to allow for future editing.

DURING THE TERM:
Share Zoom Cloud recording links in Canvas and upload pre-recorded videos freely to Canvas Studio. Take advantage of auto-transcript generation in both platforms and additional learning enhancements in Canvas Studio.

AFTER THE TERM:
Institutional storage is limited in Zoom Cloud and Canvas Studio. If you do not plan to re-use videos in Zoom Cloud/Canvas Studio, download and delete them from these platforms. To keep long-term, upload them to Google Drive.

Note: Box is not recommended to host videos. It is not optimized for video streaming.