

1. Go to your canvas site.
2. Click on Zoom on the left-hand side.
3. Within the Zoom integration, click on the Cloud Recordings tab.
4. You will see a list of your recordings. If you wish to make one public, click the slider button to the right of the recording to turn it blue and, subsequently, visible to the class. To make it private again, click the slide once more to remove the blue indicator.
5. If you wish to share a link to the recording, click on the name of the recording. See below.

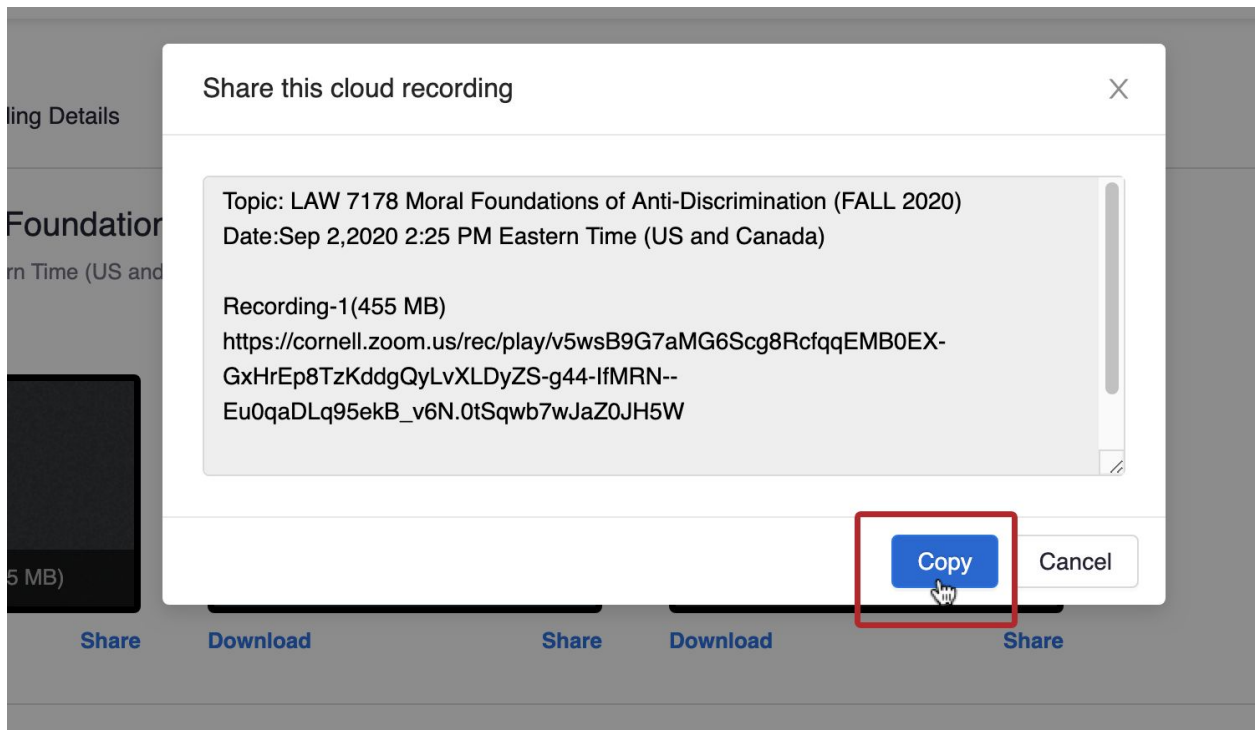
Canvas LMS interface showing the Zoom Cloud Recordings tab. The interface includes a left-hand navigation menu with options like Account, Dashboard, Courses, Calendar, Inbox, Commons, Announcements, Assignments, Collaborations, Conferences, Discussions, Outcomes, Pages, People, Quizzes, and Settings. The main content area shows a list of recordings for 'LAW 7178 Moral Foundations of Anti-Discrimination (2020FA)'. The 'Cloud Recordings' tab is selected, and a table lists recordings with columns for Topic, ID, Start Time, File Size, and Publish status. The first recording, 'LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020) Host Andrei Marmor', is highlighted with a red box, and its 'Publish' toggle is turned on.

Topic	ID	Start Time	File Size	Publish
LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020) Host Andrei Marmor	991 4360 7394	Sep 2,2020 14:25	3 Files (496 MB)	<input checked="" type="checkbox"/>
LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020) Host Andrei Marmor	991 4360 7394	Aug 26,2020 14:26	3 Files (532 MB)	<input type="checkbox"/>
LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020) Host Andrei Marmor	991 4360 7394	Aug 26,2020 14:11	2 Files (8 MB)	<input type="checkbox"/>
LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020) Host Andrei Marmor	991 4360 7394	Aug 24,2020 19:42	2 Files (279 KB)	<input type="checkbox"/>

6. Click on the share button under the recording (you'll also see options for audio-only or possibly even just the chat information). See below.

Canvas LMS interface showing the Zoom Cloud Recordings tab. The interface includes a left-hand navigation menu with options like Account, Dashboard, Courses, Calendar, Inbox, Commons, Announcements, Assignments, Collaborations, Conferences, Discussions, Outcomes, Pages, People, Quizzes, and Settings. The main content area shows the 'Recording Details' for 'LAW 7178 Moral Foundations of Anti-Discrimination (FALL 2020)'. Below the recording title, there are three recording options: 'Recording-1 (455 MB)', 'Audio Only-1 (41 MB)', and 'Chat file-1 (149 B)'. Each option has a 'Download' and 'Share' button. The 'Share' button for the 'Recording-1' option is highlighted with a red box.

7. A window will appear with the link information. You can either drag your mouse across the link in the window and copy that information, or hit the “Copy” blue button to save the information in the window to your clipboard. See below.



8. You can then paste the link in an email to the student. All recordings have analytics that track which student has watched them and for how long. If you wish to access these analytics, please let Law AV know and we'll provide you with the steps.