

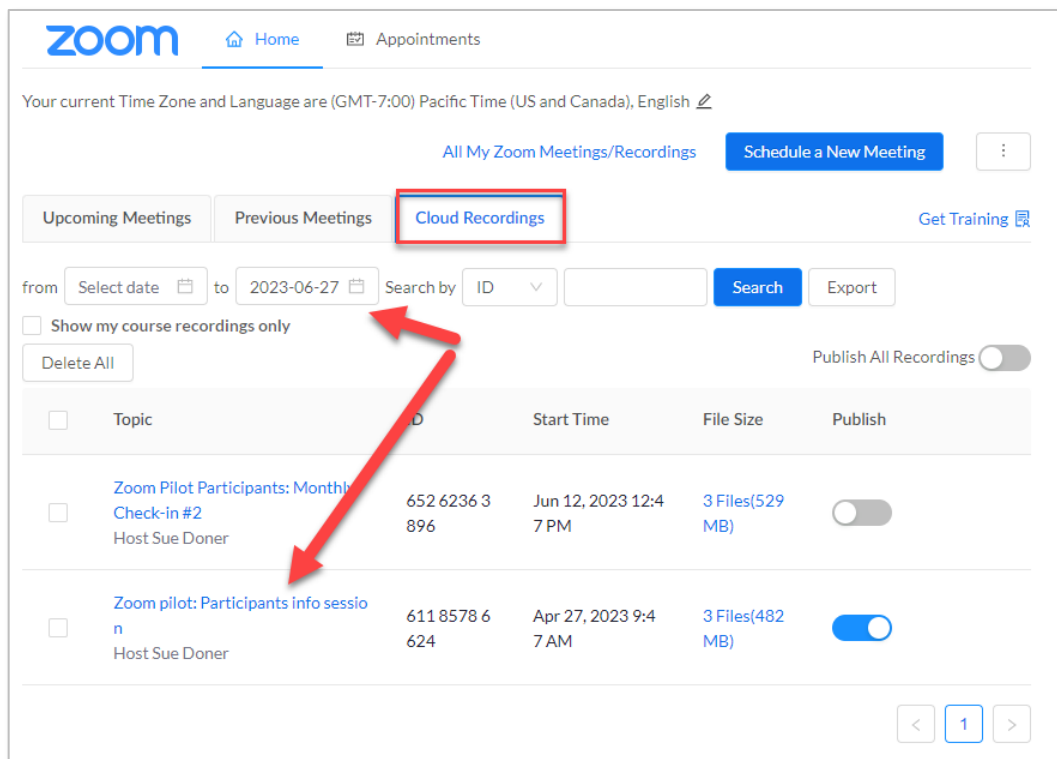
# Downloading Zoom Recordings and Uploading Recordings to Kaltura

This tutorial describes how to download your Zoom meeting cloud recordings from either D2L or the Zoom Web Portal, and then upload them to Kaltura. You may want to upload recordings to Kaltura for future reference or to edit recordings into smaller chunks for your students. For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

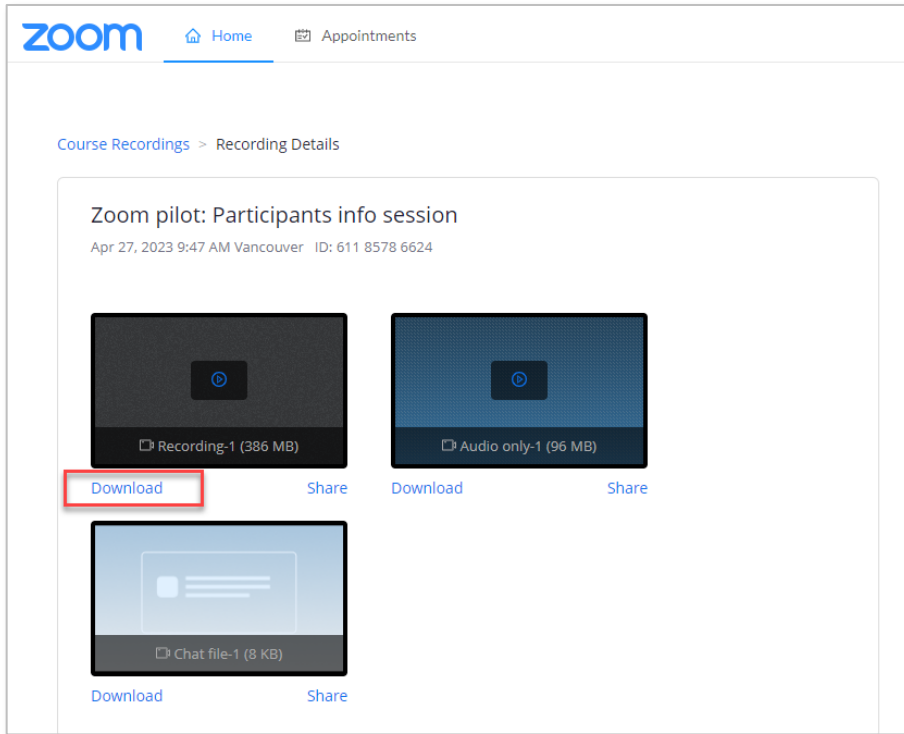
**Note:** This tutorial presumes you have already recorded a Zoom meeting (see the tutorial **Recording to the Cloud**).

## Steps for Downloading Recordings from D2L

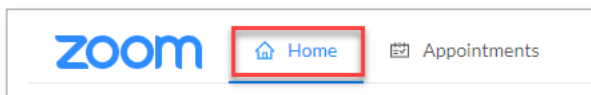
1. Go to your D2L course.
2. Navigate to Zoom and select **Cloud Recordings**. If the recording you need is not displayed, adjust the date range. Choose the desired meeting recording by selecting its title.



3. A window will appear with options for downloading different versions of the recording depending on how you set up your recording defaults. There can be as many as seven different files listed. If you are not sure which file(s) you want to download, watch or listen to each one to determine the correct file(s). Select **Download** under the desired file(s).

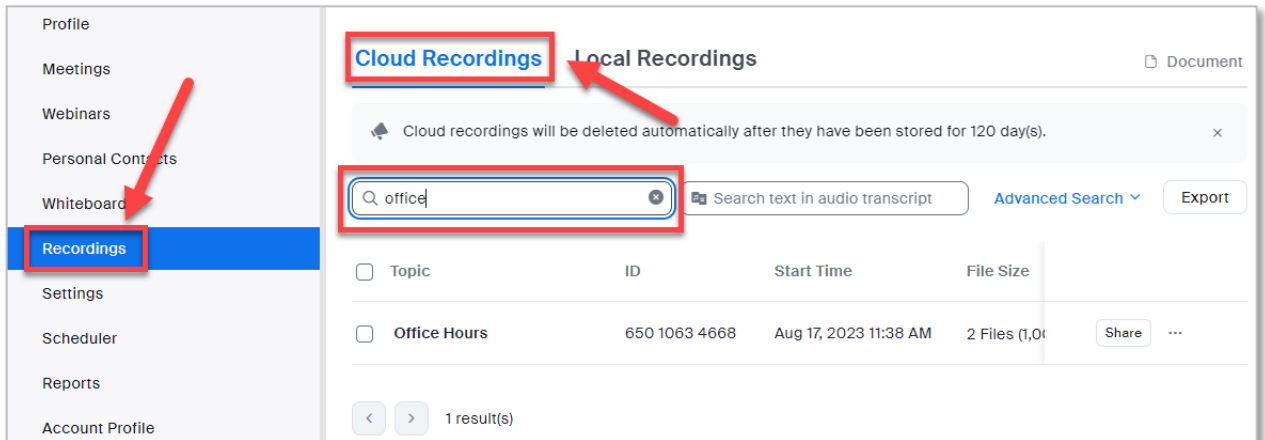


4. The file(s) will now appear in your Downloads folder on your computer. Select the **Home** tab to return to your list of recordings.

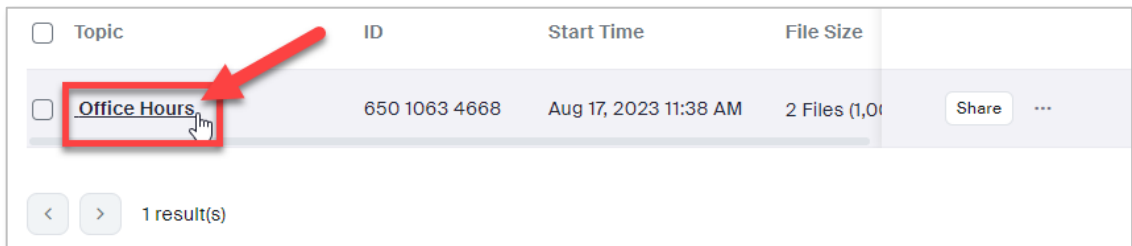


## Steps for Downloading Recordings from Zoom Web Portal

1. Navigate to the Zoom web portal (<https://Camosun-ca.zoom.us>) and select **Recordings** from the left menu. Select the **Cloud Recordings** tab. All your recordings will be displayed. To narrow the search, type in a topic into the search bar ("Office" is used in this example).

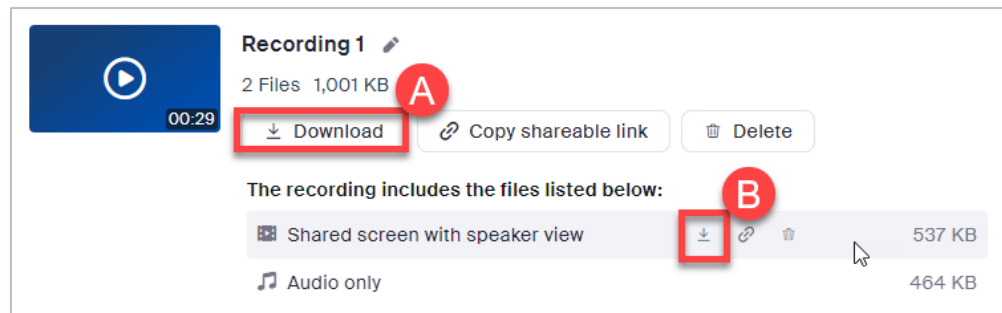


2. Select the meeting title to access the recording links.



3. There are two download options available:

- A. Select **Download** link from this screen to download all files listed.
- B. Hover over the name of the individual file you want to download and select the download icon.



4. The file(s) will now appear in your **Downloads** folder on your computer.

## Steps for Uploading Recordings to Kaltura

1. Once you've downloaded your Zoom recording using one of the above methods, go to your D2L course.
2. Select **My Media** (from either the Navbar or My Tools menu) and upload your Zoom recording as per the Kaltura tutorial *Uploading Media to Kaltura My Media*.
3. You can now share the recording with students either using Course Media (see the Kaltura tutorial **Quickly Sharing your Videos with your Students using Course Media**), or the HTML editor (see the Kaltura tutorial **Adding a Kaltura Video to a Content Page in D2L**).

## Things to Remember

- It is recommended that you only download recordings that you intend to reuse in the future. These files are very large and take up a lot of room on your individual device.

