#### Zoom – Upload recordings to Panopto



#### A. <u>Record the Zoom Meeting</u>

1. Suppose you are the host of the meeting (by default only the host can perform recording). After you started the meeting, click "Record" > "Record to the cloud".



2. Stop the recording.



## B. Download the recording from Zoom

1. Access <u>https://cuhk.zoom.us</u> > Recordings (only the host can access the recordings).

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## 2. Click "More" and select "Download".

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### C. Upload the video to Panopto

1. Access your Blackboard Course. Click "Panopto Video" in the menu.

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# 2. Click "Create" > "Upload media".

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3. Upload the video following the instruction provided. For more, please see <u>here</u>. Panopto Content

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