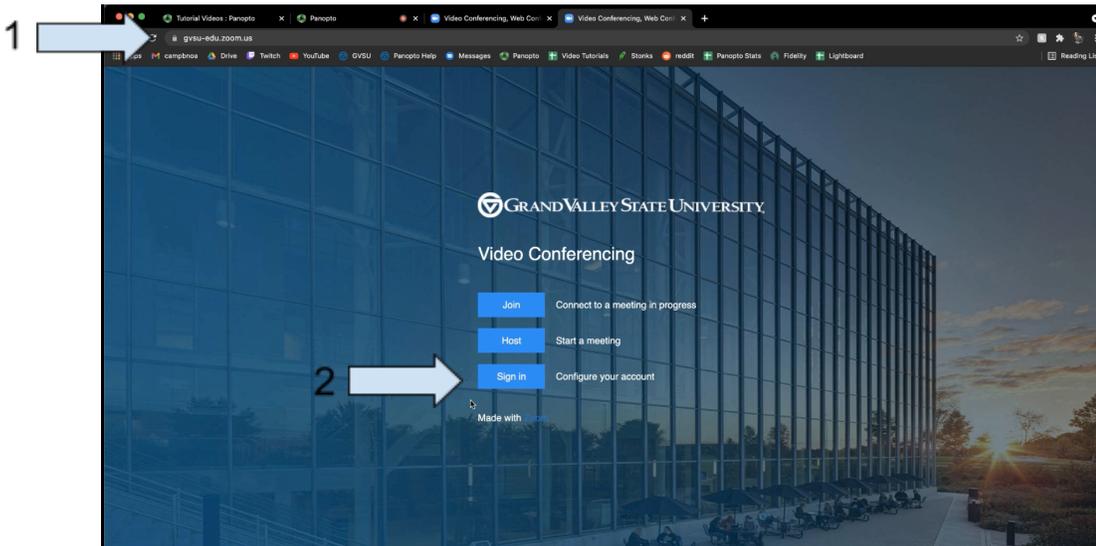
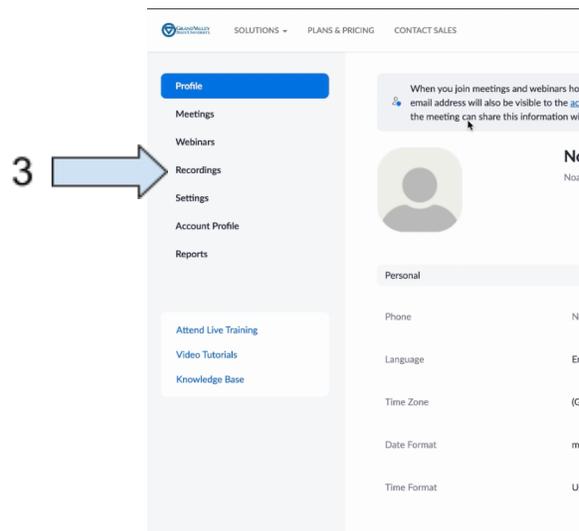


How to Download a Zoom Recording and Upload it to Panopto

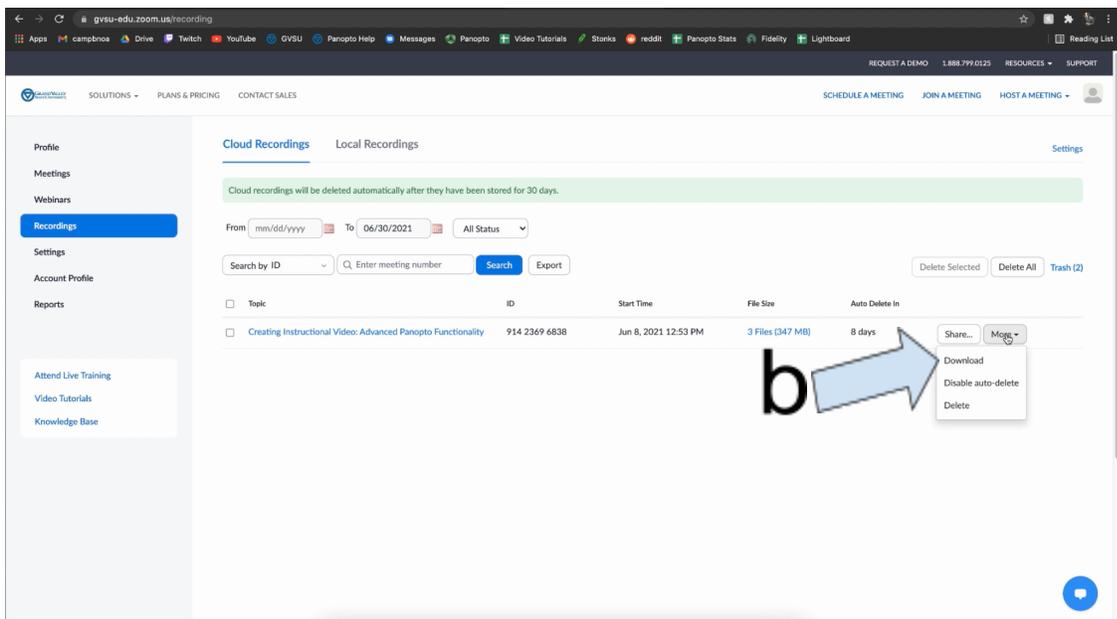
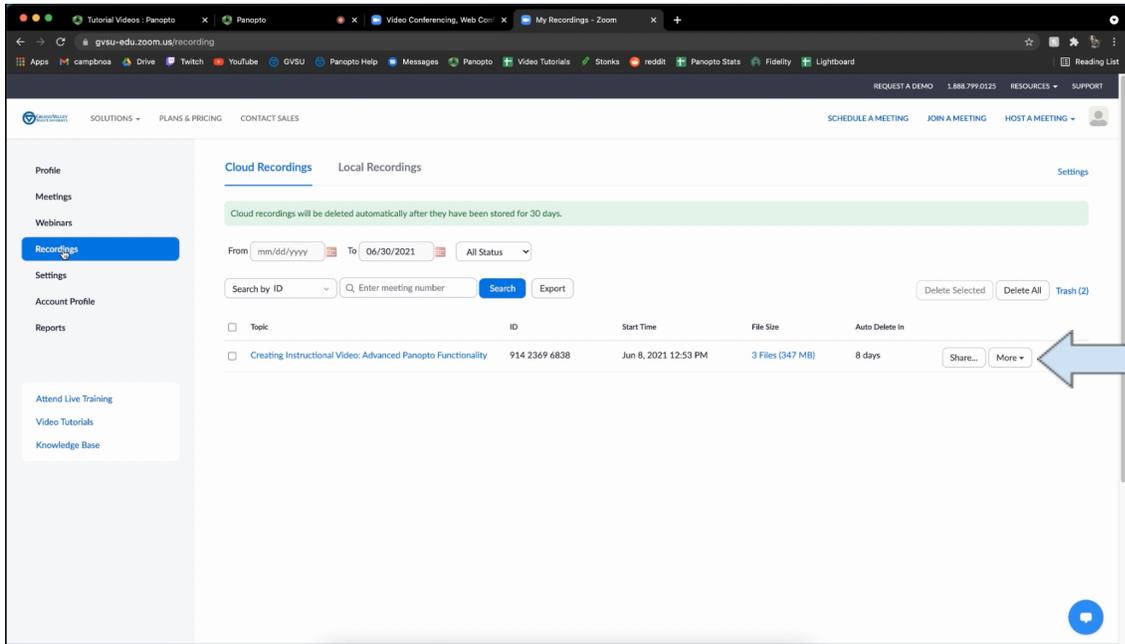
1. Go to your Search Bar
 - a. Type in gvsu-edu.zoom.us
 - b. Press Enter

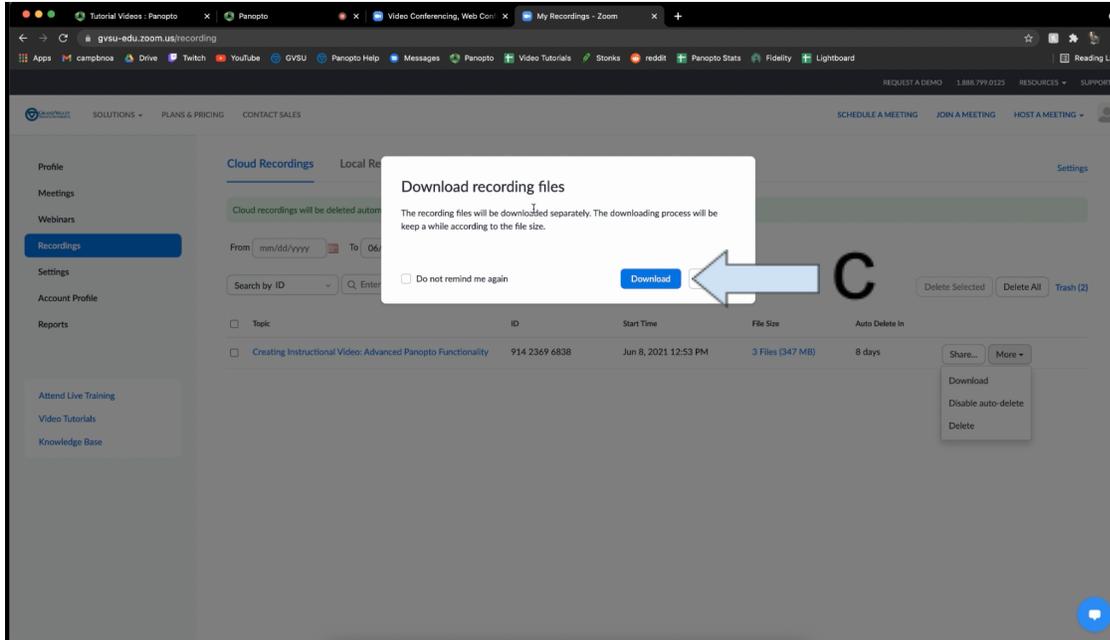


2. Click on the Sign in Button
 - a. Put in your GVSU username and Password
 - b. Sign in
3. Once your signed in, you will be redirected to the Zoom site
 - a. Click the Recordings tab on the left hand side of the screen

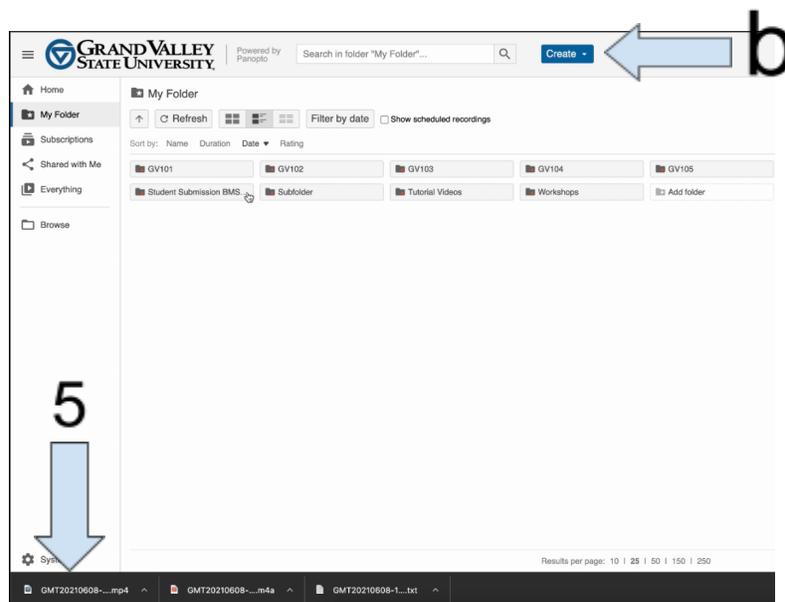


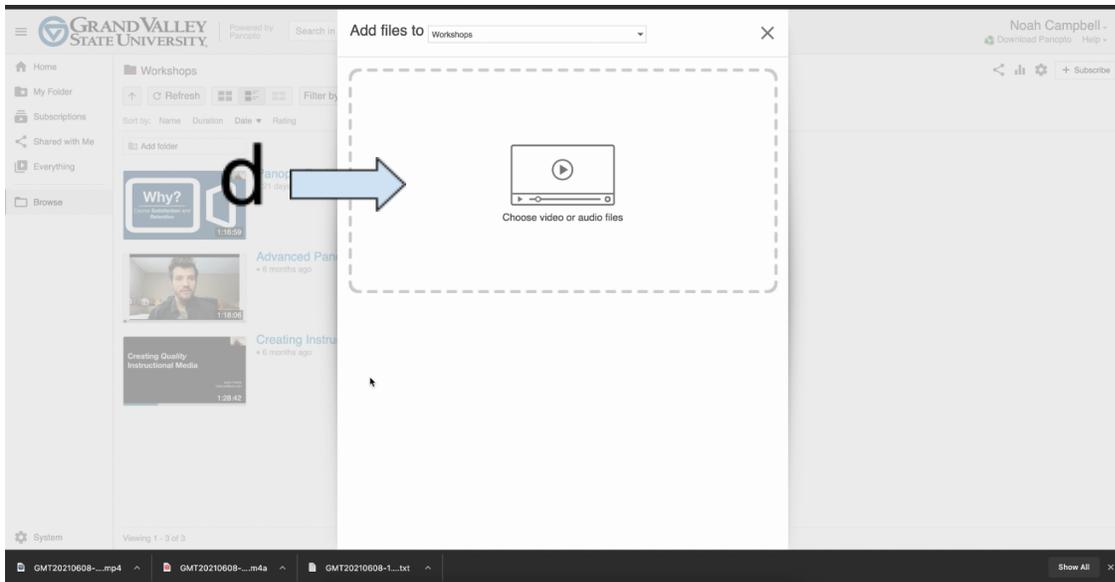
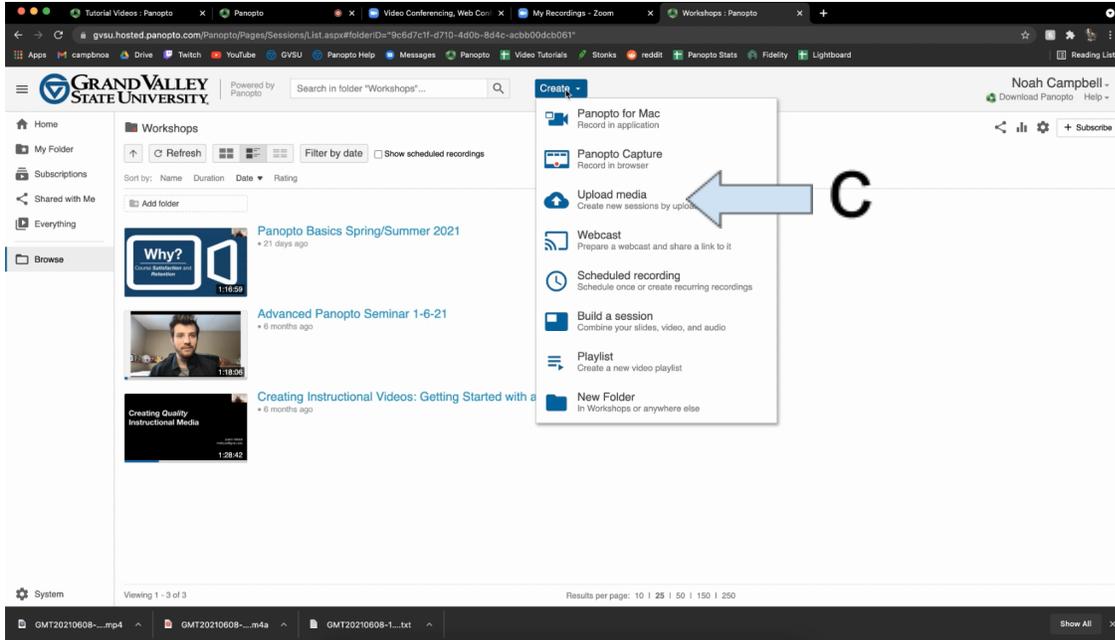
4. Locate the video you want to download
 - a. Click on the “more” button
 - b. Select download on the drop down menu
 - c. On the pop-up menu, select download again





5. Once the MP4 of your video downloads, navigate to Panopto and Log in
 - a. Find the folder you want to upload your video in
 - b. Click on the create button located on the top of the page
 - c. Select upload media
 - d. Drag and drop your MP4 in the “Choose video or audio files” area
 - i. You can rename your recording in this uploading page





6. Once your video is uploaded, you can exit the window