# **Transfer Zoom Recordings from the Cloud to Brightspace**

## In Zoom

* **Navigate** to <https://purdue-edu.zoom.us/>.
* **Click** **Recordings** from the menu on the left.



* **Locate** the **recording** you would like to add to Brightspace, **click** **More**,and **select** **Download (2 files)** from the drop-down.



## In Brightspace

* **Open** your **Brightspace course** and **click** **Content** from the course navigation bar.



* **Open** an **existing module** where the Zoom recording should reside, or **create** a **new module.**
* Within the module, **click** **Existing Activities** and **select Add Kaltura Media** from the drop-down.



* **Click** the **+** icon near the top-right and **select** **Media Upload** from the drop-down.

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* **Click** **Choose a file to upload** and **locate** the **Zoom recording** you would like to upload.



* After the upload finishes, **click** **Save and Embed** near the top-right.



* This will add the video to the bottom of the content within the module you have selected. You can reposition this wherever you might like by clicking the 8 dots to the left of the video link and dragging to the desired location. The video may not be visible right away due to processing/rendering times.