

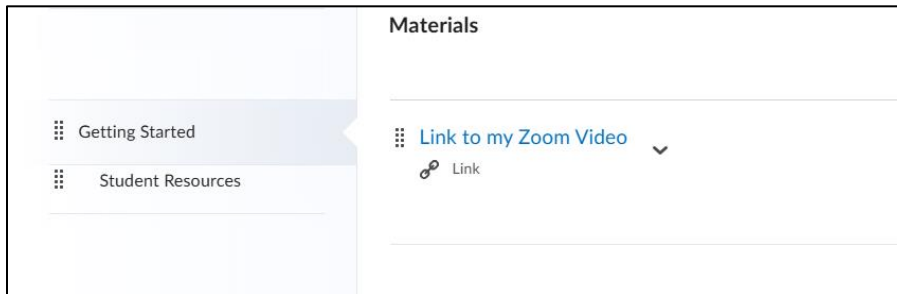
Downloading Zoom Videos, Uploading to Media Library, & Placing Videos in D2L content

This step sheet covers three processes to assist faculty who have links to Zoom videos in their courses: downloading MP4 files from Zoom cloud storage, uploading the MP4 files into Media Library, and then inserting the videos into D2L content.

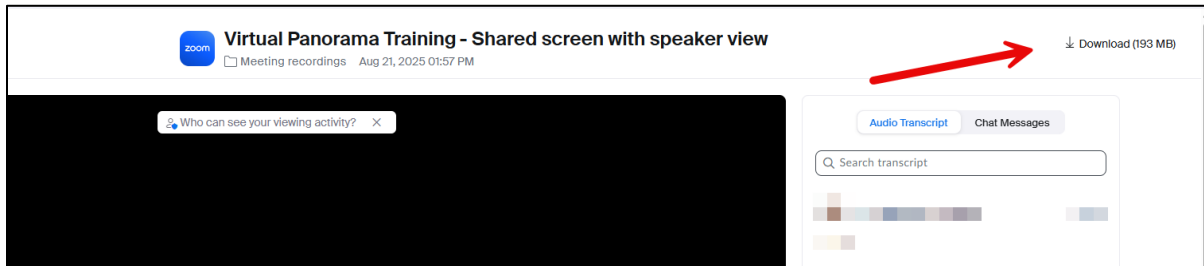
Downloading Zoom Videos

There are other ways to download your Zoom cloud recordings; however, for this use case we will be downloading them from the recording links that are currently in D2L content.

1. Locate and open the **linked Zoom video in your course**.

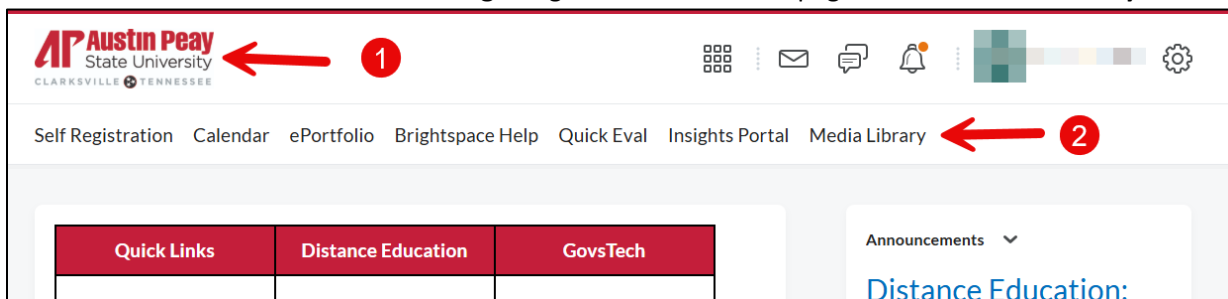


2. Click **Download** in the top right corner of the screen.

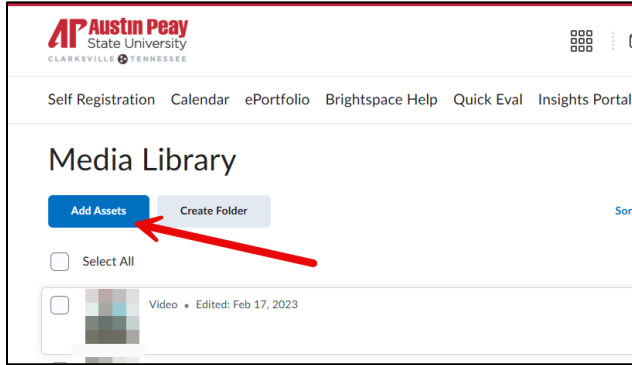


Uploading Videos to Media Library

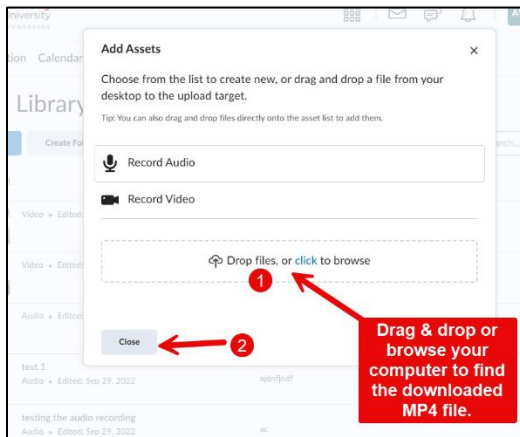
1. Go back to D2L and click on the **APSU logo** to go to the main homepage. Click on **Media Library**.



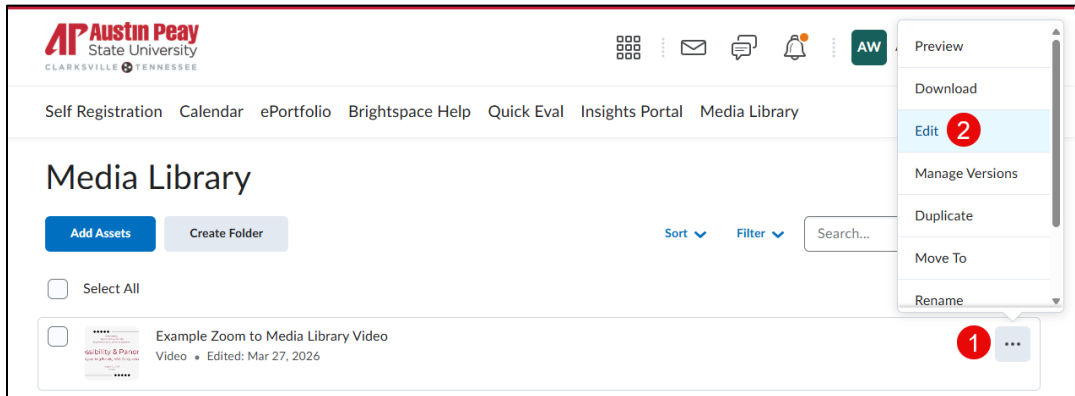
2. Click on **Add Assets**.



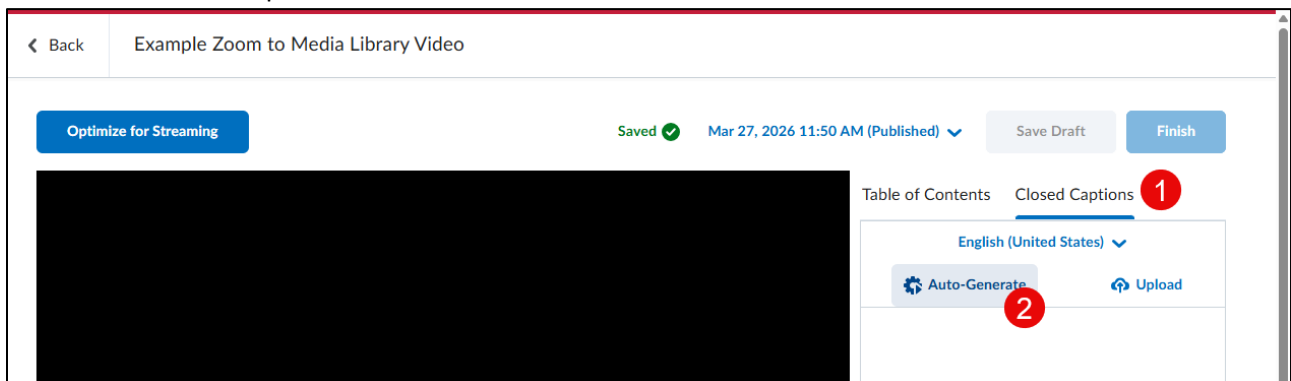
3. Either drag and drop the MP4 file or browse your computer to find the MP4 file you want to upload to Media Library. Allow the video to process and click **Close**.



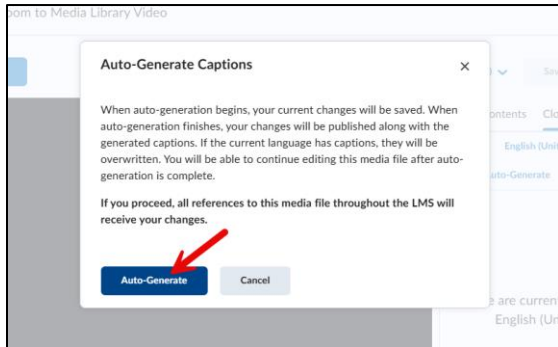
4. The video you just uploaded should be at the top of your Media Library list. Click on the **three small dots** and then select **Edit** from the pop-up menu.



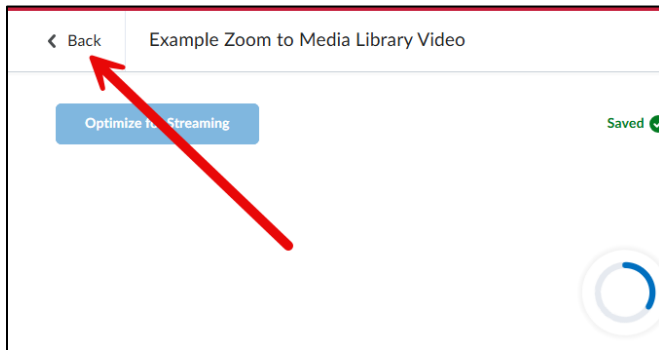
5. Click on the Closed Captions tab and then click Auto-Generate.



6. Click Auto-Generate on the pop-up window.

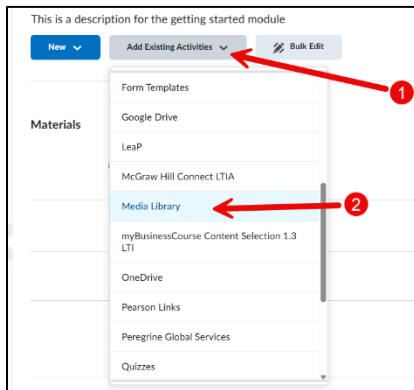


7. Click Back in the top left corner.

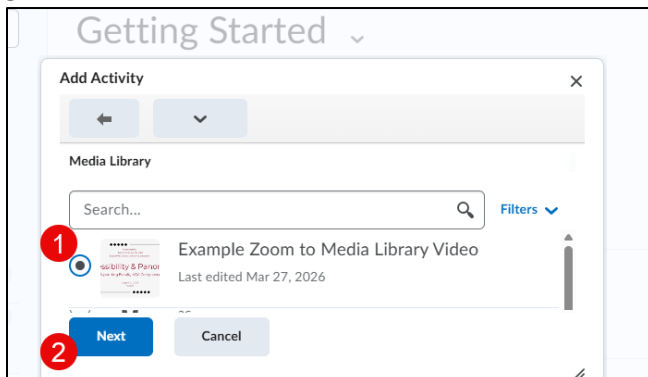


Inserting the Video into D2L Content from Media Library

1. Navigate back to the place in the course you want to insert the video. Click on **Add Existing Activities** and then **Media Library**.



2. Select the **radio button** of the video you want. If you do not see it initially, search for the video by the title you gave it. Click **Next**.



3. Verify the title of the video – this is what will be displayed in the content area of the course. Click **Insert**.

