Upload a Zoom Recording to onQ

Requirements

Before joining the Zoom meeting you will record, please ensure you meet the following requirements:

- You are using a Mac or a PC. Local recordings are not supported on mobile devices such as tablets or Chromebooks
- Your computer has at least 5 GB of space available. Please see https://www.wikihow.com/Check-Your-Hard-Disk-Space for more information on checking available disk space.
- You are on a stable internet connection with at least 3 GB of data available. This will be needed when uploading to onQ.

Record in Zoom

You will need to start the Zoom recording. This can be done by clicking on the Record icon on the bottom ribbon of Zoom. If prompted, select Record on this Computer.

ⓘ   If you are prompted that you do not have permission to record please contact your Meeting Host. They will need to give you recording permissions.

Once you have finished recording, you can either click on the stop button on the bottom ribbon or wait for the meeting to end. This will automatically stop your recording.

⚠   After the meeting has ended please refrain from closing down your computer or putting it to sleep. Your Zoom recording will need some time to process. If this is interrupted there is a chance the recording will be corrupted.

Once processed, the location of your recording will depend on whether you are using a Mac or a PC. Please see the Zoom documentation for more information on locating your recording.

Submitting to onQ

How your recording is uploaded to onQ will depend on the size of the video file. The steps below assume you are in your onQ assignment.
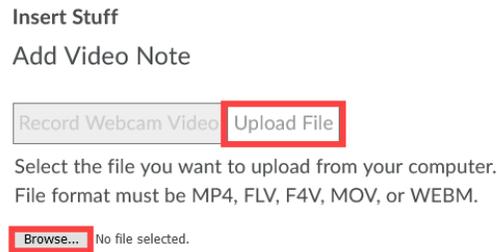
ⓘ   If you are unsure how large your recording is, you can view the file size by doing the following from your Zoom recording folder:

- On a Mac, right click (COMMAND + mouse click) on the .MP4 video file and choose **Get Info**
- On a PC, right click on the .MP4 file and choose **Properties**

1. In the Assignment textbox, select the **Insert Stuff** icon in the upper-left of the text editor

Submit

Text submission

Text Submission

Paragraph
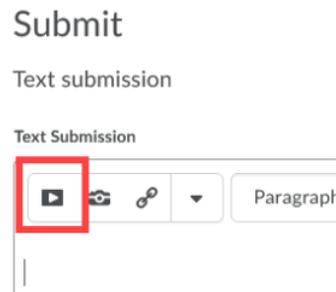
2. From the *Insert Stuff* window, select **Add Video Note**
3. On the *Video Note* page, choose **Upload**, select **Browse**, navigate to the location of your Zoom recording, select your file and choose **Next**

Insert Stuff

Add Video Note

Record Webcam Video   Upload File

Select the file you want to upload from your computer.
File format must be MP4, FLV, F4V, MOV, or WEBM.

Browse...   No file selected.

4. Choose **Next** and **Insert**
5. Choose **Submit** to submit your video to the assignment

ⓘ Depending on the length of the video you submitted, it will take some time before it can be previewed. For this reason it is recommended that the recording be submitted before it has finished processing. You should check back on your submission to ensure the recording is working properly.

1. Login to https://onedrive.live.com/about/en-us/signin/ with your Queen's NetID@queensu.ca email address and password
2. Drag and drop your video into oneDrive. This might take some time while the video uploads.

> ✅ If you use OneDrive extensively or you are worried about the organization within your account, you can create a folder and upload the video the folder.
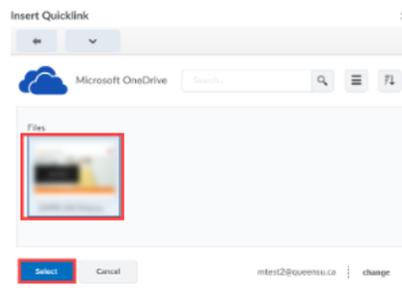
3. Back in onQ, select the **Link** icon from the textbox and select **OneDrive**. You will be prompted to login. Please login using your Queen's NetID@queensu.ca email address and password.

Submit

Text submission

Text Submission

4. Choose your video and click **Select**

Insert Quicklink

Microsoft OneDrive

Files

Select   Cancel   mtest2@queensu.ca   change

5. The video title should now be linked in the textbox. Click **Submit** to submit the assignment.