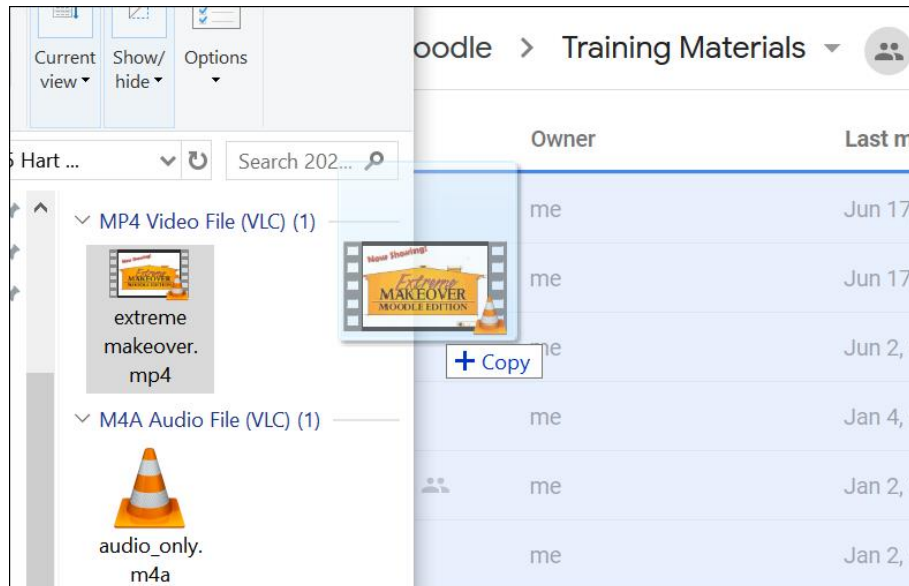
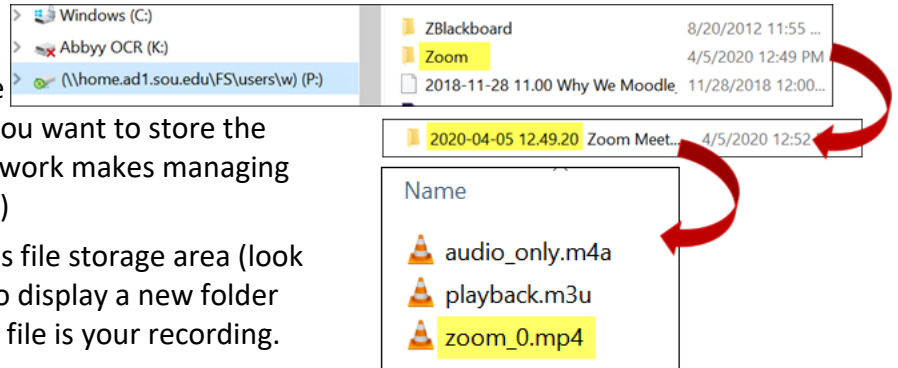


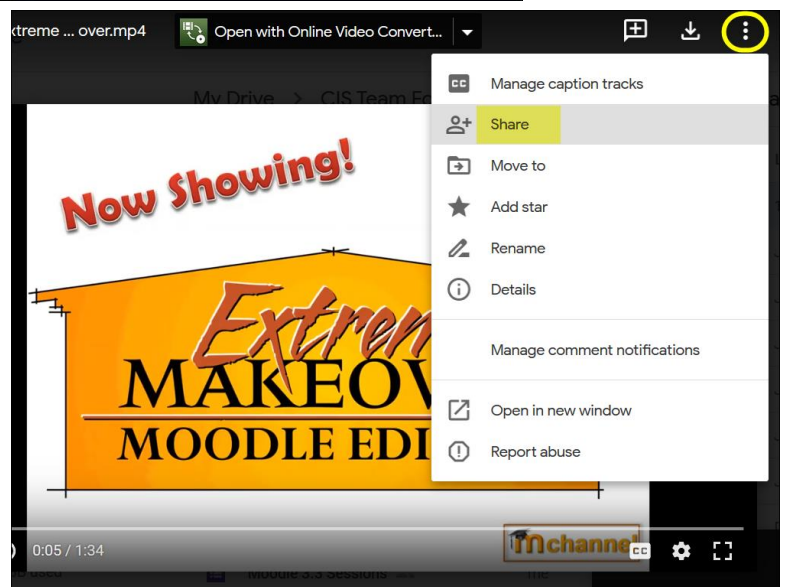
See [these instructions](#) for recording a presentation using Zoom. Once you have an .mp4 file, these instructions explain how to upload your file to your Google Drive so you can share it with others. To ensure accessibility for all users, captions are required for videos shared with students. To caption a video, see [these instructions for uploading your file to YouTube](#) and adding captions.

Upload to Google Drive

1. Open your Google drive (available from Gmail or the Quick Access links on Inside SOU) and navigate to the folder where you want to store the file. (**TIP:** Dedicating a folder for related work makes managing files on your Google Drive MUCH easier!)
2. Locate your recording in your computer's file storage area (look for a folder named Zoom, then open it to display a new folder named with the current date). The .mp4 file is your recording.
3. Drag and drop the .mp4 file into your Google drive.

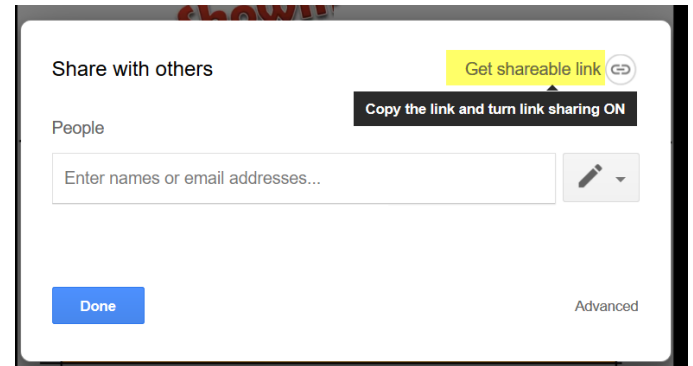


4. Open your .mp4 file after it has rendered (this may take a few minutes—the bigger the file, the longer this will take).
5. Click on the **More actions** icon in the upper right corner.
6. Click on **Share**.

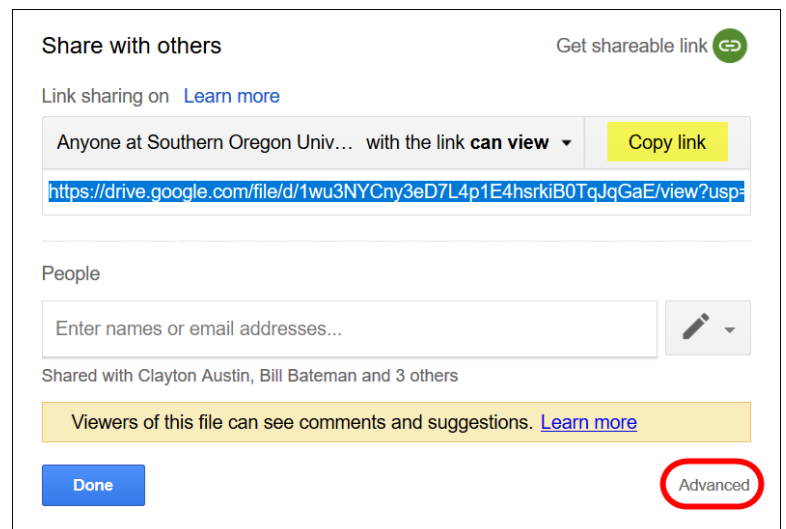


Share a Presentation from Google

7. In the “Share with others” dialogue box, click on **Get shareable link**.



8. If you want the link to be available solely to users with SOU accounts, **copy the link**, then click on **Done**. Click on **Advanced** to update the share settings to include anyone with the link.



Share in Moodle

Links to videos can be shared in any Moodle textbox (forum post, page, label, etc.). Here's how:

9. Log into Moodle.
10. Paste the link you copied into a textbox and **Save changes**. (See these instructions for [embedding your link](#) into the text itself.)