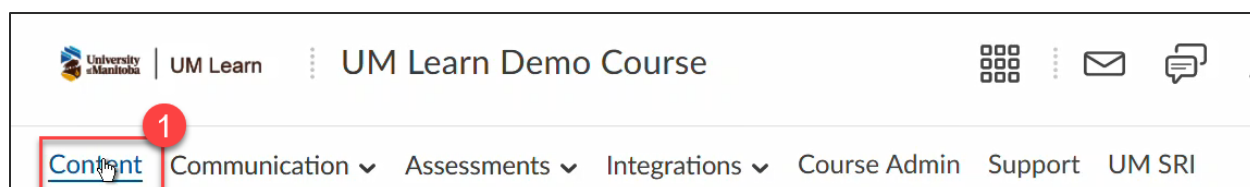


HOW TO UPLOAD LECTURE RECORDING TO UM LEARN

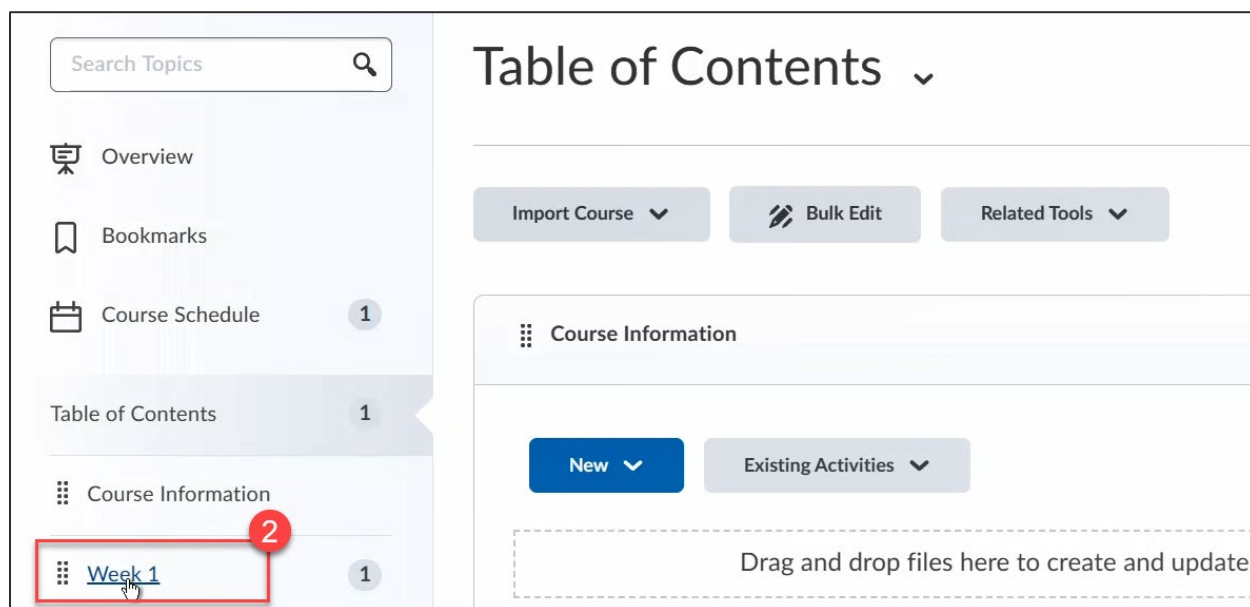
After recording your lecture (likely using UM Zoom or Webex), you will have an MP4 file that you can upload into the Content section of your course in UM Learn. Here are the instructions on how to upload the file.

HOW TO UPLOAD AN MP4 FILE TO COURSE CONTENT

1. In your course, click on **Content** (on the navbar).

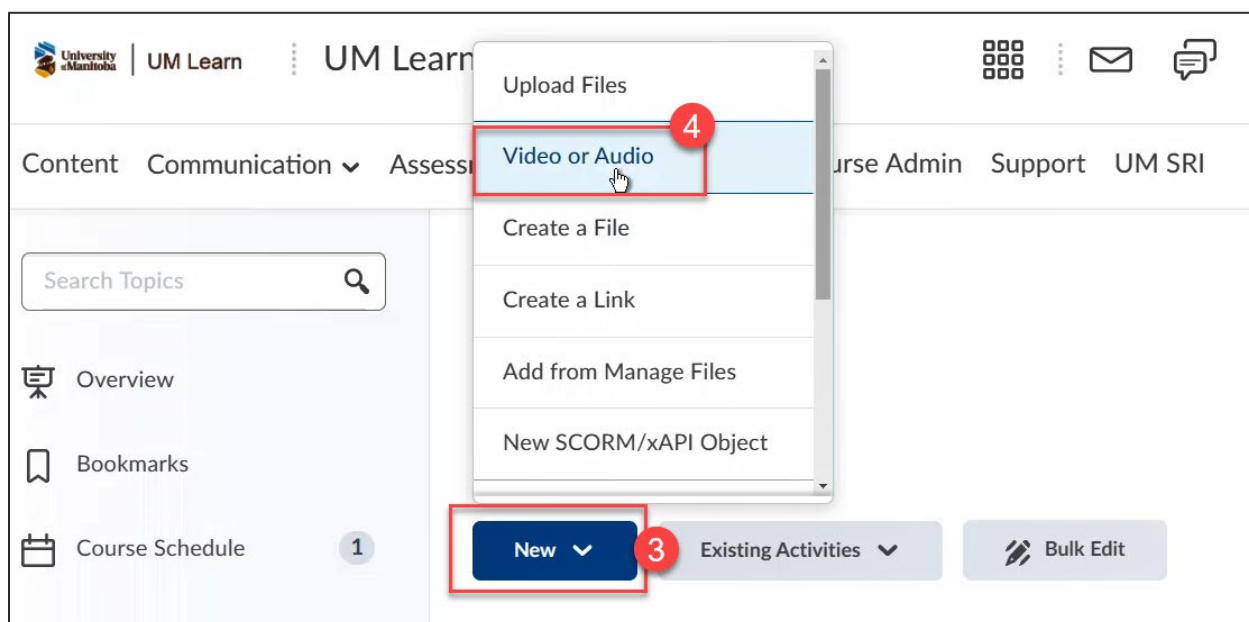


2. Select the module to which you would like to add the recording.

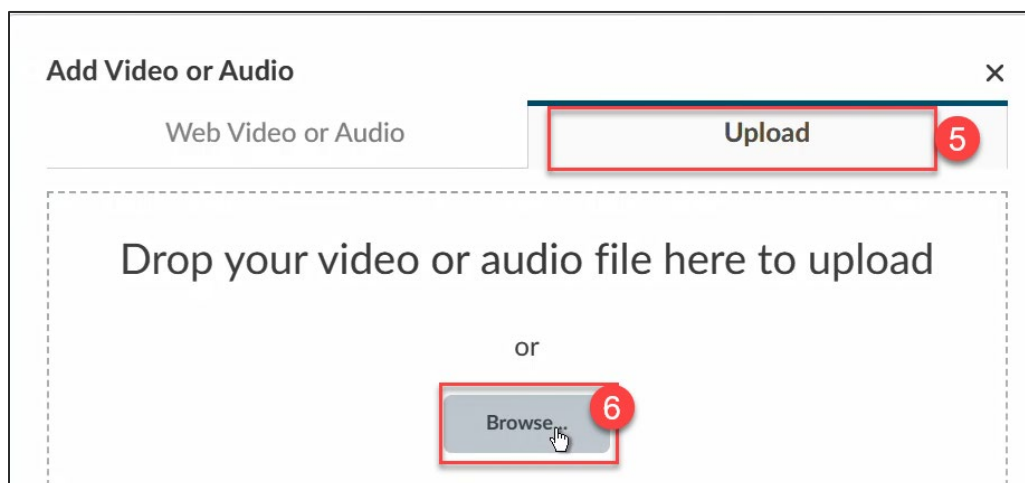


2

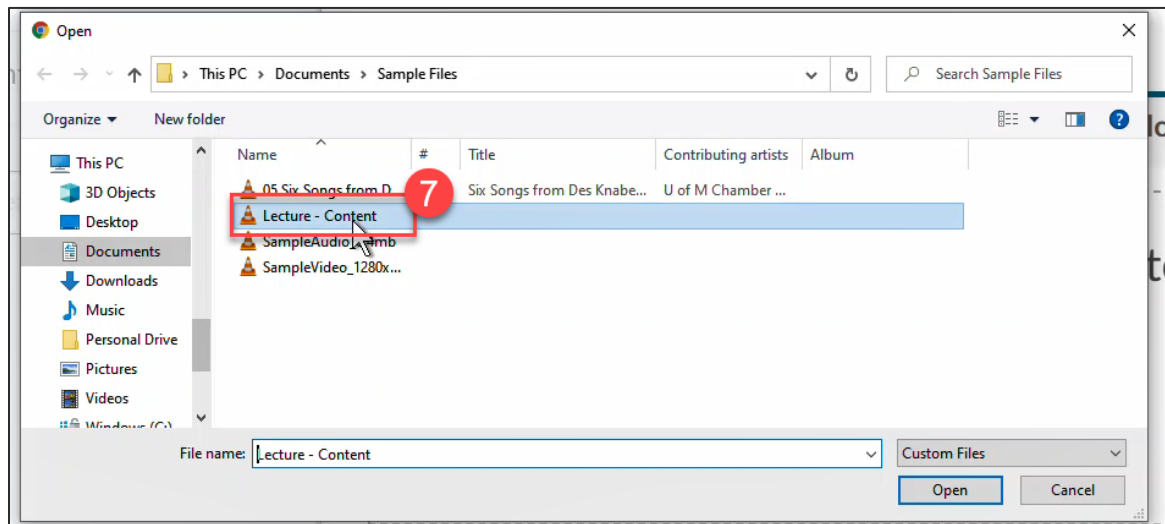
3. Within the module, click **New > Video or Audio**.



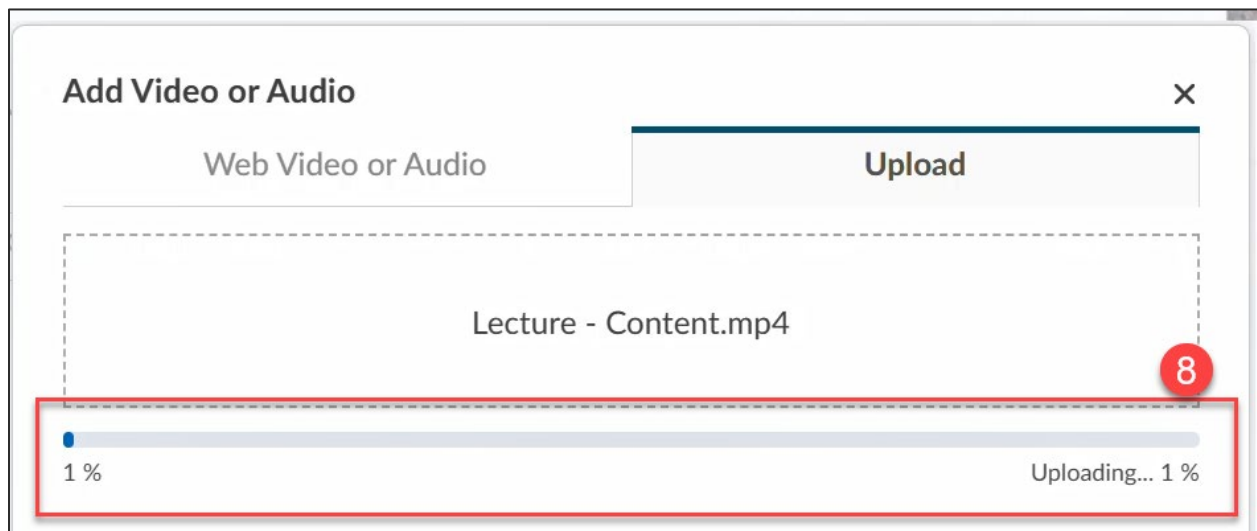
4. Select the **Upload** tab > **Browse**.



5. Locate the file you wish to upload and double click on it.



6. Wait for file to upload. This could take a while (5-10 minutes), depending on how large your file is and how strong your internet connection is. Technically the maximum file size is 2GB, however, if your internet connection is not strong, you may not be able to upload a file of that size.



7. Give a title for the recording and click **Save**.

Add Video or Audio ×

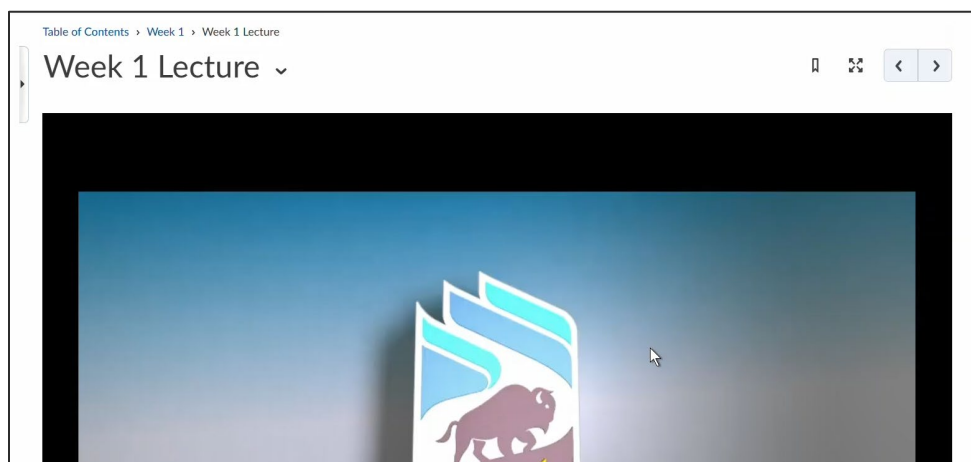
Web Video or Audio **Upload**

Title * 9

Week 1 Lecture

10 Save Cancel

8. View preview of the video.



9. Confirm the video appears in content in the correct module.

