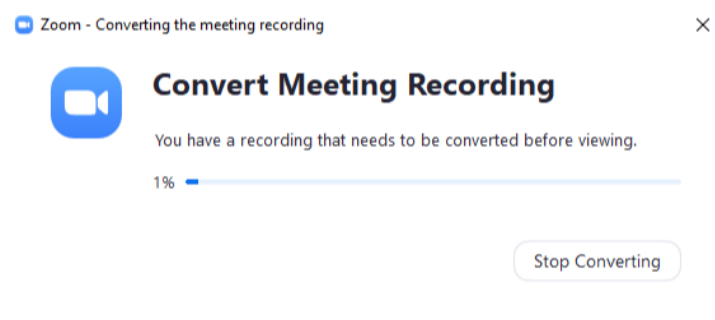


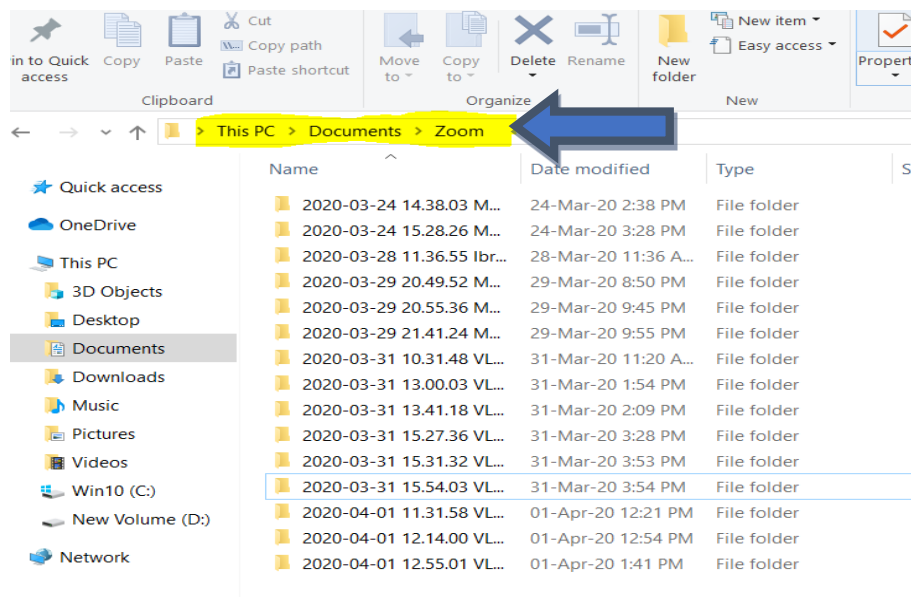
How to Upload Recording of Lecture on Moodle

Step 1

The recording of your Lecture will automatically start saving after your class ends.



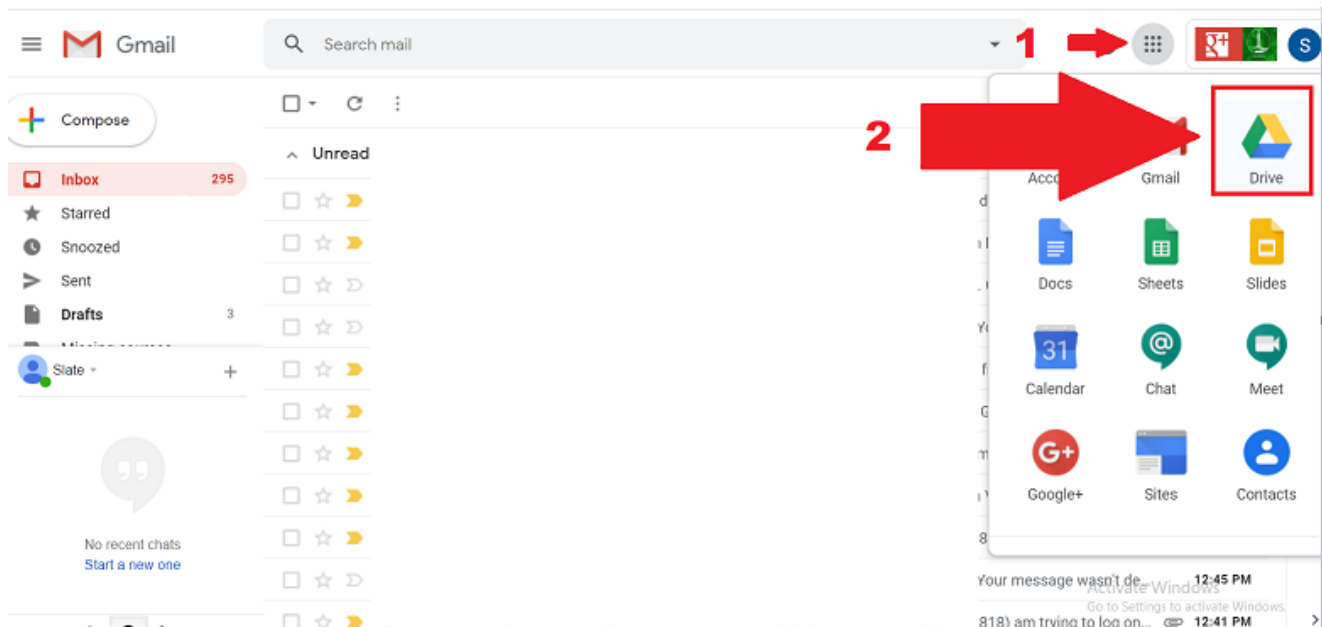
Recordings will automatically save date wise in ZOOM Folder in My Documents.. Rename these Recordings as
“Lecture 28.03.2020 Part-1/ Part-2/Part-3”



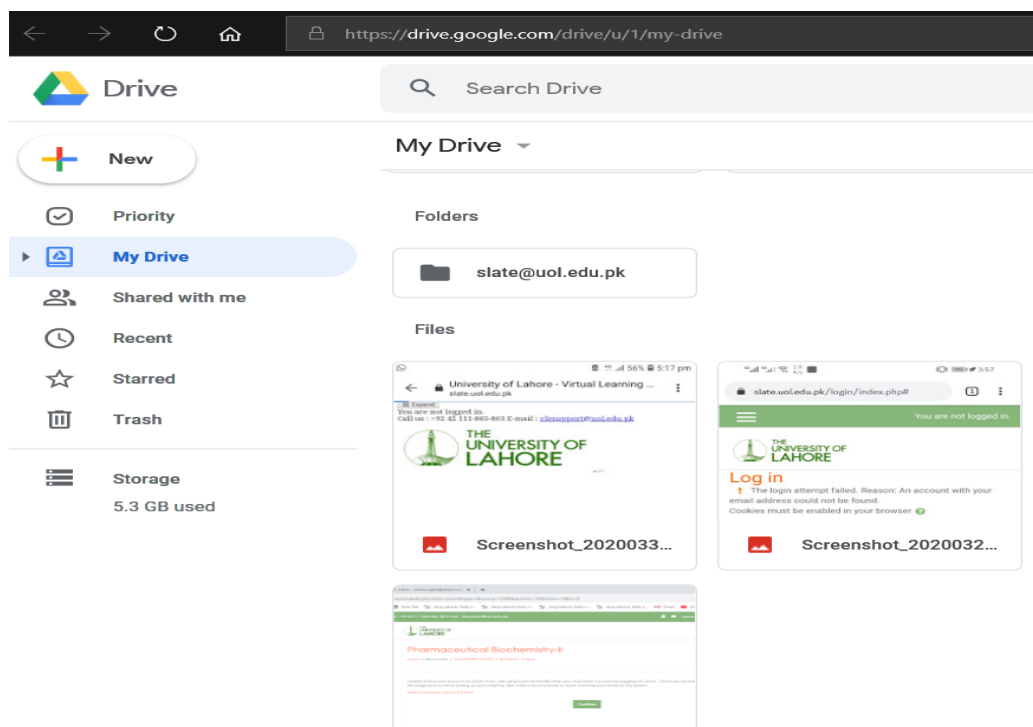
Step 2

Please login to Google Drive using your official email ID. From you official Gmail account go to Step 1  and click on

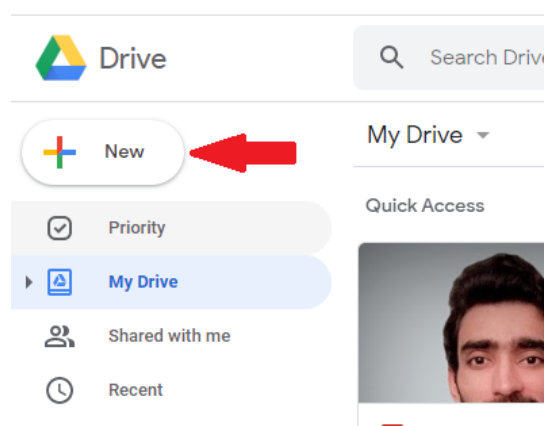
Drive  Step 2;



This will open your Google Drive.

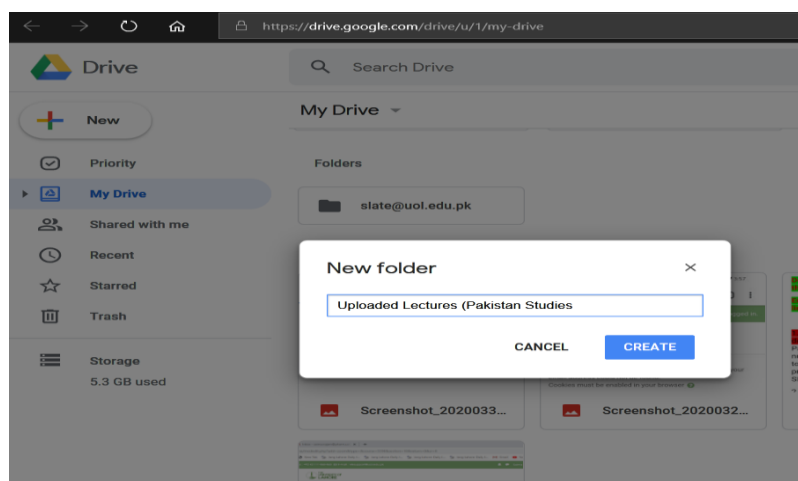




Go to  "New"

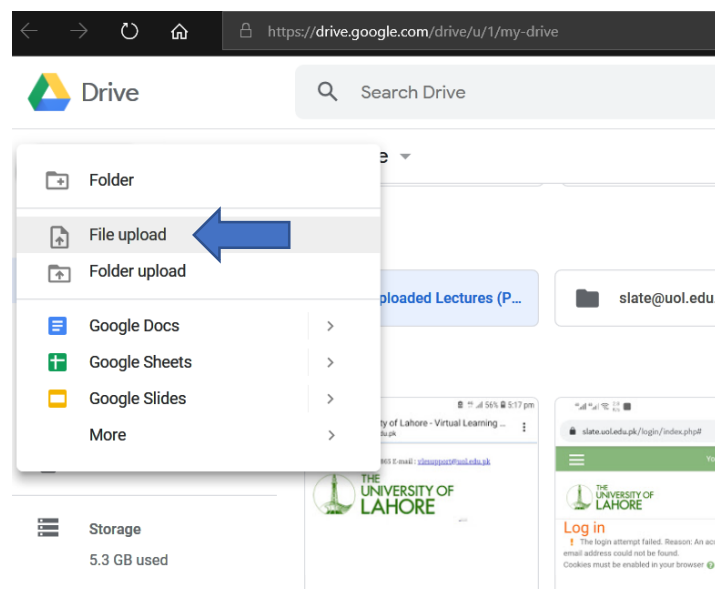


Step 3

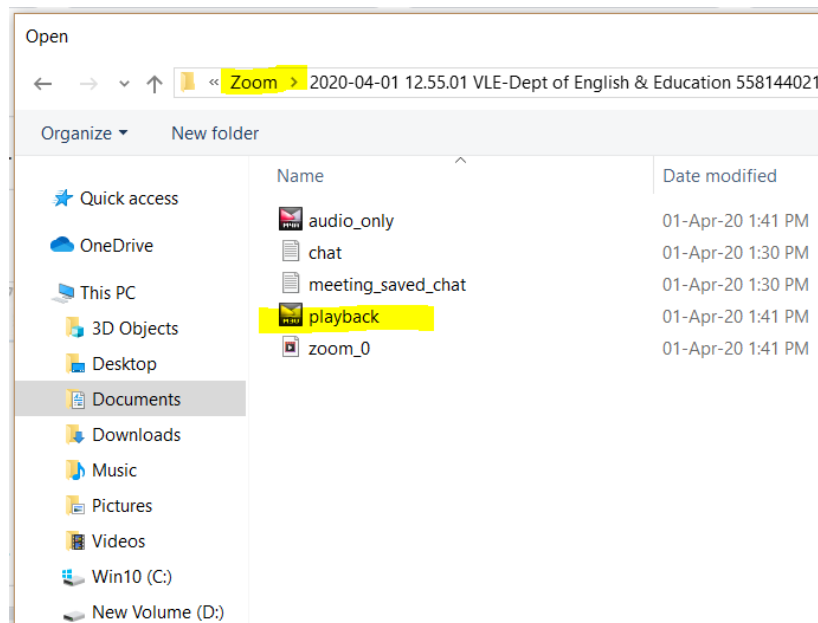
You may create Folders in your Google Drive as per your courses where you will upload files of recordings of your lectures already saved in ZOOM Folder.



Select the desired option to upload the documents; to upload document choose  File upload and to upload a folder choose  Folder upload and select the documents from your computer and click "Open"

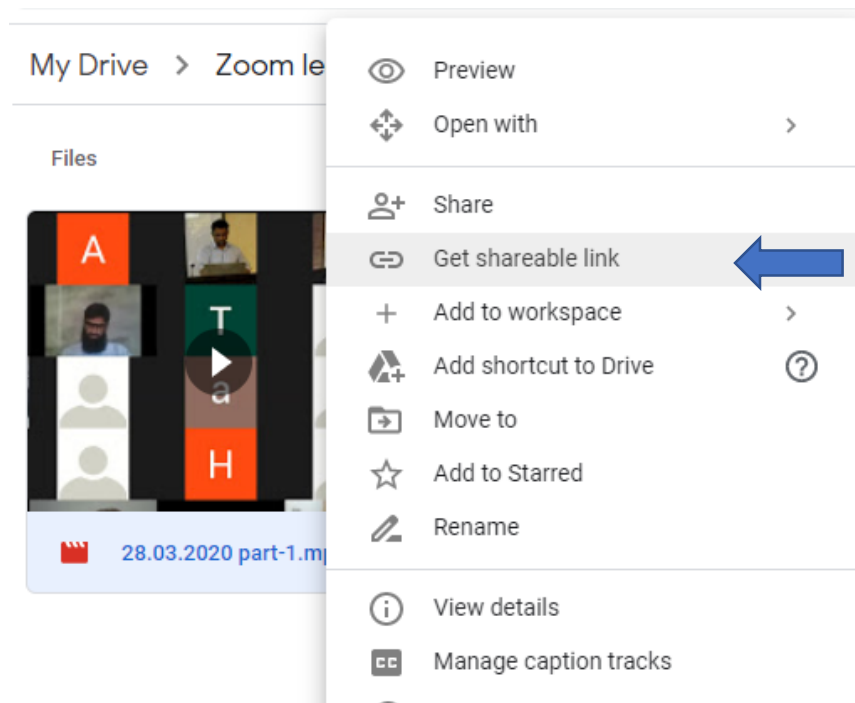


Select the recording you want to upload.



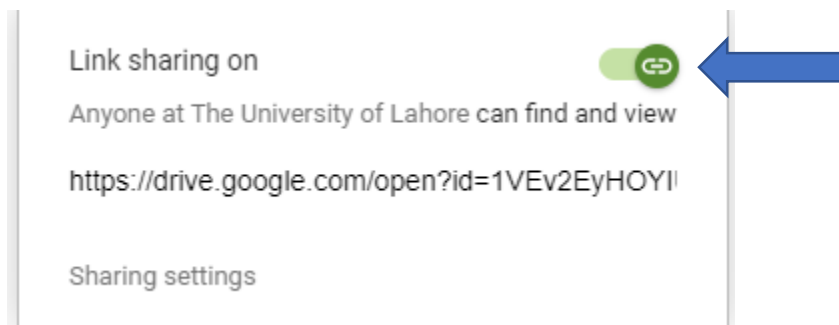
Step 4

After Uploading the Recording in Google Drive, **Right Click** the Recording File and select “**Get Shareable Link**”.



Step 5

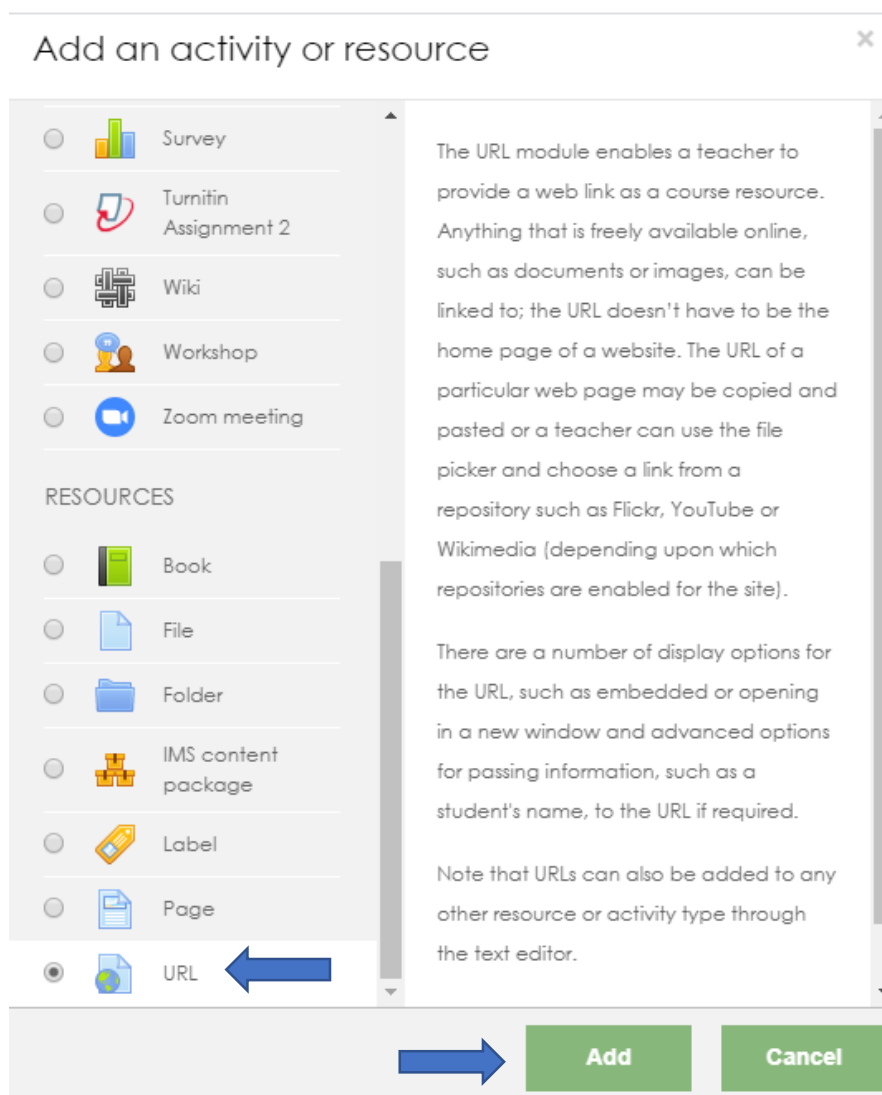
Turn Link Sharing ON.



Step 6

Go to your relevant Course in Moodle. Turn Editing ON.

Go to your desired week from the schedule of classes where you want to upload the recording and select “+ Add an activity or resource”. You will get the list of activities that you can perform, please mark “URL” and click Add.



Step 7

Enter the Name for Recording and Paste the Link copied from Google Drive in External URL.

VLE Faculty Training session

Home / My courses / VLE-FTS / 22 March - 28 March / Adding a new URL to 22 March - 28 March

Adding a new URL to 22 March - 28 March

▼ General

Name ⓘ ←

External URL ⓘ ←

Description

Step 8

Click Save and Return to Course

☐ Display description on course page ?

► [Appearance](#)

► [URL variables](#)

► [Common module settings](#)

► [Tags](#)

► [Competencies](#)



Save and return to course

Save and display

Cancel

Step 9

The Recording of Your Lecture is uploaded and will be visible to all students in your class.

+ 8 March - 14 March

Edit

+ Add an activity or resource

+ 15 March - 21 March

Edit

+ Add an activity or resource

+ 22 March - 28 March

Edit

+ Faculty Training Session

Edit

+ Attendance for 28-03-2020 12:00 to 14:00

Edit

+ 28.03.2020 Session Part-1

Edit

+ 28.03.2020 Session Part-2

Edit

+ 28.03.2020 Session Part-3

Edit

+ 28.03.2020 Session Part-4

Edit

+ Add an activity or resource