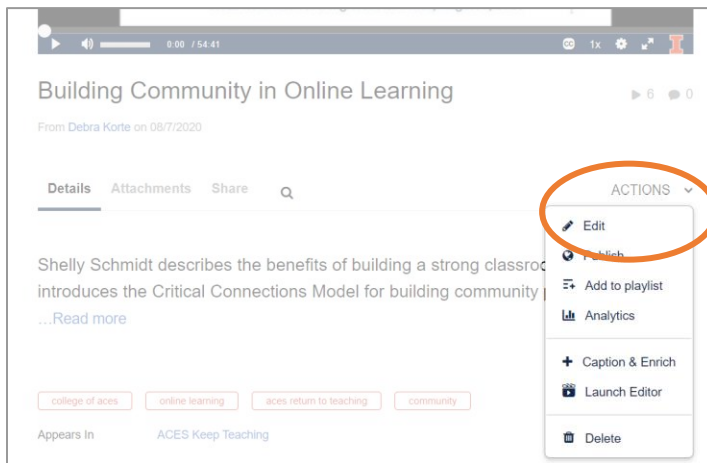


**OBJECTIVE:** Create a standalone video archive of a class on Compass or Moodle (rather than a stream).

**ADVANTAGES:** When replicating the course in future semesters, a video archive will already be setup in your LMS (Compass or Moodle) when you transfer content from one semester to the next. Also, this method of video archives may reduce the time required to create an Illinois Media Space channel, playlist, and/or add users in Illinois Media Space.

**STEPS TO CREATE STANDALONE VIDEO ARCHIVE IN COMPASS OR MOODLE:**

1. In Zoom, record to the Cloud.
2. Wait for Zoom Cloud to notify you when processing is completed. (You will receive an email.)
3. Go to [Illinois Media Space](#).
4. In the upper-right corner, click **Illinois Login** to login to Illinois Media Space account.
5. After login, click your name (in the upper right corner) and select **My Media**.
6. Find your most recent Zoom recording. (It should be at the top of the list if you are sorting by “Sort by – Creation Date-Descending.”)
7. Click the video (thumbnail image or video title) to open.
8. Click **ACTIONS/Edit**.



9. Click the **Publish** tab.
10. Select either the **Unlisted** or **Published** option.
11. Click the **Collaboration** tab.
12. Click the **+ Add Collaborator** button.
13. Check the box next to the **Co-Publisher** option.

*Directions from this point vary depending on learning management system (LMS).*

14. Navigate to your LMS (Compass or Moodle). Login to your LMS.
15. Add a link for “Illinois Media Space” or “Media Gallery” on your LMS.
16. Add the video to your LMS.