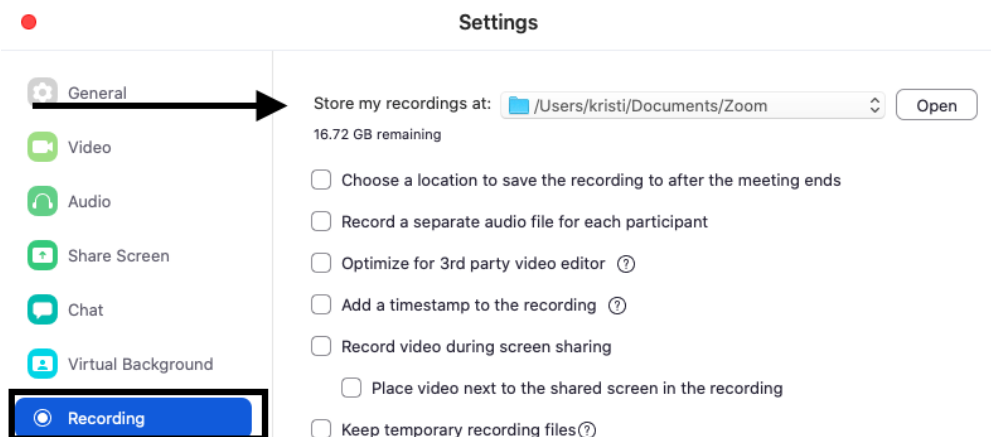


Best Practices for Storage of Large Files

Best Practices for Zoom Recording Files

1. Set your recording location to your local machine in your Zoom app settings



2. Create shared OneDrive Folder and upload recordings (zoom_0.mp4 files) to this folder.
[OneDrive Shared Folder Instructions](#)

3. Share OneDrive Folder link or the individual link to the video via email or on Moodle ([using URL link](#)) to students.

Don't Store Large Files Directly to Moodle!!

1. Moodle has an upload limit of 100MB per file
2. Large PPTs(with embedded audio or video), audio files, videos, or large images should be uploaded to OneDrive, Google Drive, or Ensemble.
3. Those files can then be linked TO Moodle using the URL link or embed option in a Label.