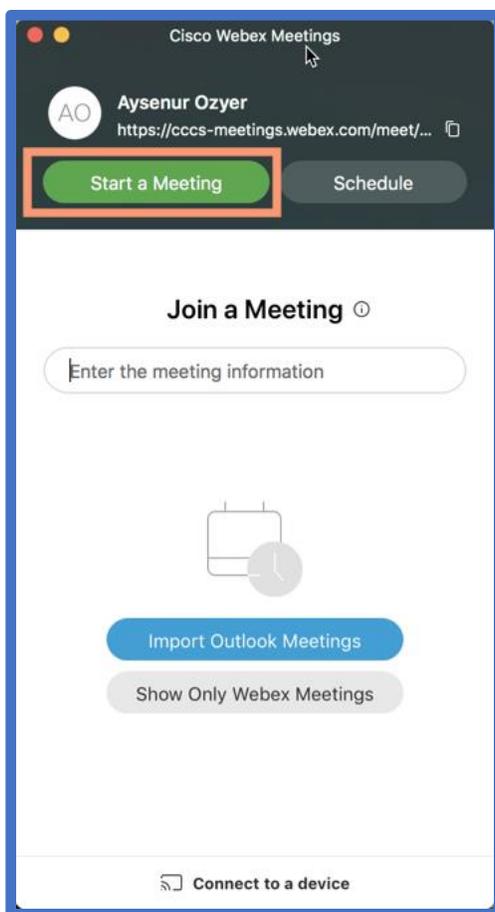


HOW TO RECORD AND SHARE YOUR LECTURES IN WEBEX MEETINGS DESKTOP APP

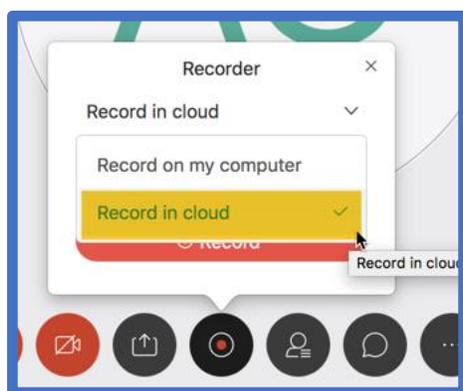
1. This document will show you how to record your WebEx meetings **using WebEx Desktop App**. If you are using **WebEx in your browser**, please refer to the other guide.
2. Launch the **WebEx Meetings Desktop app** to start a meeting.



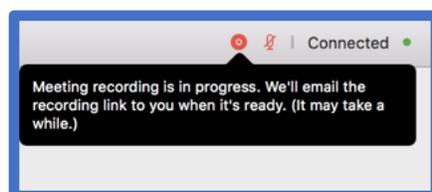
3. Click the Record button. The app will give you 2 options. If you select Record on my computer, the recorded MP4 file will be kept on your computer and you will be able to access it after the meeting is finished. If you select Record in cloud, WebEx will store the recorded file in the cloud and send you an email once it is ready to be viewed.

Record in Cloud

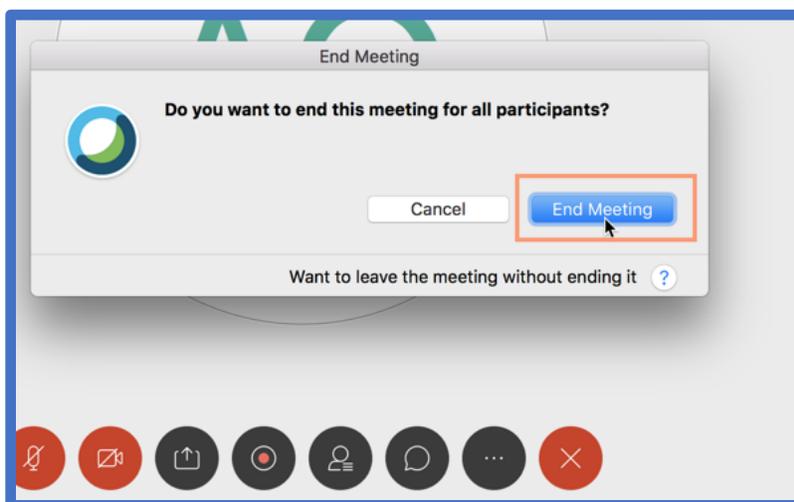
1. **This is the recommended workflow to record lectures.** Select **Record in Cloud** and click Record.



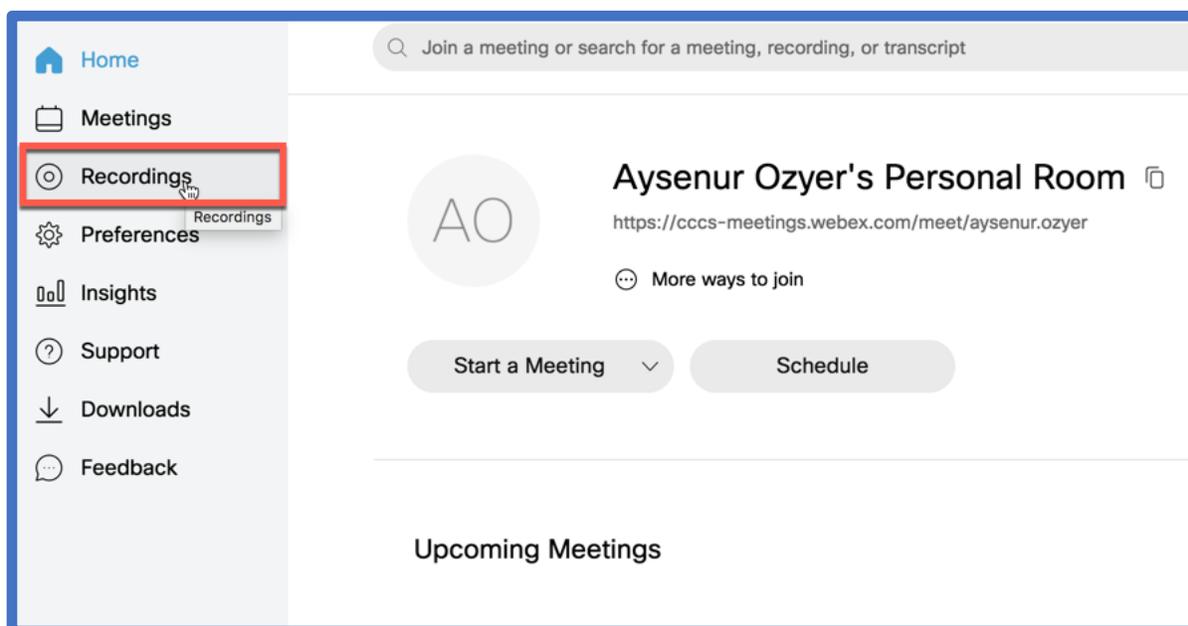
2. WebEx will start recording in the cloud.



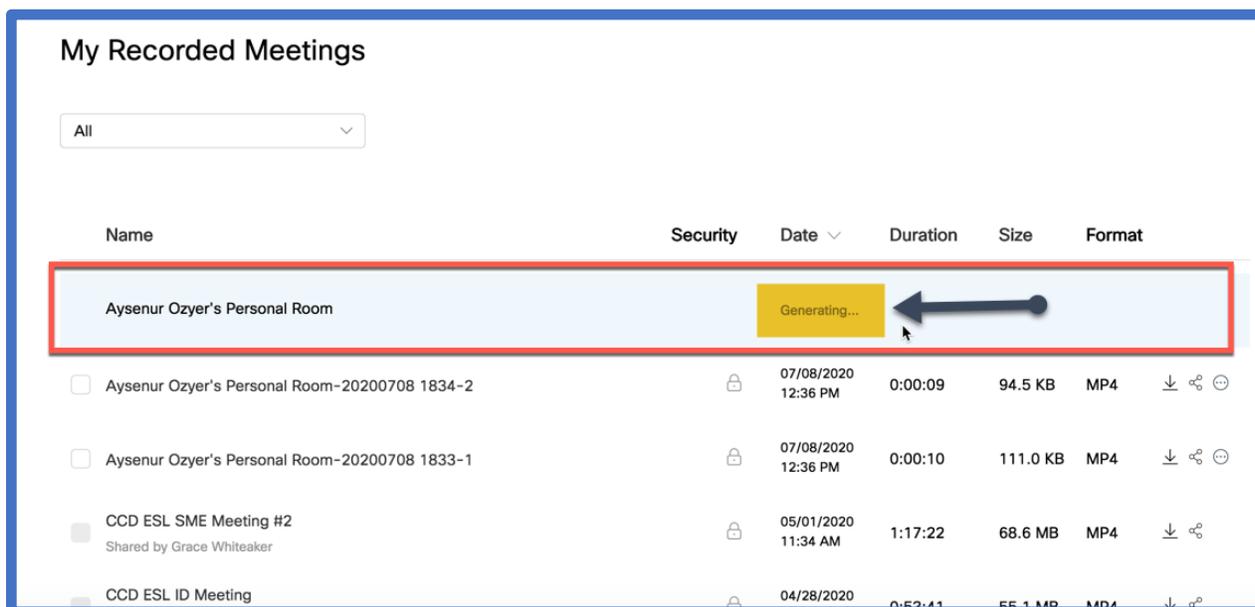
3. Once you have finished your meeting click End Meeting. This will end your recording as well and send it to WebEx cloud to be processed.



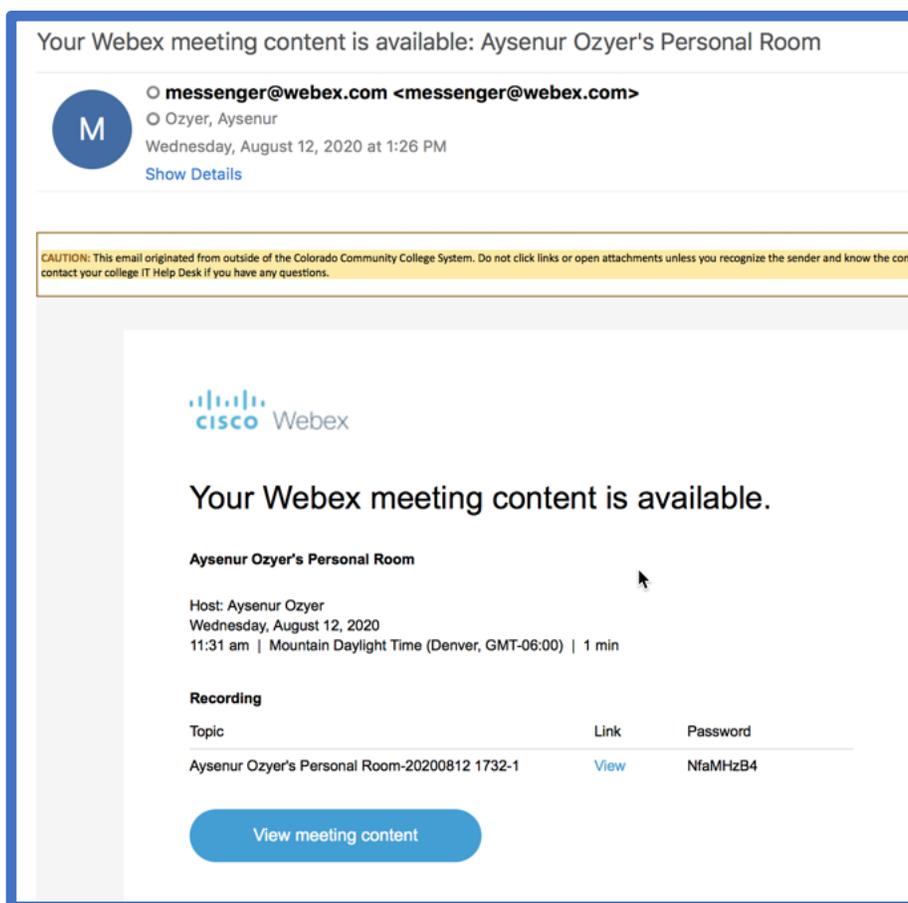
4. You can see the current status of all of your recordings by going to your WebEx profile and clicking on the Recordings on the left side.



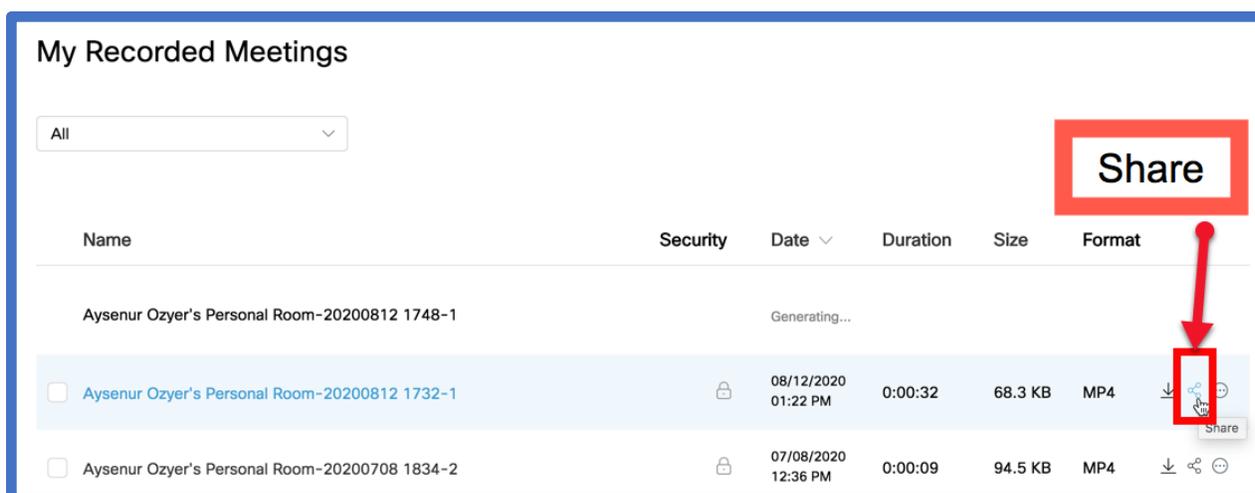
5. You can see a list of your past recordings on this page. If a recording is not yet available to watch, it will say “Generating...” next to its name. The processing times depend on the length of your recording so if you have recorded a full lecture, it might take a day. WebEx will send an email to your CCD email address once your recording is ready to be viewed.



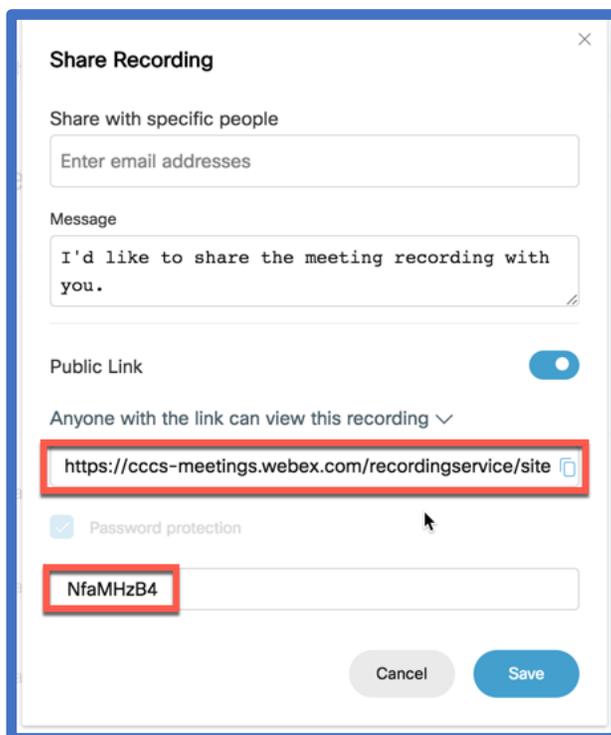
6. Once generating is complete, you will get an email from WebEx indicating that your recording is ready to be watched.



- Once you received this email, you can log in to your WebEx profile, click Recordings on the left side and see the list of recordings. Click Share icon next to each recording to get a direct link to that recording.

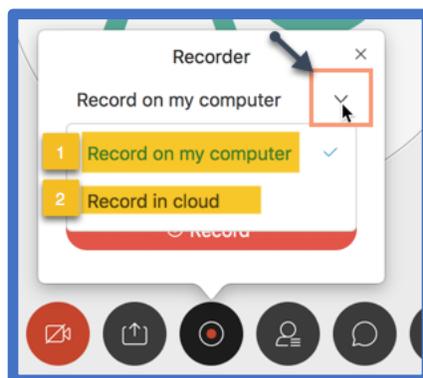


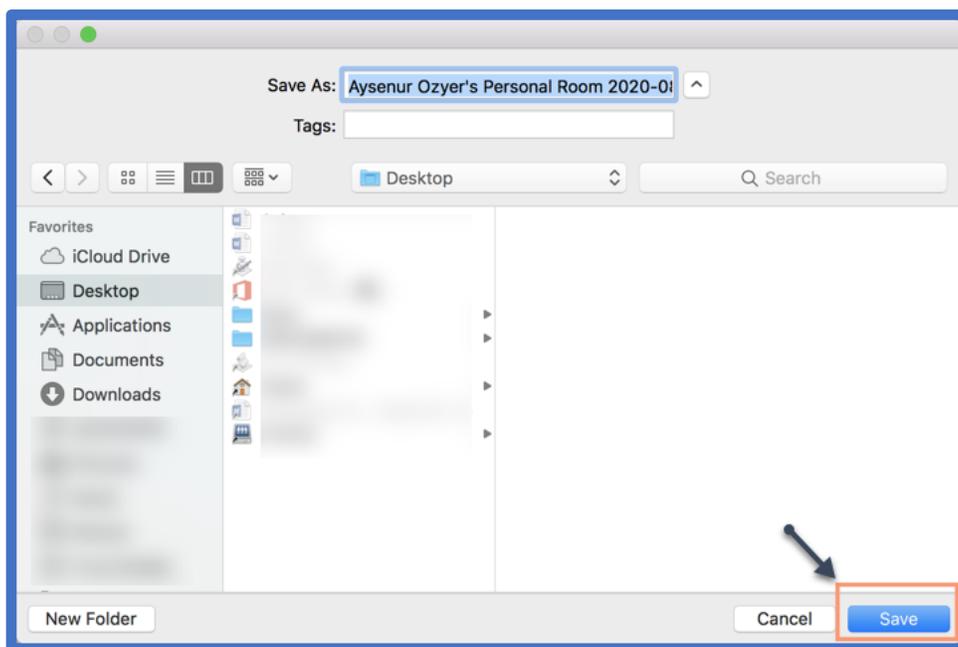
- Copy **the link and the password**. Paste them into your D2L course either as an announcement or a content so students can access the recording.



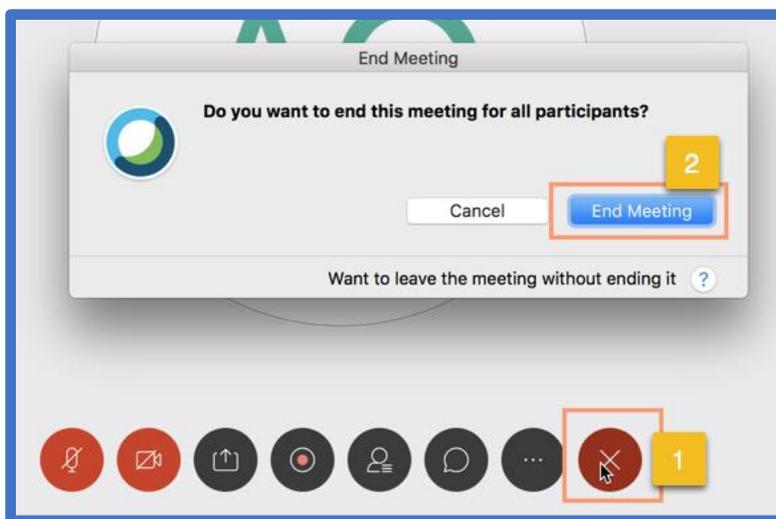
Record on My Computer

- Select this option if you are planning to share the MP4 raw video file with your students by uploading it to YuJa. **Do not upload lecture videos to YouTube or any public facing video streaming platform because it will not be FERPA compliant.** Please also note that if you select this option, MP4 files will take up space on your hard drive.
- Select Record on my Computer option and click Record. This will open up a browsing window allowing you rename the recording and select a saving location on your hard drive.

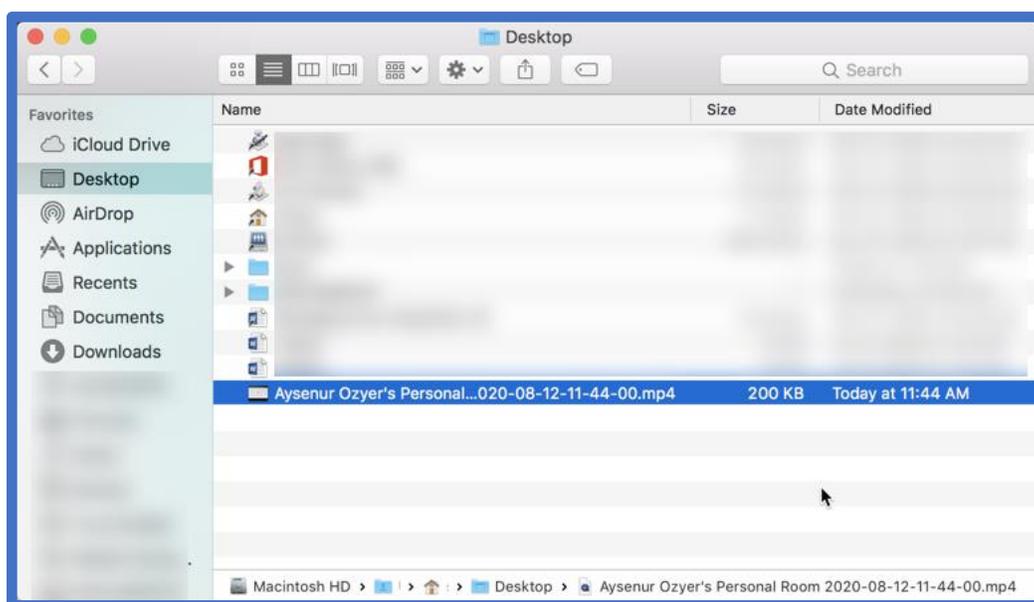




3. Once you have finished your meeting click End Meeting. This will end your recording and and WebEx app will start processing it.



4. WebEx will notify you that the recording has been saved on your computer. Click View in Folder to see it.



5. You can upload the finished MP4 file to YuJa and share it with your students. Please refer to the YuJa support documentation to learn how to do this.