

Sharing your Webex Meeting Recording

Overview

In the event that you would like to record your online session and save it for future use, or distribute it to your students there are several options for accessing your Webex recording and sharing it with your class via iLearn. Below is the steps we will use to get started in sharing your Webex recordings.

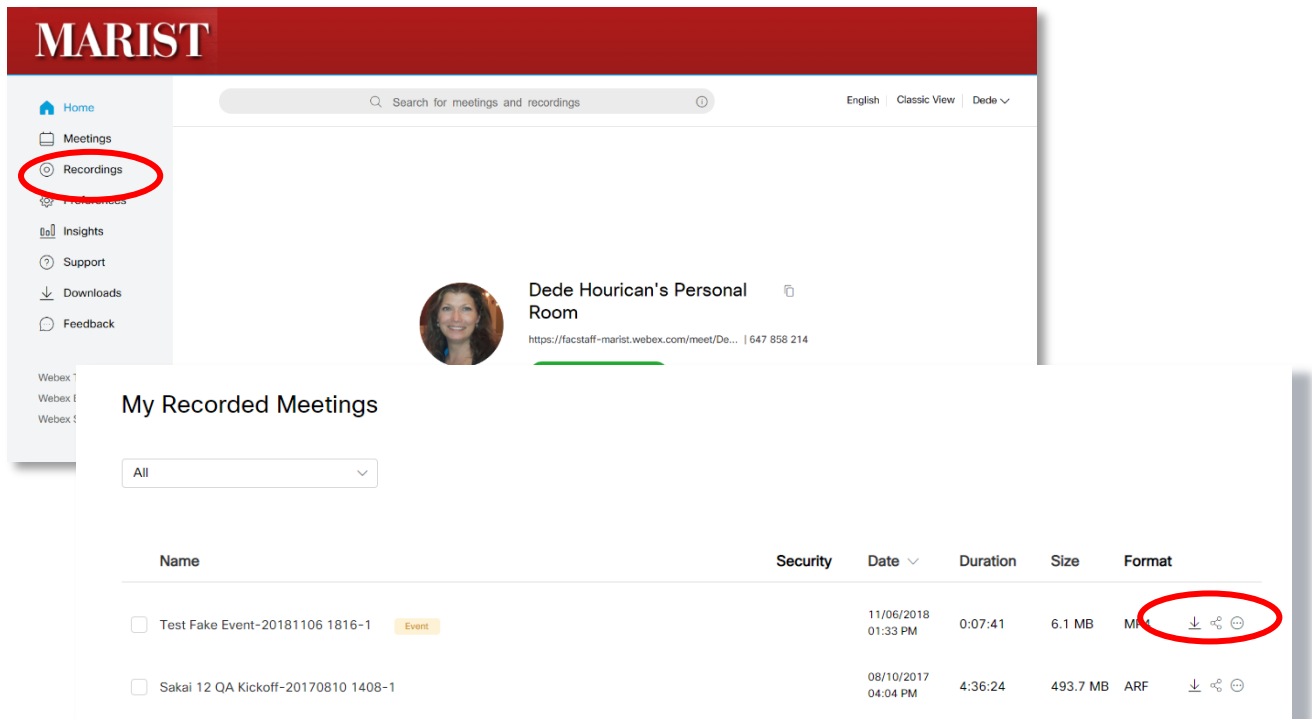
- 1) Sharing Recorded Sessions with Your Class
 - i) **Option #1:** Uploading Your Webex Session to Panopto
 - ii) **Option #2:** Embedding a Webex Session to on an iLearn Lesson's Page.

Before sharing your Webex Recording, you will need to Record Your Class Session in Webex. Digital Education offers video tutorials to on how to record a class session within Webex. Access these tutorials via: <https://my.de.marist.edu/Webex>.



Sharing a Recorded Session with Your Class

Before sharing your recorded session, it is important to **download** the recorded file you wish to share.

1. To do this, sign in to <https://facstaff-marist.Webex.com> with your Marist Credentials.
2. Click **Recordings** on the left hand navigation bar



The screenshot shows the Marist Webex interface. The top navigation bar includes 'Home', 'Meetings', 'Recordings' (circled in red), 'Insights', 'Support', 'Downloads', and 'Feedback'. The main content area displays 'Dede Hourican's Personal Room' with a search bar and a URL. Below this, a 'My Recorded Meetings' section is visible, featuring a dropdown menu set to 'All' and a table of recordings.

Name	Security	Date	Duration	Size	Format
<input type="checkbox"/> Test Fake Event-20181106 1816-1	Event	11/06/2018 01:33 PM	0:07:41	6.1 MB	M4V 
<input type="checkbox"/> Sakai 12 QA Kickoff-20170810 1408-1		08/10/2017 04:04 PM	4:36:24	493.7 MB	ARF 

- 1) Click on the **Share icon** on the far right

There are two ways you can share your Webex recordings on your iLearn course site..

- A. Embed your Webex session recording in the Panopto Tool within iLearn
- B. Embed the video onto a Lessons Page on iLearn

Option #1: Uploading Your Webex Session to **Panopto**

If you have already created a Webex recording, it may be uploaded to Panopto, the tool we use to house large media files

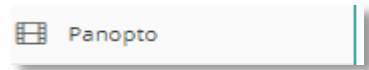
Why use Panopto?

Panopto is Marist's private video sharing service. It is a tool used to store and share videos with your class on iLearn. By uploading your Webex recording into Panopto, you are able to:

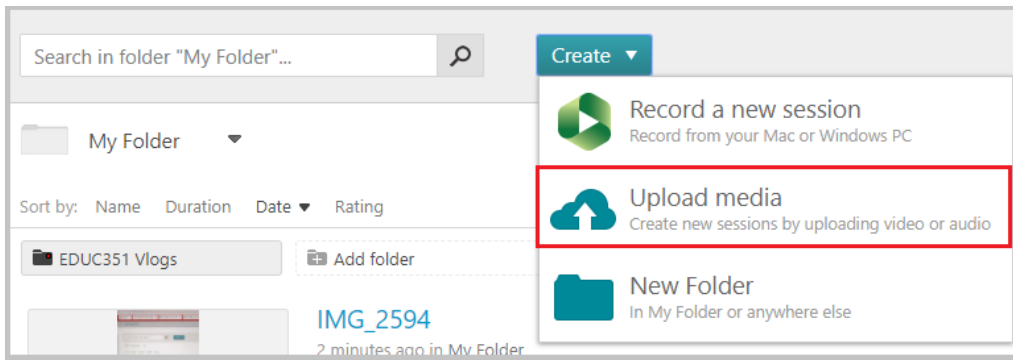
- Easily share your videos amongst your class
- Store your videos so students can access them as often as needed.

Uploading your Webex Session to **Panopto**

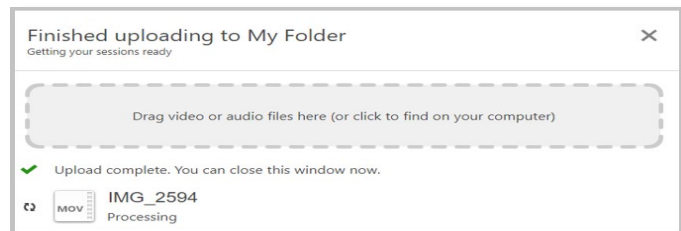
1. From your iLearn site, access the Panopto Tool from the Left-hand toolbar
 - a. *Note: if you do not see the Panopto tool, it may be easily added to your iLearn site from the Site Editor/ Tools



2. Click **Create** and select **Upload media**.

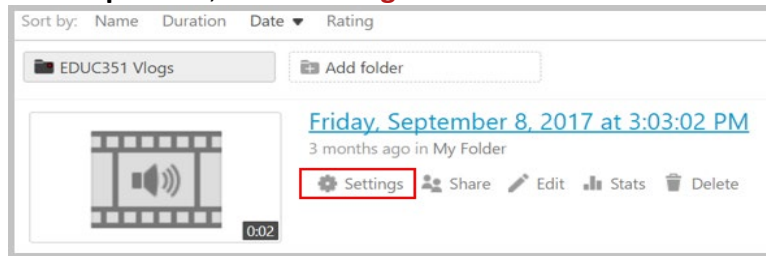


3. You may drag or drop video or audio files, or you upload them from your computer directly.

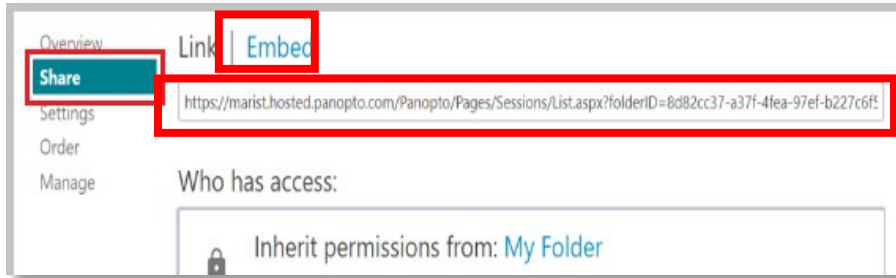


Option #2: Embedding a Webex Session to on an iLearn Lesson's Page.

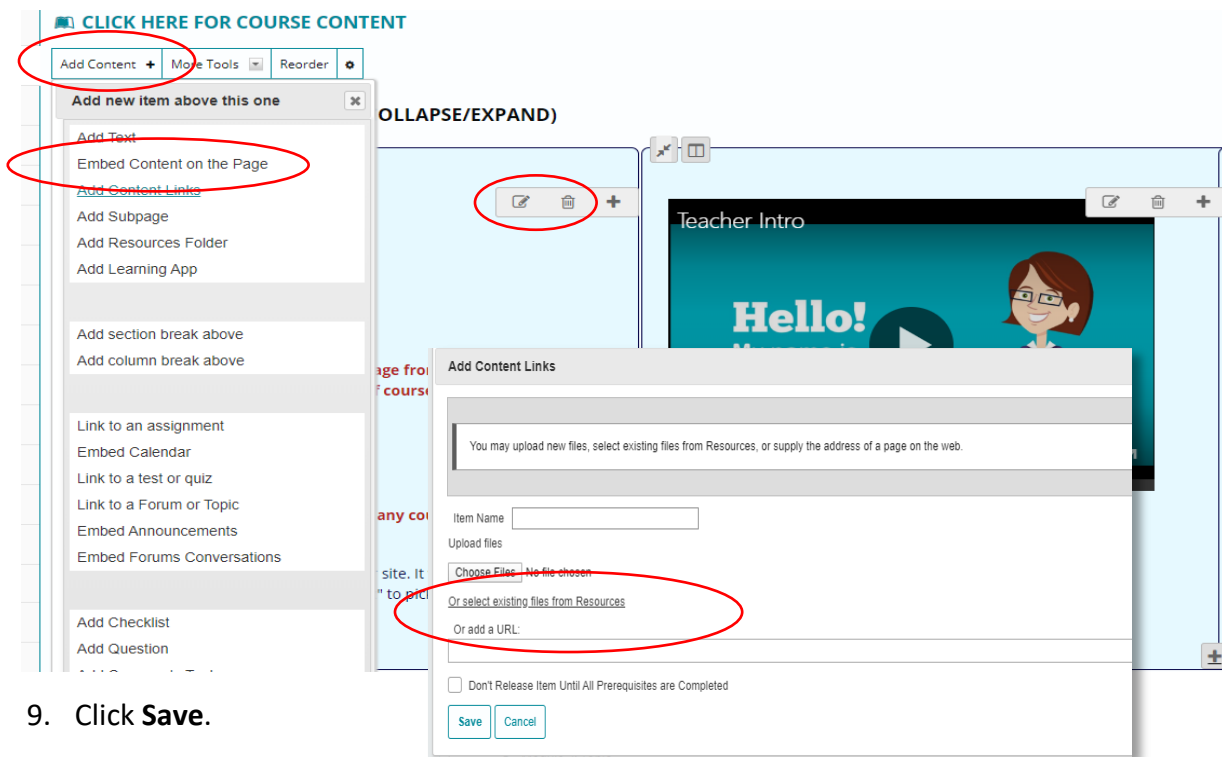
1. From the **Panopto** tool, click **"Settings"**



- a.
2. Click Share and the blue **"Embed"** at the top of the page



3. Copy the Embed Code that appears in the box once click on **"Embed"**
4. Go to your **iLearn lessons page**
5. Click **Add Content**
6. Click **Add Content Links**
7. Fill in the **Item Name**
8. **Paste** the Panopto recording link into the box below named **"Or add a URL:"**



9. Click **Save.**