

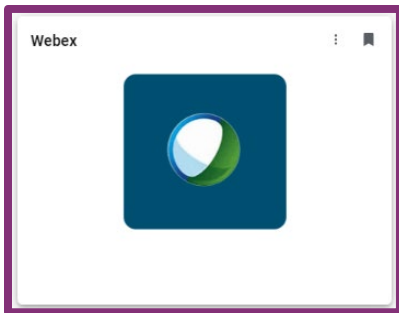
# Record a Webex Meeting, Upload it to Mediasite, and Add the Mediasite Link in Brightspace

There are several reasons for recording in Webex and sharing that recording in Brightspace. Instructors can use this strategy to share recorded Virtual Class Meetings, record a special guest, or share a lecture they record using Webex. Using Mediasite allows faculty to meet accessibility standards by providing captions with the video and also saves storage space in the LMS. Students can stream the Mediasite video from within Brightspace.

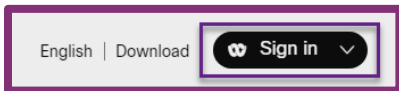
## Record a meeting in Webex and download the recording

### Step 1: Login to Webex

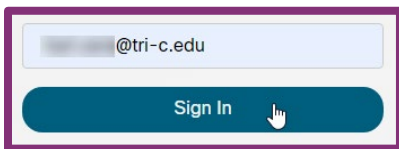
From My Tri-C Space, select the Webex card.



Select Sign in.

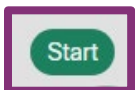


Enter your Tri-C email address and select Sign In.



### Step 2: Start a Webex Meeting

Select the Start button to begin a new meeting or start a scheduled meeting.

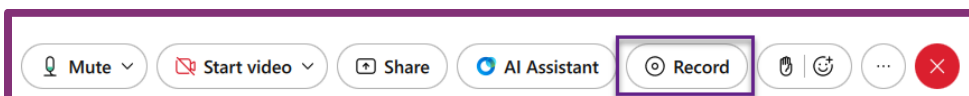


Select Open Webex.

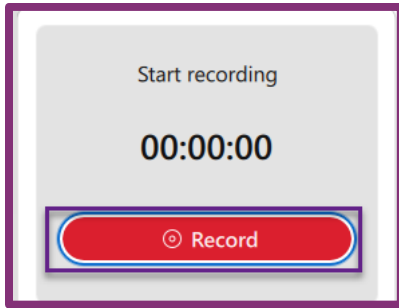


### Step 3: Choose settings and start to record the Webex Meeting

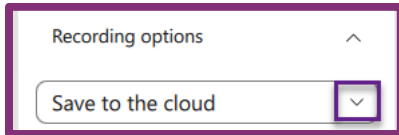
Select the Record button at the bottom of the Webex Meeting window.



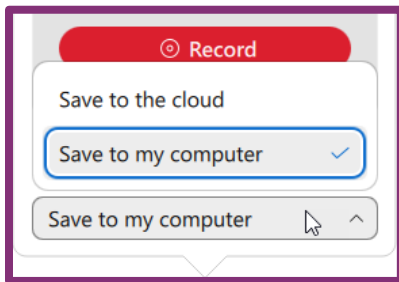
1. If you want to save to the cloud with the current layout, select Record.



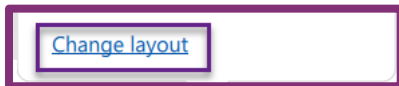
2. If you want to save the recording to your computer, select the drop-down arrow next to Save to Cloud (2).



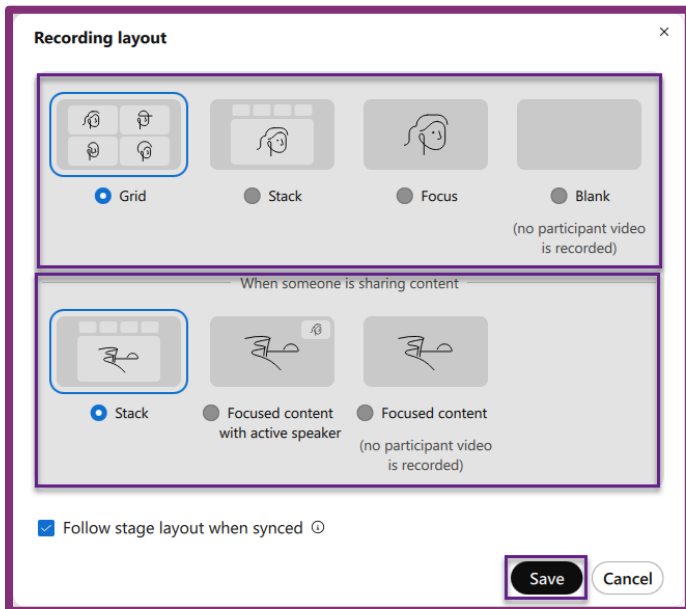
Change the option to Save to my computer. Then select Record as shown above.



3. If you want to change the layout, select Change layout.

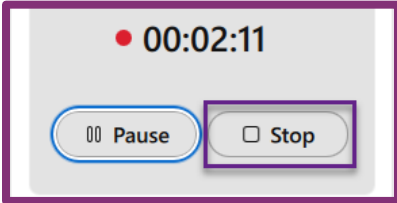


Choose a layout from the top options that will apply when no content is being shared. Choose a layout from the bottom options that will display when content is being shared. The selected layout will be outlined in blue. Select Save and then Record.



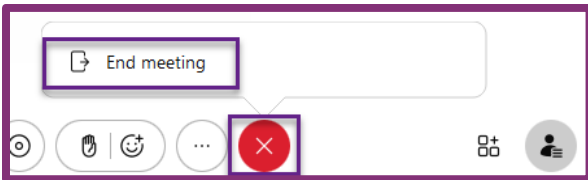
**Important FERPA Note:** If the recorded video includes students and will be shared outside the current CRN, select options that will not record participants. (**Focus** on top if only the instructor will be speaking, or **Blank** if students will be speaking. **Focused content** on the bottom.)

#### Step 4: Select the Record button and choose Stop.



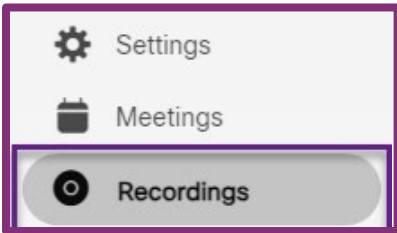
#### Step 5: End the meeting.

Select the red circle with the X and choose End Meeting.




#### Step 6: Download the recording (if you did not save it to your computer).

Navigate to Webex and select Recordings in the menu.

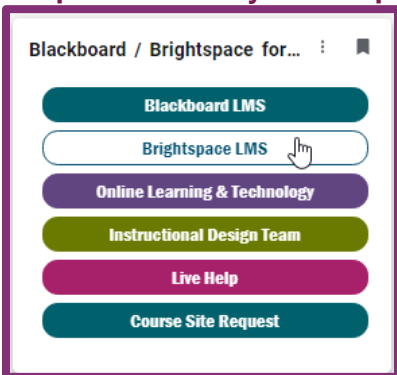


Locate the desired recording and select the download icon (down arrow).

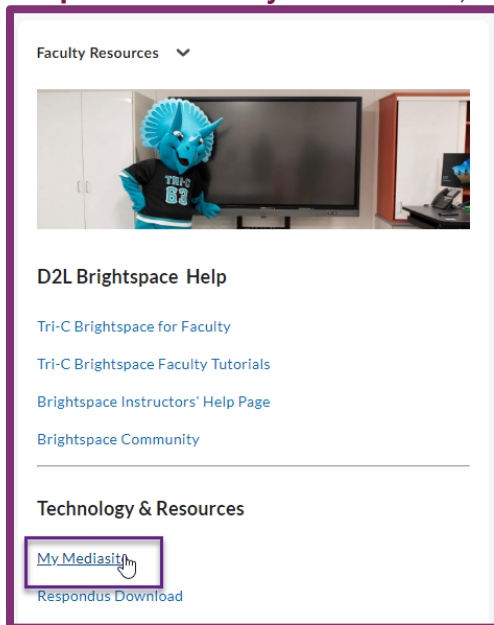
	Name	Security	Date Created	Duration	Size	Format	
<input type="checkbox"/>	Vara, Kari's Person...		8/23/2024 3:33 PM	0:02:20	1.6 MB	MP4	

## How to upload the recorded video file to Mediasite

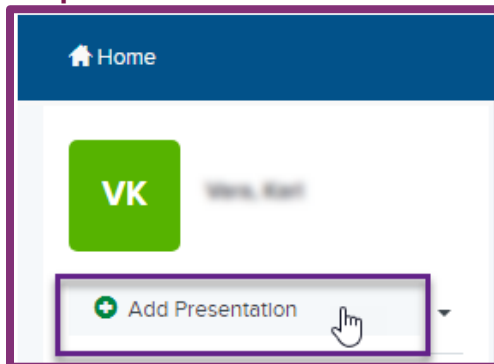
#### Step 1: From My Tri-C Space, select Brightspace LMS.



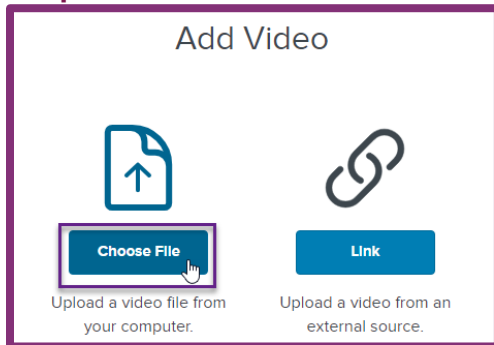
## Step 2: In Faculty Resources, select My Mediasite.



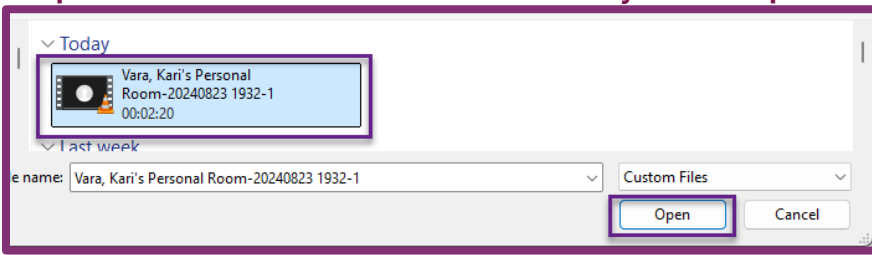
## Step 3: Select Add Presentation.



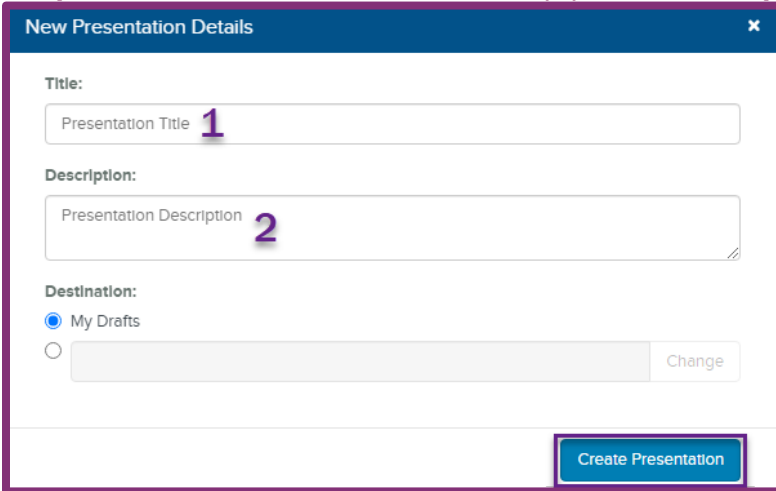
## Step 4: Select Choose File in the Add Video options.



**Step 5: Choose the desired video from your computer or drive and select Open.**

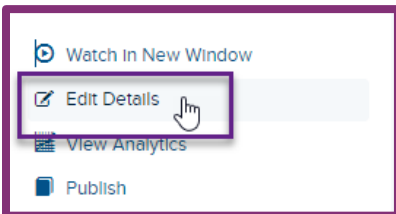


**Step 6: Enter a Presentation Title (1) and Description (2) and select Create Presentation.**

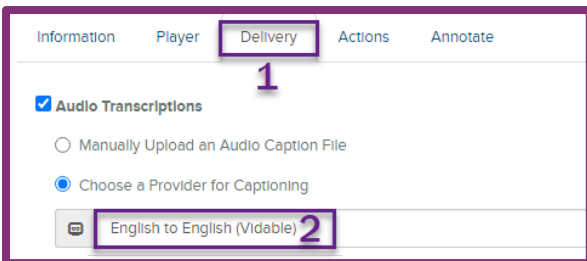


**Step 7: Add captions to the video.**

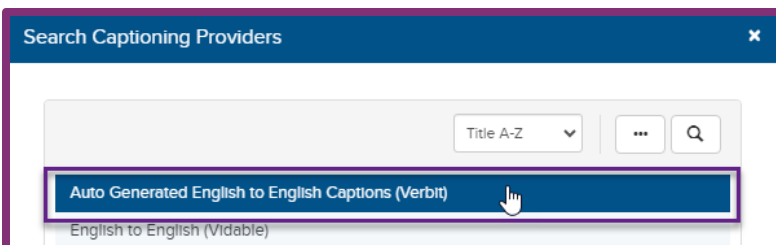
When the video is done uploading, select Edit Details.



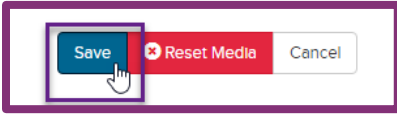
Select Delivery and click inside the English to English (Vidable) box.



In the Search Captioning Providers box, select Auto Generated English to English (Verbit).



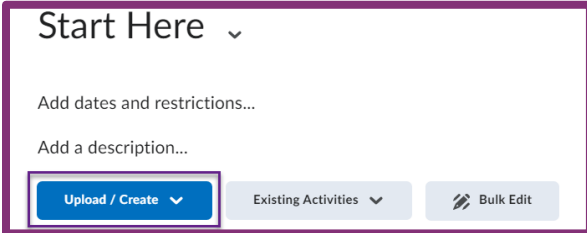
Select Save.



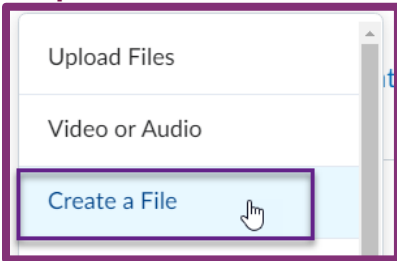
## How to add the Mediasite Video in Brightspace using Upload/Create

This option allows you to embed the video or include additional content with the video.

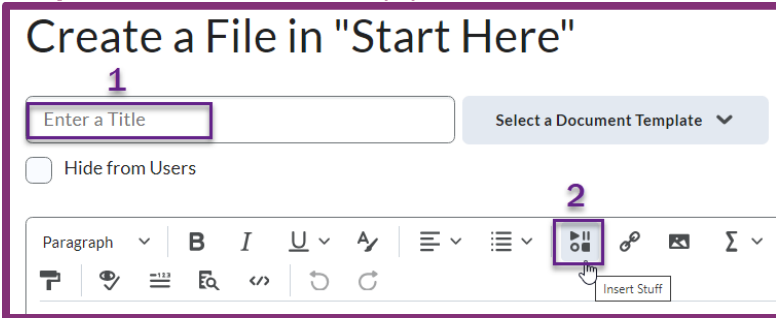
**Step 1: In the course and module you desire, select Upload/Create.**



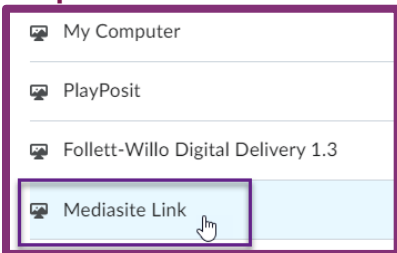
**Step 2: Select Create a File.**



**Step 3: Enter a file title (1) and select the Insert Stuff button (2).**



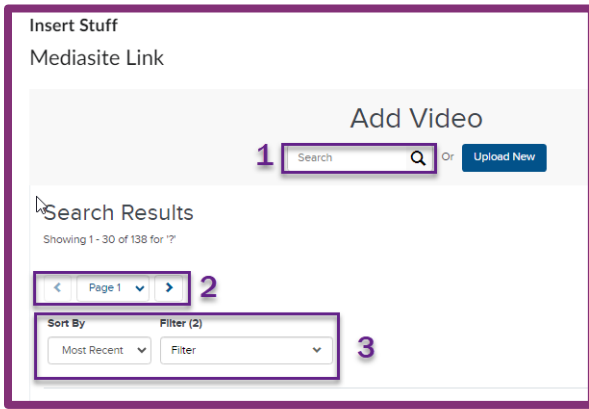
**Step 4: Select Mediasite Link.**



**Step 5: Locate the desired Mediasite Video. You have four options:**

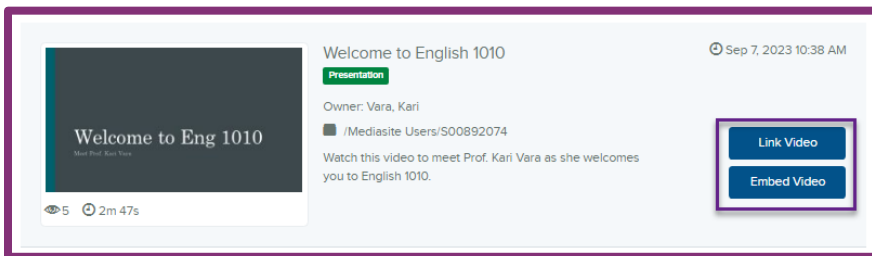
1. Type a search term and select the magnifying glass.
2. Page through your Mediasite videos.
3. Sort or Filter your Mediasite videos.

4. Scroll through your Mediasite videos. (not pictured)

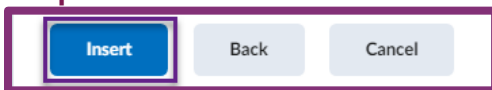


### Step 6: Select Link Video or Embed Video.

Linking the video displays an external link with the video description from Mediasite. When embedding the video, students click to open a page within Brightspace where they can play the video.



### Step 7: Select Insert.



### Step 8: Complete the process.

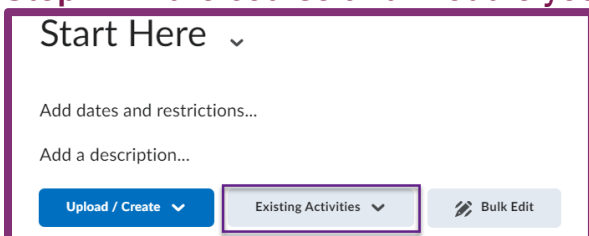
Once you insert the Mediasite video into the Brightspace Editor, you can add any additional content you want to include. When you are finished, select Save and Close.



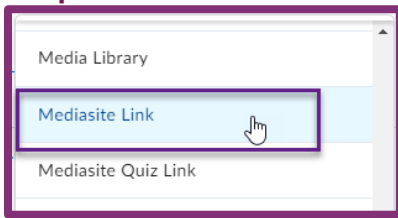
## How to add a Mediasite Video in Brightspace using Existing Activities

This option allows you to add a video link with the description you entered in Mediasite.

### Step 1: In the course and module you desire, select Existing Activities.

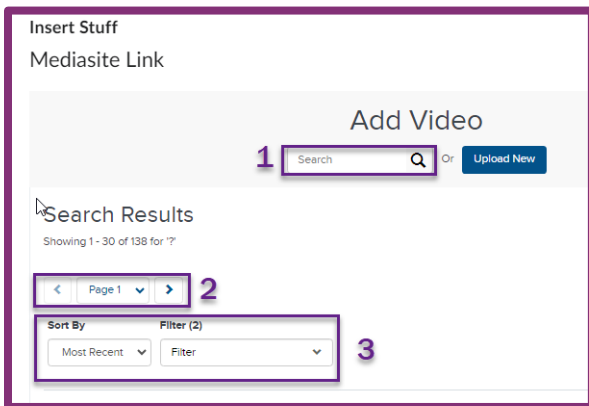


## Step 2: Select Mediasite Link.



## Step 3: Locate the desired Mediasite Video. You have four options:

1. Type a search term and select the magnifying glass.
2. Page through your Mediasite videos.
3. Sort or Filter your Mediasite videos.
4. Scroll through your Mediasite videos. (not pictured)



## Step 4: Select Link Video for the desired video to complete the process.

