

# Recording and Downloading Your WebEx Meetings

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## Instructions for ConnSCU Faculty and Staff

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## ConnSCU Recording Quota and Storage Policy

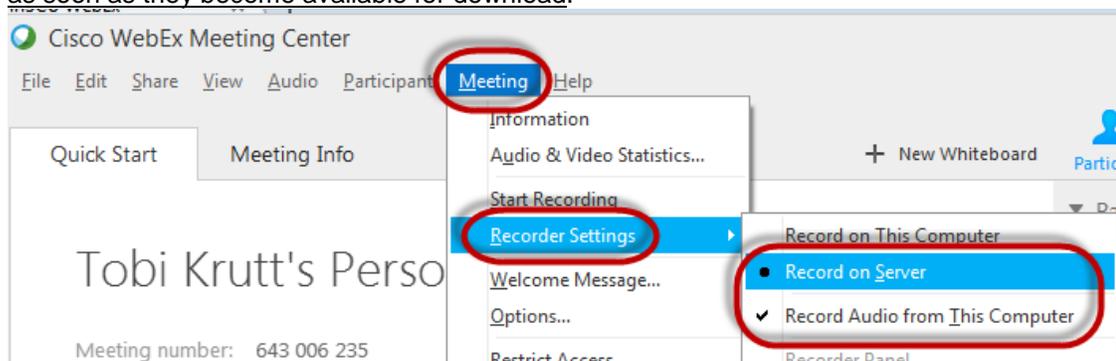
- Those with Host accounts in WebEx have a limited amount of temporary storage on Cisco's WebEx servers to allow users the opportunity to record and disseminate limited amounts of conference audio and visual data.
- To ensure that our system-wide allocation is not exceeded, a quota policy has been implemented. **Every user account is limited to 500MB of temporary storage** for meeting recordings, which should be enough to hold approximately three hours of recorded data. If you exceed this quota you will be unable to record additional meetings.
- To avoid hitting your storage limit and being unable to record, be sure to **immediately download and then Permanently Delete** your recordings from the WebEx server as soon as they are available to you in the *My Recorded Meetings* screen.

## Important Recording Considerations

- **BE SURE TO LET PARTICIPANTS KNOW BEFORE YOU BEGIN RECORDING.**
- You may need to remind participants that the meeting is being recorded for later use if the questions or comments get off-topic.
- Keep in mind that recording a meeting, classroom session, or training session can sometimes inhibit participation or questions, since participants may not want others who view the recording later to hear their questions.

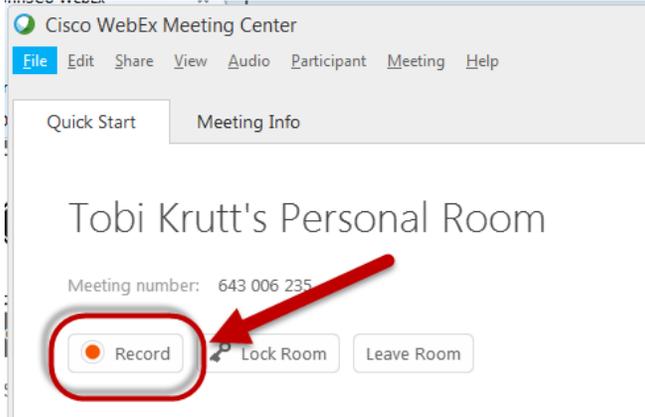
## Standard Recording Settings

- By default, recordings are saved to the WebEx server, rather than the Host's computer.
- We recommend leaving this setting, but remember to download the files from the WebEx server as soon as they become available for download.

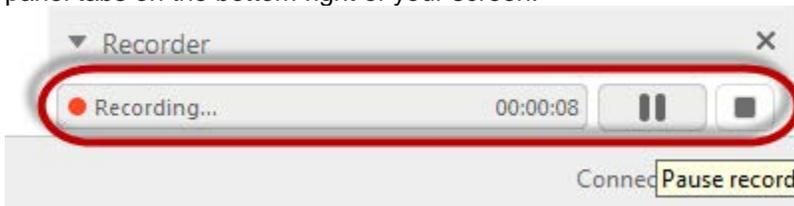


## Recording a WebEx Meeting

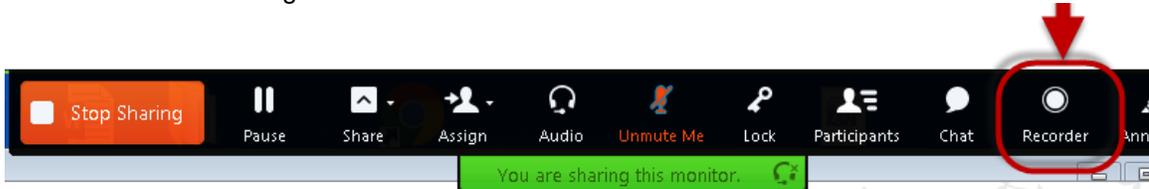
1. On the **Quick Start window**, click the **Record** button.



2. To pause or stop recording, use the buttons in the **Recorder** panel that will appear as one of the panel tabs on the bottom right of your screen.



3. You can also begin recording while sharing your desktop by mousing over the **Webex Control Palette** and then clicking the **Recorder** button.



4. NOTE: It can take some time (several hours or more) before your recorded meetings are ready. You will receive an email once they are available.

## Accessing and Downloading Your Recorded WebEx Meetings

1. To access your recordings on the WebEx server, log into your WebEx account, at <https://ctedu.webex.com>, go to **Meeting Center** and click **My Recorded Meetings**.
2. Your recordings will display, and the buttons on the right enable you to playback your recording, email links to them, or to download, modify, disable, or delete them.

**REMEMBER!!** Each WebEx Host account comes with only 500 MB of storage space so be sure to download, and then Permanently Delete your recordings onto your own PC once they are done. If you don't, you will soon run out of recording space.

3. Here's how:
  - Navigate to My Recorded Meetings, then select "Download" to save the file to your computer.

Meeting Center My WebEx

ConnSCU Support Site

Attend a Meeting

Host a Meeting

My Personal Room

Schedule a Meeting

Meet Now

My Meetings

My Recorded Meetings

Set Up

Support

User Guides

Downloads

Training

Contact Us

## My Recorded Meetings

Find recordings Search

Total: 3 recordings Recording storage Personal: 0% of 512 MB Site: 72% of 49 GB

Topic	Security	Size*	Create Time	Duration	Format	
Training Session-20140113 1736...		4.0KB	1/13/14 12:38 pm	1 minute	ARF	Play Mail More
Training Session-20131111 1543...		56.0KB	11/11/13 4:03 pm	1 minute	ARF	Play Mail More
Training Session-20131111 1519...		608.0KB	11/11/13 4:03 pm	1 minute	ARF	Play Mail More

Add recording

Download

Modify

Disable

Delete

\*Multiple uses of the same recording are counted only once in storage totals.

➤ Next, delete the recording.

Total: 2 recordings Recording storage Personal: 8% of 512 MB Site: 7% of 15 GB

Topic	Security	Size*	Create Time	Duration	Format	
Tobi Krutt's Personal Room-201...		3.94MB	8/4/17 10:49 am	1 minute	ARF	Play Mail More
Tobi Krutt's Personal Room-201...		35.5MB	8/3/17 11:19 am	1 minute	ARF	Play Mail More

Add recording

Download

Modify

Disable

Re-assign

Delete

\*Multiple uses of the same recording are counted only once in storage totals.

➤ Click "Deleted Recordings."

WebEx For Connecticut Community Colleges

Home Meeting Center Event Center Support Center Training Center My WebEx TKrutt@connnet.edu Log Out

## My Recorded Meetings

Find recordings Search

Total: 2 recordings Recording storage Personal: 8% of 512 MB Site: 7% of 15 GB

Deleted Recordings (1)

➤ Select individual or all recordings, and click "Delete Permanently."

### Deleted Meeting Recordings (1)

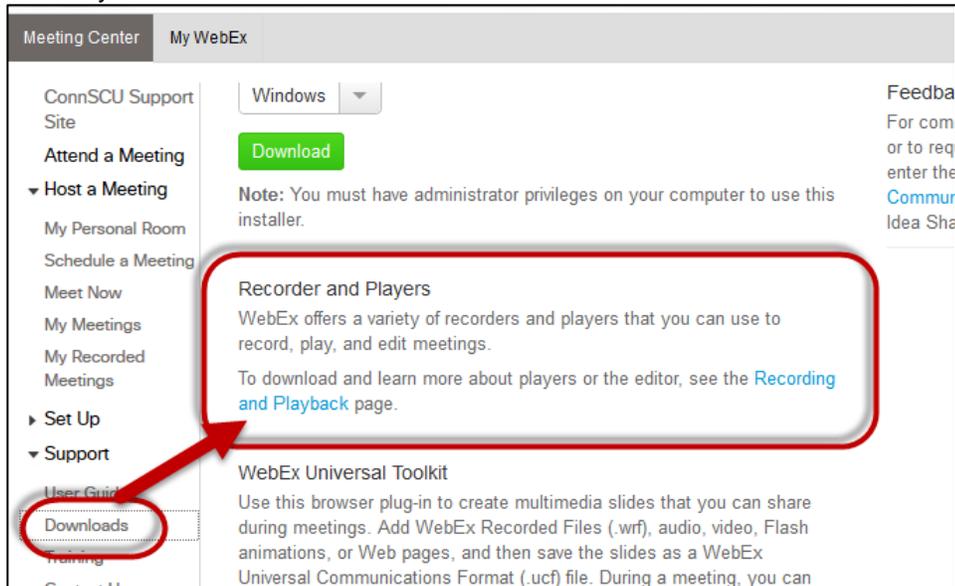
View all deleted recordings

Deleted recordings will be permanently deleted from the Trash and from recording storage after 30 days. If you want to remove them from recording storage earlier, you can delete them permanently now.

<input checked="" type="checkbox"/> Topic	Size	Create date	Delete date
<input checked="" type="checkbox"/> Tobi Krutt's Persona...	442.0KB	7/17/17 11:35 am	8/8/17 9:19 am

Restore Delete Permanently

4. To playback and review recorded meetings recorded on the WebEx server, you will need to download and install the **WebEx Network Recording Player**.
  - Clicking on the link for the recording will display a prompt to install the player.
  - If you do not have administrative rights to install apps on your computer, you will need to contact your local IT staff.



- The **Recording and Playback** page will display. From the list of recorders and players, select the **WebEx Player and Network Recording Player for Advance Recording Format (.arf) files**. This will enable you to play WebEx recordings that you saved to your WebEx temporary storage area. It is available for both PCs and Macs.
- This application also will enable Hosts to convert the native WebEx .arf file to several different standard video formats that can be imported into video editors.
- Other recorder, player, and editor options from the **Recording and Playback page** include:
  - WebEx Recorder and Player for WebEx Recording Format (.wrf) files: You can simply launch this application, open something (a file, a web browser, etc.) and then just record and save the file to your computer, or you can play WebEx files that you chose to save to your computer. This is handy if you want to record something “offline.”
  - WebEx Recording Editor: You can use WebEx Recording Editor to edit any recording (.wrf) that was made using WebEx Recorder. You can also use it to convert your .wrf WebEx recordings to .wmv format for import into other programs, such as Camtasia or upload into our Kaltura Streaming Media server.

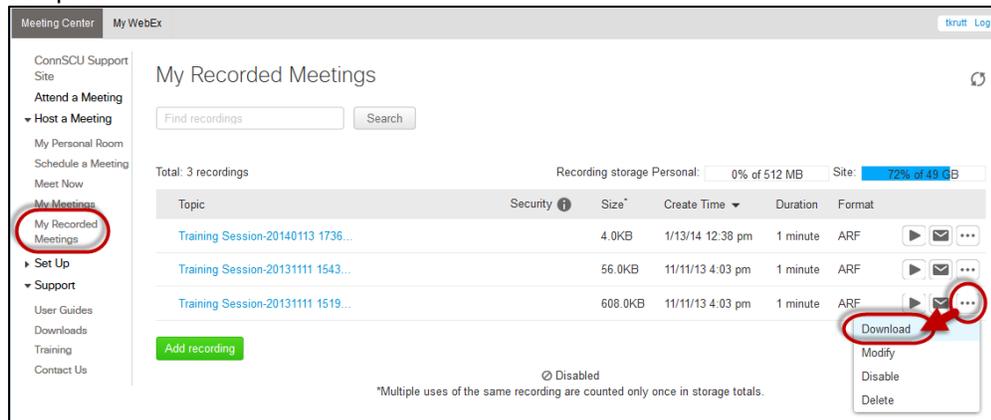
## Sharing Your Recorded WebEx Meetings

- We strongly advise WebEx Host account holders not to simply share the link to a recorded meeting on <https://ctedu.webex.com>, because the amount of storage on for each user on the WebEx network does not enable host account holders to store many recordings at a time.
- **WebEx Host accounts should DOWNLOAD their recordings from the WebEx server** (accessed when you log into <https://ctedu.webex.com>) to their own computers as soon as they are available. Then you can make them available to users either via Blackboard (faculty) or via the college website (staff/administrative users will need to contact their local webmaster).

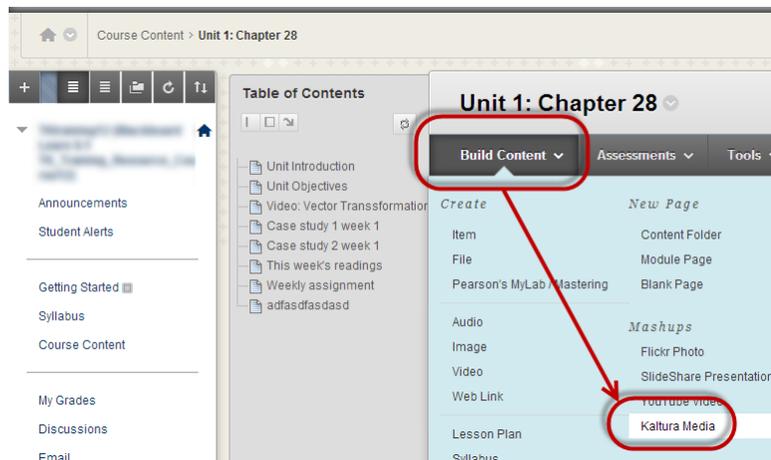
## Upload WebEx Recordings into Blackboard using the Kaltura Video Building Block

Kaltura is an online video platform that enables users of the Blackboard Learning Management System to upload various types of media files (video, audio, images) from within Blackboard and deliver them as “streaming media.” Delivering files using dedicated media servers avoids the need for the end-user to download large files and view them offline. It also prevents the “buffering” that often occurs when video files are being played from regular web servers, which are not optimized to deliver media content.

1. After logging into the <https://ctedu.webex.com> website, go to **Meeting Center>My Recorded Meetings**.
2. **Download** the WebEx files that you want to make available in Blackboard to your own computer:



3. The .arf file will be saved to whatever is set as default “Downloads” folder is on your computer.
4. The .arf file can now be uploaded into Blackboard, ideally by using the Kaltura Video Building Block options available from within your Blackboard course. There are a number of options for making videos available using Kaltura:
  - a. **Upload into a Content Area, Folder, or Learning Module:**



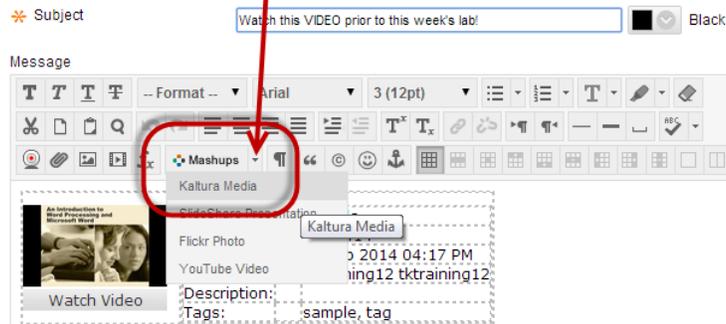
- b. **Upload into any tool using the Content Editor** (i.e., Announcements, Discussions, etc.):



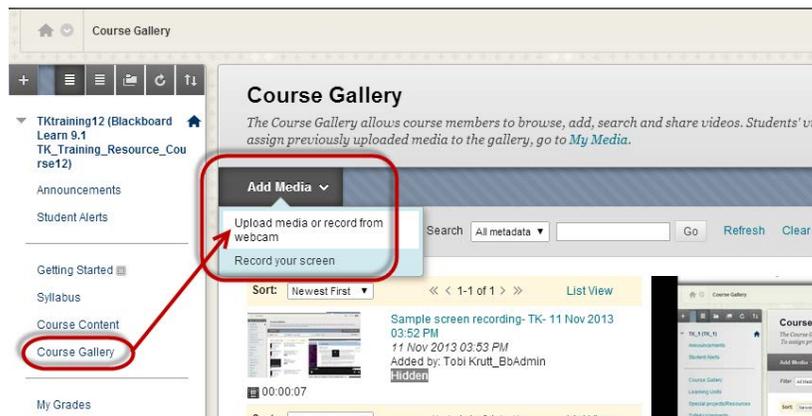
\* Indicates a required field.

Use the Kaltura Media mashup available from the Content Editor

1. **Announcement Information**



- c. **Upload into the Kaltura Course Gallery**



**For more information about how to use the Kaltura Video Building Block in Blackboard:**

- Contact your local distance learning director or Blackboard support staff.
- For self-paced documentation and videos, visit the **Blackboard Learn Faculty Orientation Course**, which is available for all ConnSCU faculty.
  - All Community College Faculty are auto-enrolled into this course and it should show up in your “My Courses” list in Blackboard.
  - Faculty at other ConnSCU institutions will be enrolled upon request. Simply email any of the following: Tobi Krutt ([tkrutt@commnet.edu](mailto:tkrutt@commnet.edu)), Francine Skalicky ([fskalicky@commnet.edu](mailto:fskalicky@commnet.edu)), or Sherry Pesino ([spesino@commnet.edu](mailto:spesino@commnet.edu))
  - Once you are enrolled into the course, click **SELF-PACED MODULES** in the menu and scroll down to the module titled “**Web Conferencing Tools for Real-Time Teaching (WebEx & Lync Online).**”

### **Convert Your WebEx Recordings into a Standard Video Format for Editing or Website Sharing (MP4 or WMV)**

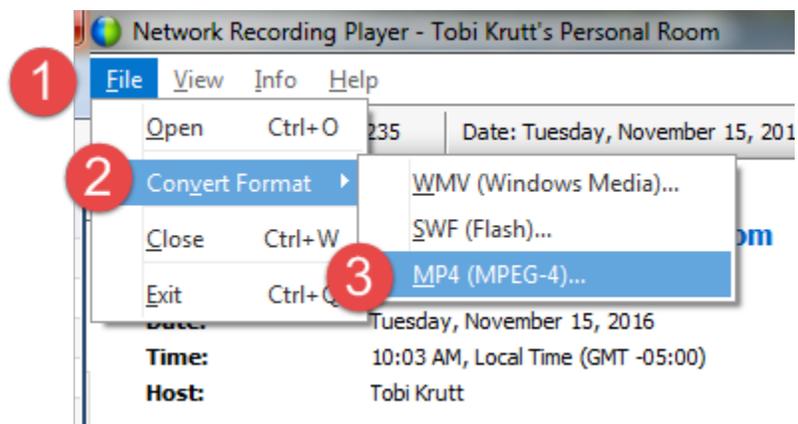
- You can also import the native WebEx .arf files that you download from WebEx into other media editing programs to edit them or combine them with other media.
- In general, if you would like to share your WebEx recording by having it uploaded onto a website, your webmaster will require a file that has been converted into a standard video format.

#### **To convert an .arf file to a standard video file format:**

1. Download the .arf file(s) you wish to edit (as described previously).
2. Open the .arf file with the WebEx Player and Network Recording Player for Advance Recording Format (.arf) files.

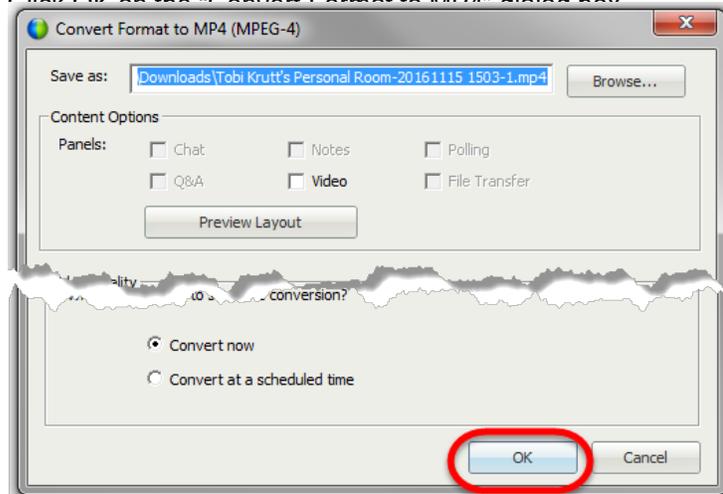
#### **To convert to an MP4 format**

3. **Generally, we recommend that you convert to the MP4 video format.** This is because mp4 provides better quality video and compression than wmv format.



4. **Select File>Convert Format>MP4.**
5. The first time you do this, you may be asked to enter the URL for the WebEx domain, which is **ctedu.webex.com** (Community Colleges and System Office). If prompted for your username and password, enter your NetID and password (same as for myCommNet).

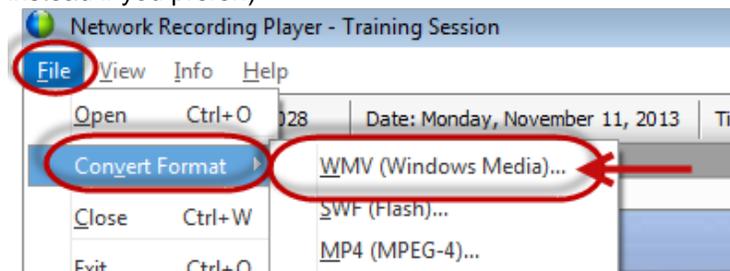
6. Click **OK** on the “Convert Format to MP4” dialog box.



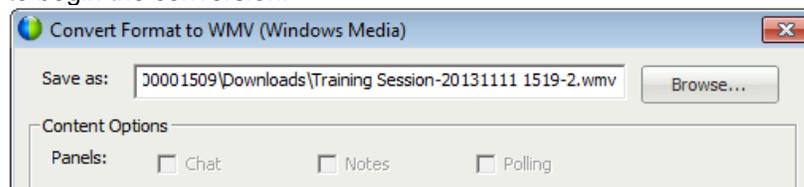
7. The MP4 version of your video will appear once it is done processing in the same folder as the .arf file. (Please note: Really long videos can take quite some time to process—possibly more than an hour.)

**To convert to a WMV format**

8. **We recommended selecting WMV format**, simply because converting to the other formats such as MP4, requires the download and installation of an additional software program. However, you can select one of the other formats instead if you prefer.)



9. The **Convert Format to WMV** dialog box will display. Simply click the **OK** button to begin the conversion.



10. While the file is converting, a message will appear on the taskbar of your PC.



11. Once the conversion is complete the WMV file will appear on your PC in whatever the default file is for online downloads (probably in the “Downloads” folder).

**12. The converted video file can then be imported into a media editing program.**

- PC users can download a free program such as Windows Movie Maker (<http://windows.microsoft.com/en-us/windows-live/movie-maker#t1=overview>), or one of many other free or lowcost media editors, including Camtasia.
- Mac users can use a built-in product such as iMovie (<http://www.apple.com/mac/imovie/>).