# **RECORDING MEETINGS IN WEBEX**

## RECORD A MEETING

By default, only the host of the video call, in this case, the instructor, can record the meeting in Webex.

Once the meeting is set up and the participants are present, you can start recording your meeting.

Your recordings can either be saved on your course in UM Learn or on your local computer. Recordings will include the participants' audio and video, content shared during the meeting, and public chat messages.

## RECORD IN YOUR UM LEARN COURSE (CLOUD)

1. Click the **Record** button. The **Record** button is at the bottom of the window.



**Note:** If you do not see the record button, you may not be the host of the meeting.

2. Select Record in cloud, and then click Record.



3. To stop recording, click the **Record** button, and then click **Stop**.



**Note:** Recordings can take up to 24 hours to show up in the Event Recordings list in your course in UM Learn.

#### STREAM RECORDINGS IN UM LEARN

1. Log into UM Learn (https://umanitoba.ca/umlearn) and open your course.

UNIVERSITY UM Learn		🕇 🗌 💭 Hane Krot 🔅
cker ePortfolio Self Registration Su	Lesson for a more	Advanced Search
Announcements 💙	Josiane Kroll Tool Integration Test, Training - Tool Integration Test, Training	#
Latest CD Update 10.7 🗸	Josian	Kroll Tool Integration Test_Training - Tool Integration Test_

2. Click Communication> Cisco Webex, and then click the Event Recordings tab.

	Calversity Alamitoba	UM Learn	Cisco Webex	Fraining	
	Content	Communica	tion 🗸 Assessments 🗸	Course Admin Support	
Course: Cisco Webex Traini		nistrator, teach tment Booking		Event Attendance	
Event happening r	now	Schedule	Quick Launch	-	Fri,
Webex Meeting ev (17819)	rent	Date Fri 6/12	Time Ever 11:25 am – 12:55 pm ⊕Cisco	Its Webex Training Event (17819)	

3. Click View Recordings.



4. Select the meeting event name of your meeting session (labeled with **streaming** at the end) to view the recording.

be liste

**Note:** Downloads are not enabled in UM Learn. If you want to download recordings from UM Learn, contact IST Service Desk (servicedesk@umanitoba.ca or 204-474-8600).

### RECORD ON YOUR LOCAL COMPUTER

The local recording is saved in MP4 format with the name and folder of your choice.

1. Click the **Record** button.



2. Select Record on my computer, and then click Record.



3. Name the recording file and indicate where it will be saved on your computer, and then click **Save**.

Save Record	ed Meeting As			×
Save jr	E Documents		v G 🤌 🔛 🖬 🗸	
+				~
Quick access				
QUICK access				
Desktop				
-				
Libraries				
Libraries				
_				
This PC				
<b>1</b>				~
Network	<			>
Hermon	File game:	meeting on August 9 2021	~	Save
	Save as type:	MPEG4 file(".mp4)	×.	Cancel

4. To stop recording, click the **Record** button, and then click **Stop**.





The Centre for the Advancement of Teaching and Learning