

These instructions describe the necessary steps to be able to record a WebEx meeting from your personally or university owned laptop to share with others via:

1. Direct link to recorded meeting
2. Brightspace Learning Management System

Rationale:

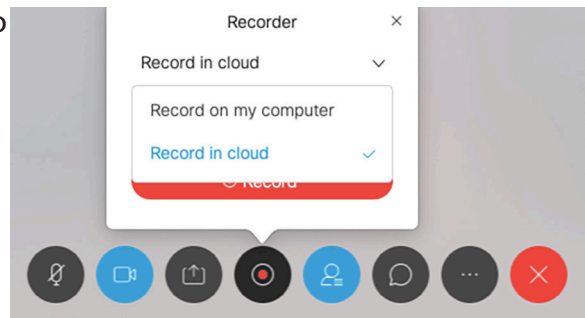
As the host of a meeting from your Purdue Webex Meetings account, you can record meetings in the Purdue Kaltura MediaSpace via the cloud option found within WebEx. Please be aware of applicable state and federal laws when you are utilizing WebEx.

Your WebEx cloud recordings will include the participant audio, video, and anything that’s shared during the meeting. These recordings are automatically saved to your Purdue MediaSpace which can be accessed via: <https://mediaspace.itap.purdue.edu/>

Step 1: Start your WebEx Meeting

Once you have started your meeting it is important to set the record option to record to the cloud.

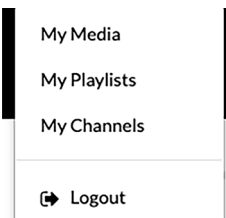
- a. Click on the red record button and verify that record to cloud is selected.
- b. Click the record button to start recording your meeting.
- c. Webex Meetings are moved automatically to Kaltura.



Please note that it may take up to 24 hours to transfer your meeting recording.

Step 2: Share your Meeting file via a link

Login to MediaSpace via <https://mediaspace.itap.purdue.edu/>



- a. Click on the word Guest and click on the word Login
- b. Login with your Career Account login and password
- c. The word Guest has disappeared and you should now click on your name in the upper right corner and choose MyMedia.

Step 3: Access MyMedia

Click on the MyMedia option and it will show you a new page with all of your recordings from WebEx and Kaltura.

Share media file with others via direct link

- a. Click on the title of the video you want to share
- b. Click the actions menu and choose Publish
- c. There are three options that will appear
 - (1) Private: you, and only you, will be able to view the recording. Recordings are “Private” by default.
 - (2) Unlisted: the recording will be available to anyone who has its URL address, but won’t be listed on the public Mediaspace page.
 - (3) Published: the recording will be published in a “Channel.” Channel viewing can be restricted to a defined list of individuals.

You can publish the media to multiple categories and channels.

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

Share media file with others via direct link continued..

This informational paper assumes you will choose "Unlisted" in order to share your recording, without requiring those you share it with to log in.

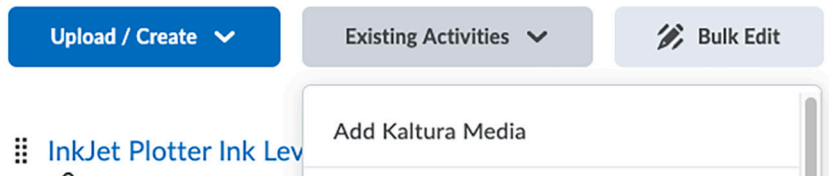
d. Select Unlisted and then click save

e. Below the video there is a share button, click on this and copy the link that appears. You can then distribute this link to anyone via email or on a website.



How to share within Brightspace

1. Login to brightspace via <https://purdue.brightspace.com/>
2. Go under the course content menu and choose the module you want to add the WebEx recording to.
3. Check the box to the left of the WebEx meeting you are wanting to post to your class.
4. Click on Existing Activities menu and choose add Kaltura Media



5. A window will appear showing all your Kaltura Media files.
6. Find your WebEx file and then click on the embed button.



Once processed your file will then show up under the module and your students will be able to view the recording.

Additional Resources:

iTaP WebEx Information: <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/webex.aspx>
 iTap Brightspace Information: <https://www.purdue.edu/learning-management/>

Need Additional Assistance?

Please contact CLA IT at ithelp@purdue.edu or via phone at (765)496-6333.
 Additional assistance is available at <https://www.cla.purdue.edu/facultyStaff/it/>
 CLA IT is available Monday-Friday from 7:30am until 5pm.