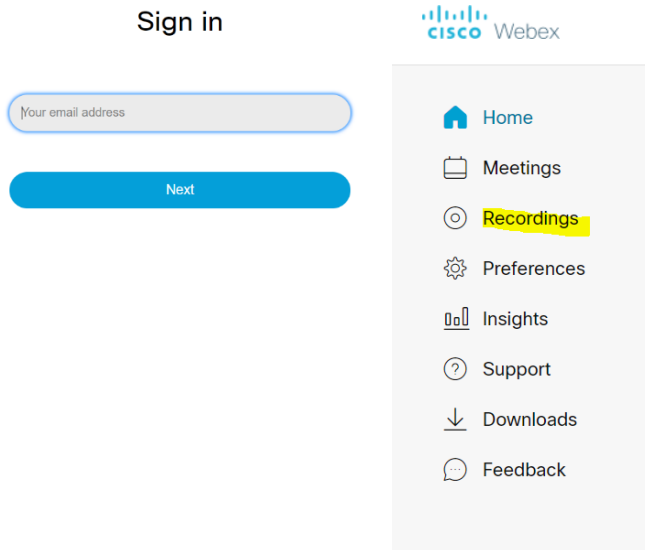


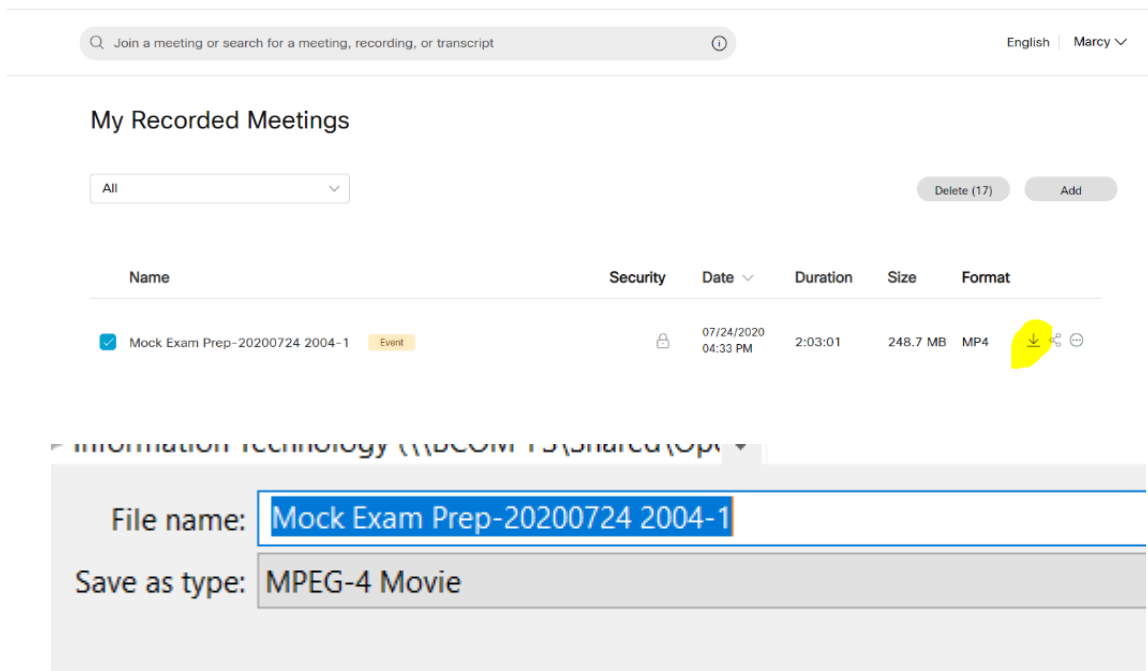


Archiving WEBEX recordings

1. Sign into <http://webex.com> and choose Recordings from the left side menu.

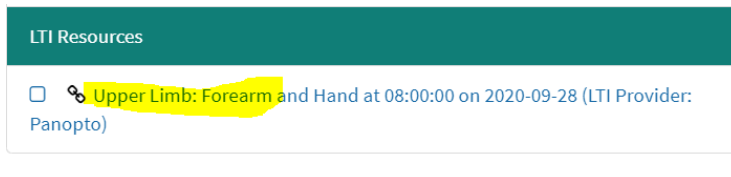
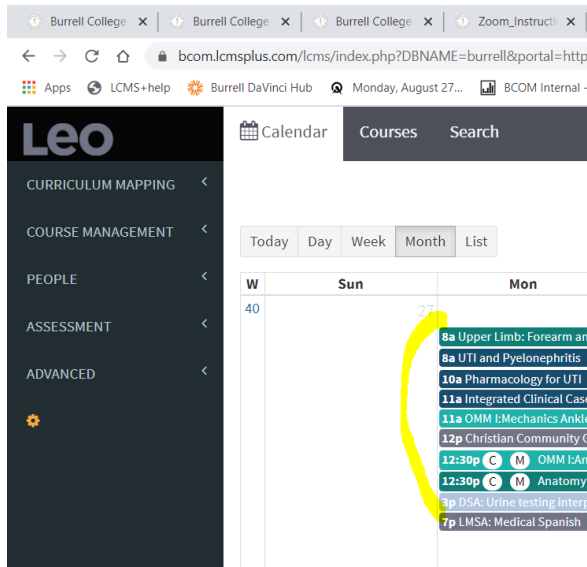


2. Download any video you want to archive by clicking on the down arrow. This will save the mp4 file onto your computer. Make sure to note where file is saved. Depending on the file size, this may take several minutes to download.

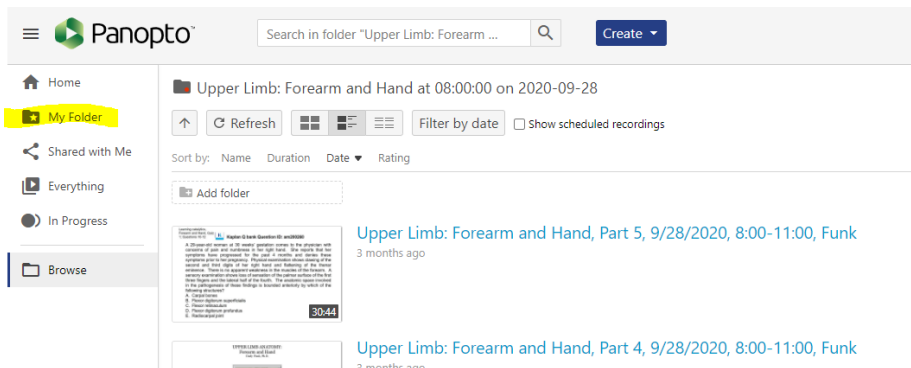


Once you have successfully downloaded the recording file you must upload it from your computer into Panopto.

3. Enter into your Panopto account by going through ANY lti link in a Leo event



4. Once in Panopto (regardless of the folder that you access) navigate to My Folder



5. From the My Folder folder Click on Create, Upload Media

The screenshot shows the Panopto web interface. At the top, there is a search bar for the current folder, "My Folder". A yellow highlight is placed over the "Create" button in the top right corner. A dropdown menu is open, listing several options: "Record a new session", "Panopto Capture", "Upload media", "Webcast", "Scheduled recording", and "Build a session". The "Upload media" option is highlighted with a yellow circle. Below the menu, the interface shows a list of folders and a video player. The video player shows a video titled "GI Course Adjustment-202008" with a progress bar at 22%.

6. Navigate to the recording file on your computer and upload to Panopto

The screenshot shows the "Add files to My Folder" dialog box. At the top, there is a "Stop" button and a close button (X). Below the title bar, there is a large dashed box containing a video player icon and the text "Drag video or audio files here (or click to find on your computer)". Below the dashed box, there is a file upload progress bar. The progress bar shows a file named "Mock Exam Prep-20200724 2004-1" with a progress of 4.2 of 248.7 MB and a duration of 10:37.