

Self-help Guide for MOODLE Users

Recording in Webex Meetings

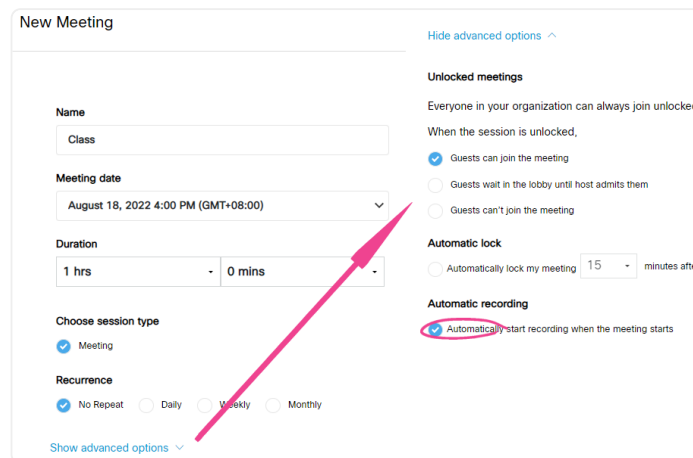
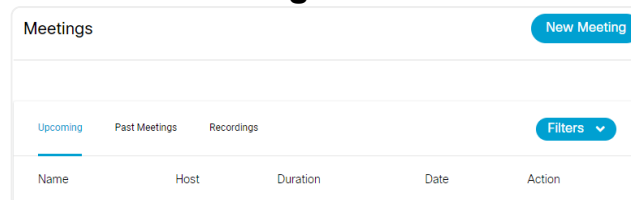
Please note that auto-recording meetings is available in Webex plugin on Moodle.

You can EITHER enable **"Automatic recording"** OR **Record manually** in meetings.

Automatic recording when scheduling

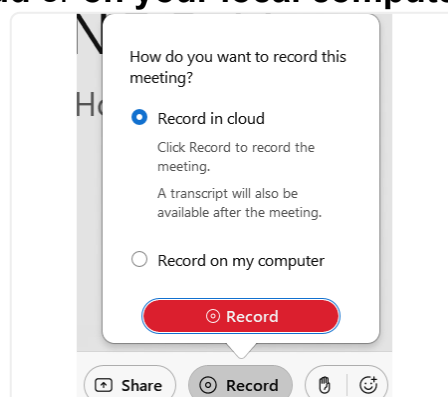
Go to Webex plugin on Moodle.

"New Meeting" -- "Show Advanced Options" -- Check "Automatically start recording when the meeting starts"

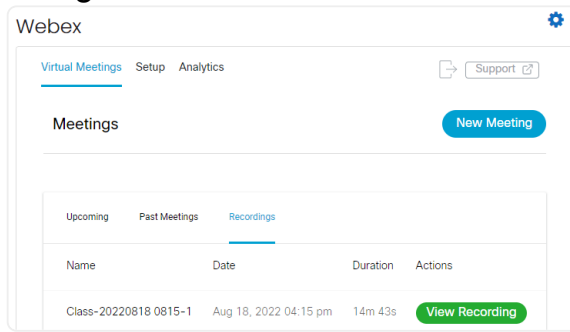


Record manually in meetings

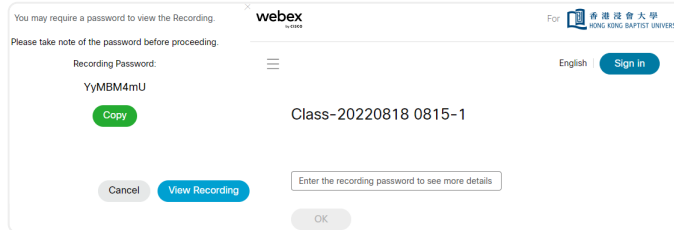
In your Webex class/meeting, start the recording manually by pressing the **"Record"** button, and select the location you would like to save the recording, e.g. **in cloud** or **on your local computer**.




- 1 To manage your recordings, please go to Webex plugin on Moodle and click “Recordings”

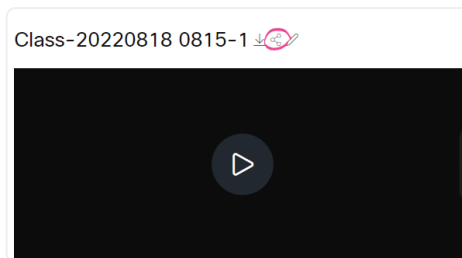


- 2 For managing your recording, please click **View Recording**



Click “Copy” then “View Recording”
Click “Sign In” and input your SSOid

- 3 Click  to enter the setting of “Share Recording”



You can disable sharing to the public by turning off “Public Link”.

