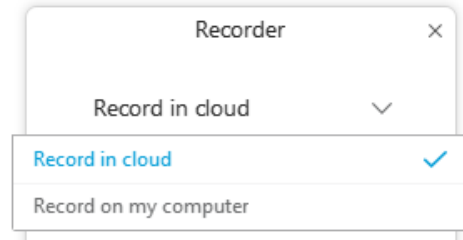# ADDING A WEBEX RECORDING TO WTCLASS

After recording a WebEx session, we ask that you upload your recording to Ensemble to place into WTClass for student access. Please DO NOT leave the recording saved in WebEx.

When choosing to record, you have two options:

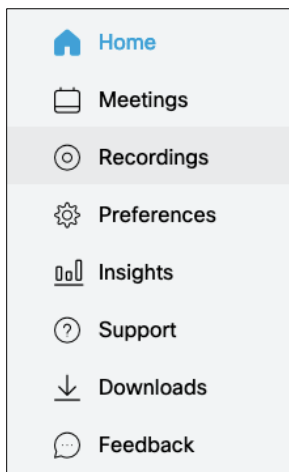- Record on your computer
- Record in the cloud

IF YOU RECORDED ON YOUR COMPUTER:

1. Click the link to skip to the directions for [Adding a Video into WTClass](#).

IF YOU RECORDED IN THE CLOUD:

1. Access the WebEx website at https://wtamu.webex.com
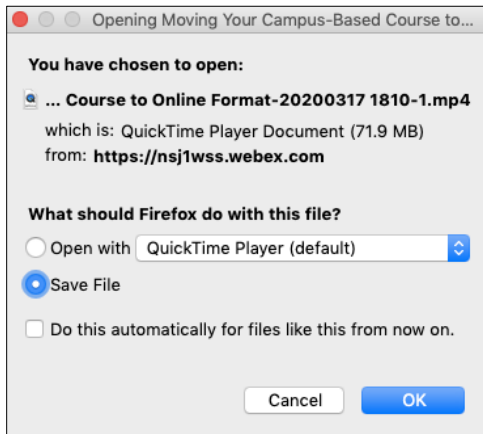
2. Click the "**Sign In**" button in the upper right corner of the page.

3. If requested, login using your Single Sign On credentials.

4. On the left menu area, select "**Recordings**".

5. Locate your WebEx recording. Select the Download button to save the file to your computer.

6. Select the option to Save the file, and click OK.


7. After the file finishes downloading, proceed to the next section.

If your file downloads in a format other than MP4, please visit https://www.webex.com/video-recording.html for the WebEx player to convert the file to MP4.

We ask that you delete your WebEx recording from WebEx, please wait until you have successfully uploaded to Ensemble before deleting. **Directions for how to delete a WebEx Recording** can be found at the end of this document.

Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video**.
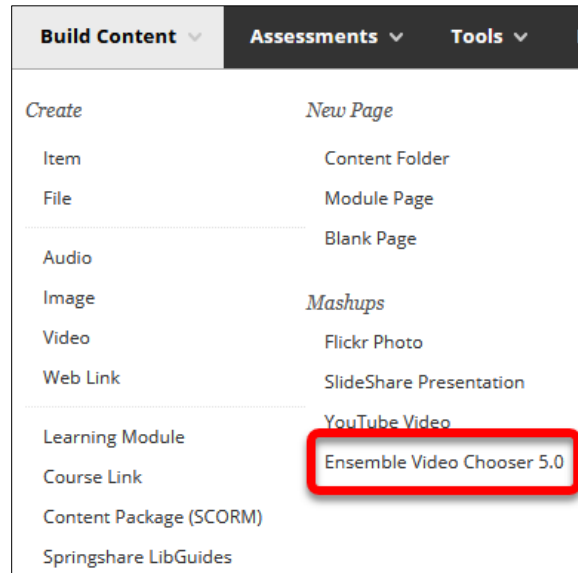
The **Choose Media** Tab provides access to all areas of Ensemble Video that you will need. You can:

- **Insert** – Insert the media into the WTClass editor.
- **Preview** – Preview the media item.
- **Search** – Search the Ensemble Video Media Library content.
- **Upload** – Upload Video to Ensemble Video so it is available in WTClass.
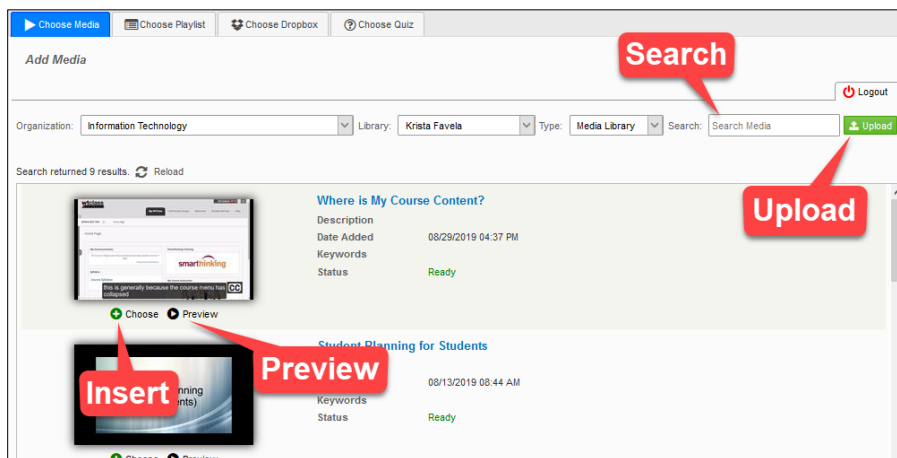
To upload a video to Ensemble through WTClass:

1. Click the **Upload** button.

2. Enter a **Title**.
   Please include information referencing the date at which this video is intended to be removed from the server for easy locating at the end of each semester
   Examples:
   "HIST 1301 Introduction – Delete January 2018" or
   "HIST 1301 Introduction – Delete 01012018"
   "HIST 1301 Introduction – 2017FA Use"

3. Click **Add file** or Drag your video file on your computer.

 | Click on the **Add file** button and locate your video file on your computer. | Drag your video file into the "Drag file here" area |
   |---|---|
   | | |
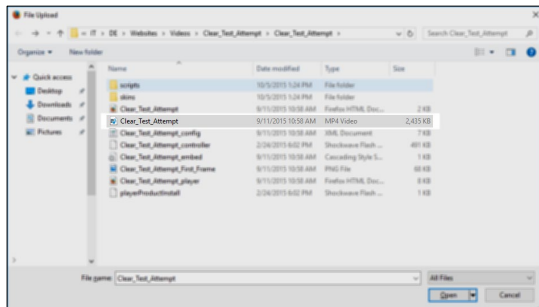
4. Click on the **Start Upload** button.

After uploading your video, locate the video within the Choose Media list. Click on the **Plus** button (Insert).
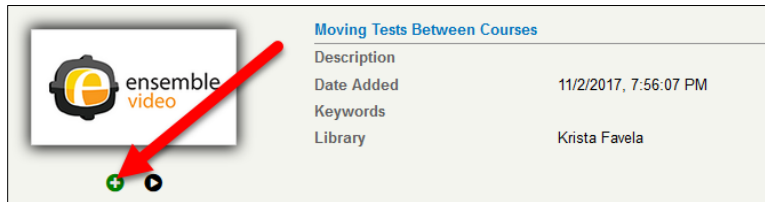

Select the desired option for how the video will display to students:

- **Video Link** – students click on a link and the video will open full-screen in a new window. Setting up this option allows for the video to track who watches this video, how long they watch it, and if they watch it more than once. (***Recommended***)
- **Video Player** – students see the video embedded in WTClass. Setting up this option does NOT allow for the video to track individual student access. It will only track number of views and average watch length.
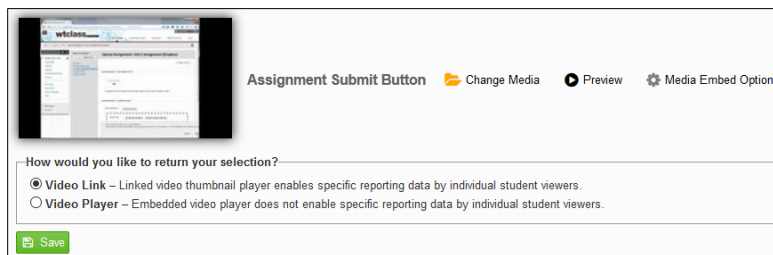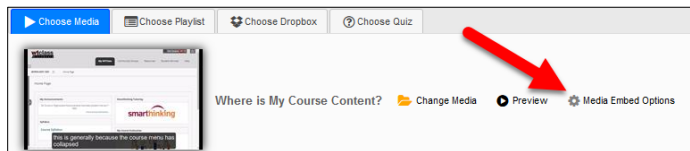

If using Video Link:
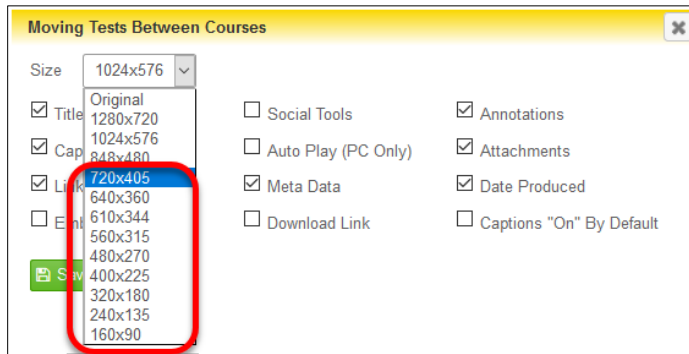
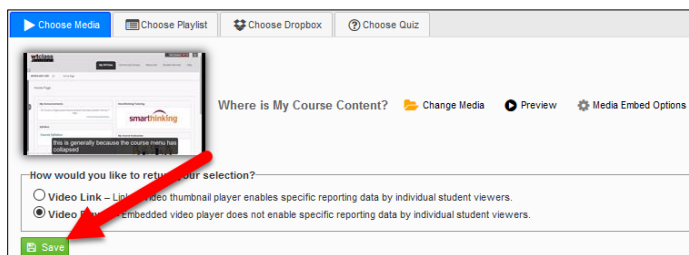Click on the Save button.
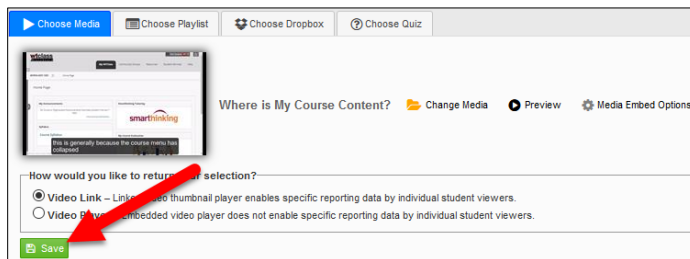
If use Video Player:

Click on the **Media Embed Options** button.

In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.


Click **Save** to insert the video.

The video has been inserted into the WTClass content item, you and your students can now view the video.

REMOVE/DELETE YOUR WEBEX RECORDINGS

After you have downloaded your WebEx recording and uploaded it into Ensemble, please delete the recording from your Recorded Meetings in WebEx to help conserve space in WebEx. To delete a WebEx Recording:

1. Access the WebEx website at https://wtamu.webex.com

2. Click the "**Sign In**" button in the upper right corner of the page.

3. If requested, login using your Single Sign On credentials.

4. On the left menu area, select "**Recordings**".
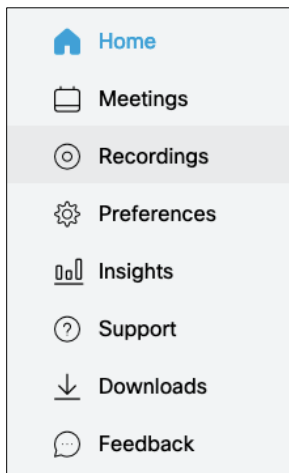
5. Locate your WebEx recording. Move your mouse over the three dots (more options), and select the Delete option to remove the recording from WebEx.
    Please note: Once a recording has been deleted, it cannot be recovered.