

## RowanSOM Research Day 2021 Recording, Uploading, and Sharing Your Presentation

### Overview


Steps	Standards
<ul style="list-style-type: none"><li>● Record in Webex</li><li>● Download</li><li>● Upload to YouTube</li><li>● Share Link</li></ul>	<ul style="list-style-type: none"><li>● Use the Poster/Presentation Template</li><li>● The recording should be &lt;X minutes</li></ul>


### Steps

#### Record using Webex




- **Sign-in** to Webex at <https://rowan.webex.com>
- Click **Start A Meeting**
- Your Personal Meeting Room will open
  - Select your Microphone and **Unmute**
  - (*Optional*) Select your Webcam and **Start Video**
- Click **Start Meeting**
- Open your Presentation (PowerPoint, Google Slides)
  - Change to Slideshow or Presenter view
- In Webex
  - Click **Share**
    - Share your Screen or Application (PowerPoint)
  - On the Share toolbar click **Recorder**
    - On the Dropdown menu, Select **Record in Cloud**
    - **Click Record**
- Present your content, moving from Slide to Slide as needed
- When finished presenting
  - On the Share toolbar click **Recorder**
  - Click **Stop**, then **Stop Recording**
  - End the Webex Meeting by clicking on the **red X icon** and then on **End Meeting**
- The recording will process in Webex and should be available quickly

#### Download Recording

- **Sign-in** to Webex at <https://rowan.webex.com>
- Click on **Recordings** on the Navigation bar
  - Locate the recording in the list that appears
  - Click on **Edit** 
    - Change title to **RowanSOM Research Day 2021**

- Click **Save**
- Click on **Download** 
- Save file to Desktop or other easy to locate area on your computer

## Upload to YouTube

- Go to <https://drive.google.com>
  - **Sign-In** with your **Personal account**
    - Click on the **Google Apps icon** 
- Select **YouTube** from the list of Apps 
  - Click on **Create** 
  - Select **Upload Video**
  - Drag and Drop the video you downloaded from Webex
  - Add a title for the Video **RowanSOM Research Day 2021**
  - (*Optional*) Add a description with more information about your work
  - Scroll down and check **No, it's not made for kids**
  - Click **Next**
  - Click **Next** again when you get to the Video elements screen
  - Click **Unlisted** on the Visibility screen
  - Click **Save**
  - Copy Link for Video

## Share Link

- Please submit this URL to the Speaker/Presenter Registration form while registering.
- Alternatively, send the link for the video to [somresearch@rowan.edu](mailto:somresearch@rowan.edu).