

Research Day 2024 Recording, Uploading, and Sharing Your Presentation

Overview

Steps	Standards
<ul style="list-style-type: none"> ● Record in Webex ● Download ● Upload to YouTube ● Share Link 	<ul style="list-style-type: none"> ● Use the Poster/Presentation Template ● The recording should be 10-15 minutes

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 **Rowan-Virtua Research Day 2024**

- 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 **Rowan-Virtua Research Day 2024**
 - (*Optional*) Add a description with more information about your work
 - Scroll down and check
 - 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 Video section on the Rowan Digital Works registration form.
- Alternatively, send the link for the video to somresearch@rowan.edu.