

Capturing or Streaming Your Class with WebEx

You can capture and stream your class using WebEx and run your class as normal, with the option for students to join the class live via WebEx, or to view the recording afterwards.

If you haven't used WebEx before [click here to get started](#). As faculty, you will have access to a "host account", however you will need to enable it first. To do so:

- Go to <https://capilanou.webex.com/>
- Verify your email address
- (Ignore browser pop-ups)
- You do not need to install anything
- Go to <https://capilanou.webex.com/> and login with your CapU username and password. You'll see a welcome message
- Click start meeting

Once you have enabled your host account, you will have access to your own "Personal Meeting Room" with a permanent URL i.e.: <https://capilanou.webex.com/meet/yourname>. Students can enter once you're in the room. You do not need to schedule this.

Before Class:

1. Go to the **IT Services Desk and book a WebEx Pop-up station** for your class. This is an external USB camera and microphone to plug in to your laptop or the podium computer in the room.
2. **Send the URL to your personal meeting room** (<https://capilanou.webex.com/meet/yourname>) **to students and post it** as an announcement, or as an Activity – URL on your eLearn site.

Set-up in class:

1. **Plug the USB camera** into the podium computer or your laptop
2. [Enter](#) your WebEx personal meeting room
3. Select **Call Using Computer**
4. **Pick the USB camera (Logitech HD Pro Webcam)** as your **audio and video** connection as you enter

Audio and Video Connection

Select Audio Connection

Select Video Connection

Call Using Computer

Speakers (USB Audio Device)

Microphone (3- HD Pro Web...)

More options

HD Pro Webcam C920

Preview only

Your video is not showing in the meeting yet.

Connect Audio and Video

5. Make sure the **camera is pointed at you.**



6. **Click record in the cloud**
7. **Share you whole screen** i.e. with a PowerPoint, and project your screen to the students in class as you usually would

After Class:

1. Go to <https://capilanou.webex.com/> and log in.
2. Click on My Recorded Meetings, and click on the Envelope icon to email a link to the recording to students. You can also get the hyperlink and post it on your eLearn course site.

The screenshot shows the Cisco Webex user interface. At the top, there is a navigation bar with tabs for Home, Webex Meetings, Webex Events, Webex Support, Webex Training, and My Webex. A left-hand menu contains various options, with 'My Recorded Meetings' circled in blue. Below the menu, a table displays recording information. The table has columns for Topic, Security, Size, Create Time, Duration, and Format. A blue arrow points from the 'My Recorded Meetings' menu item to the 'Email' icon in the table.

Topic	Security	Size*	Create Time	Duration	Format
Bettina Boyle's Personal Room-...		188.24MB	21/10/19 1:00 pm	53 minutes	MP4

3. Note, it may take a few hours for the recording to upload to the cloud.

Additional Options:

- Use WebEx or MS Teams to connect with individual students or teams