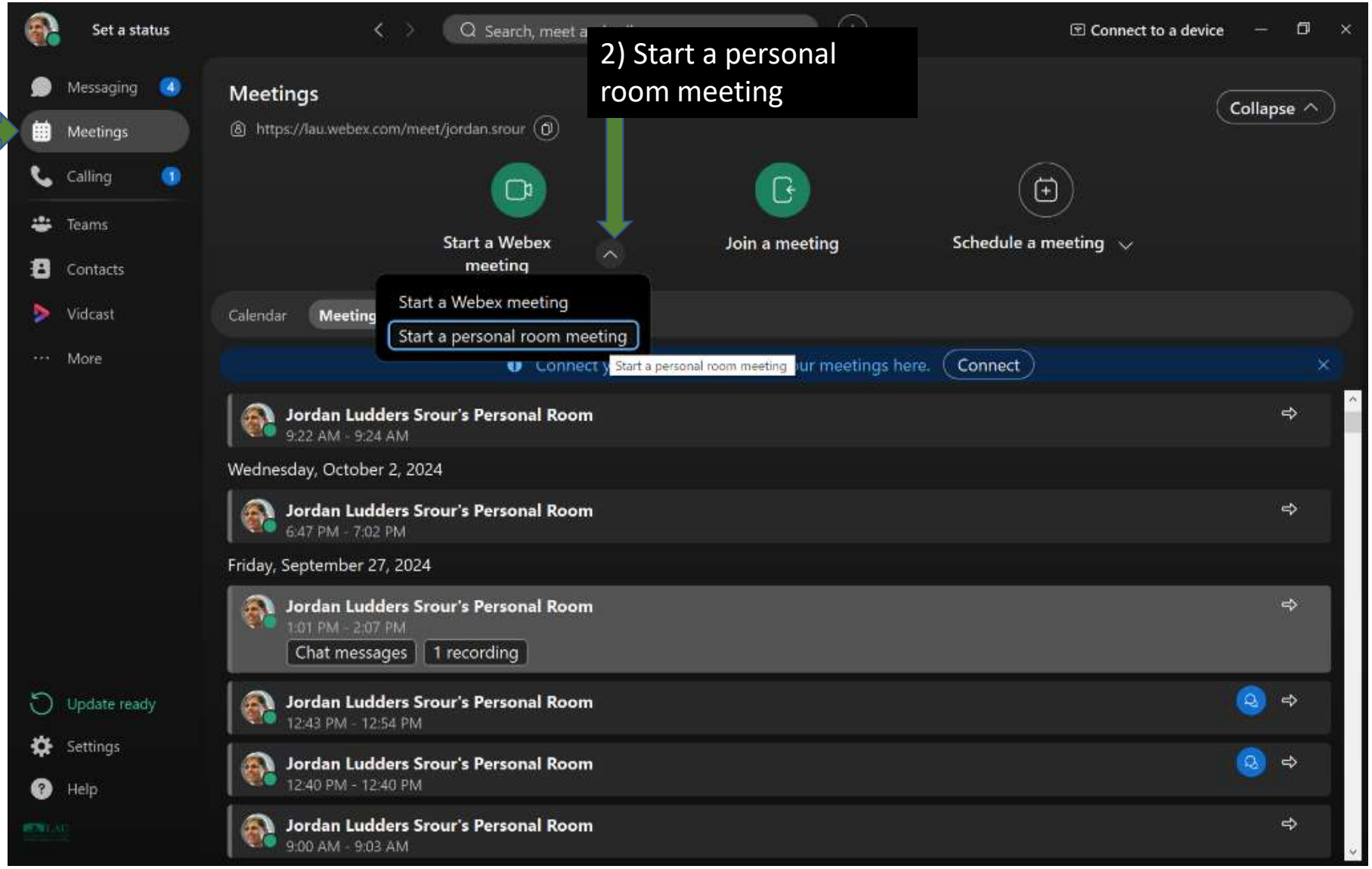
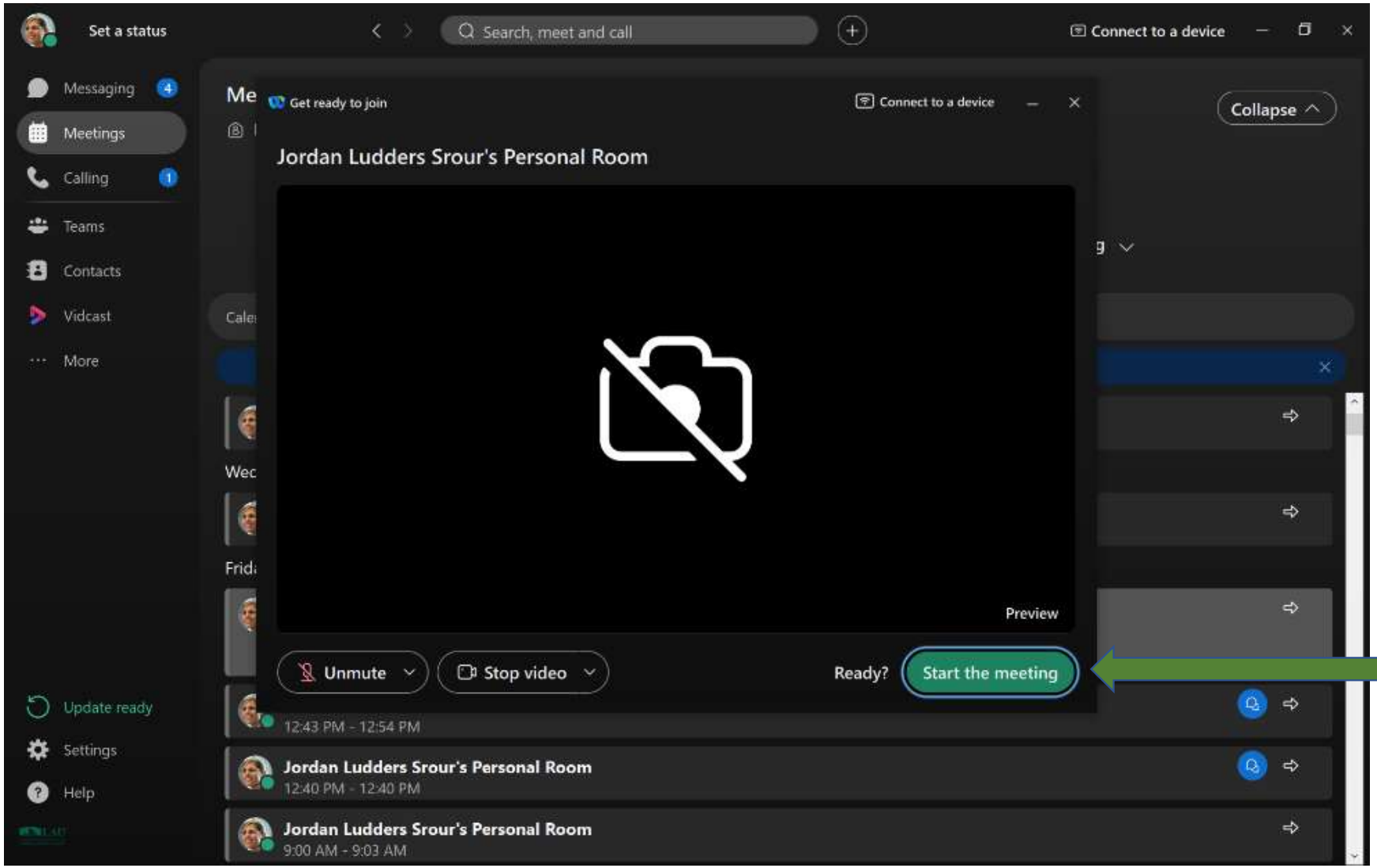
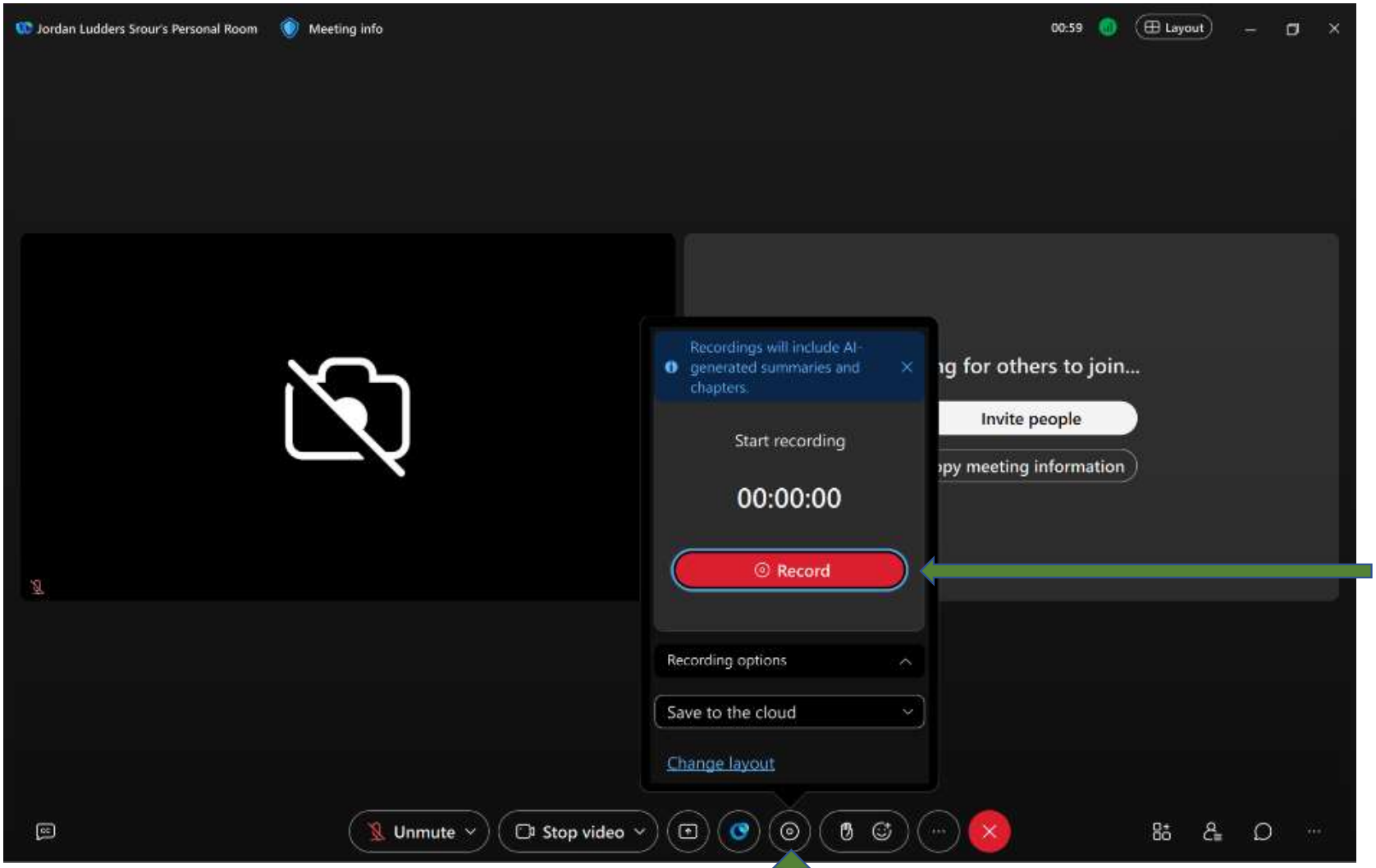
Record a Class Session

1) Go to the Meetings pane in Webex





Start the Meeting

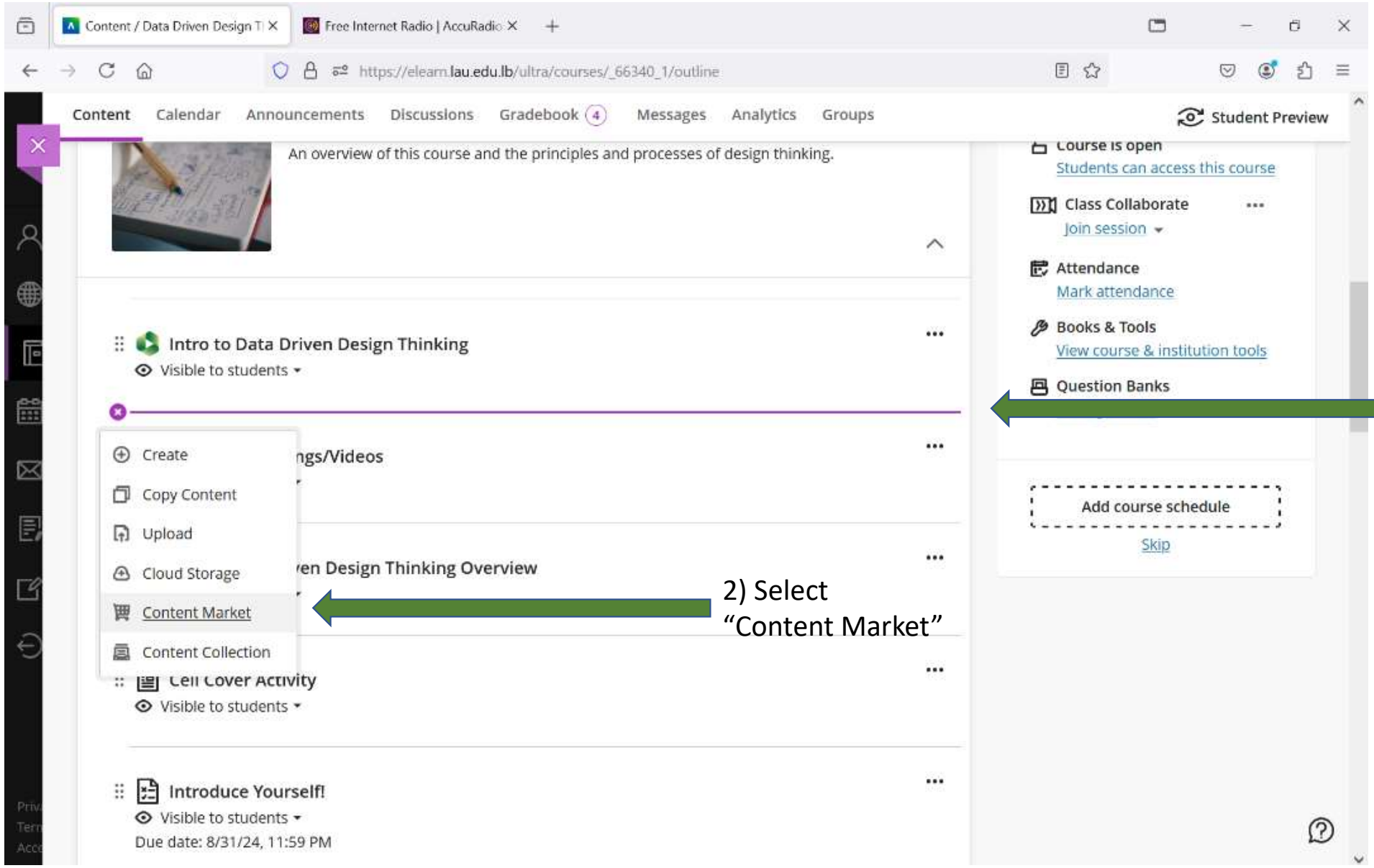


2) Click here to start recording

1) Click here to open the recording pane

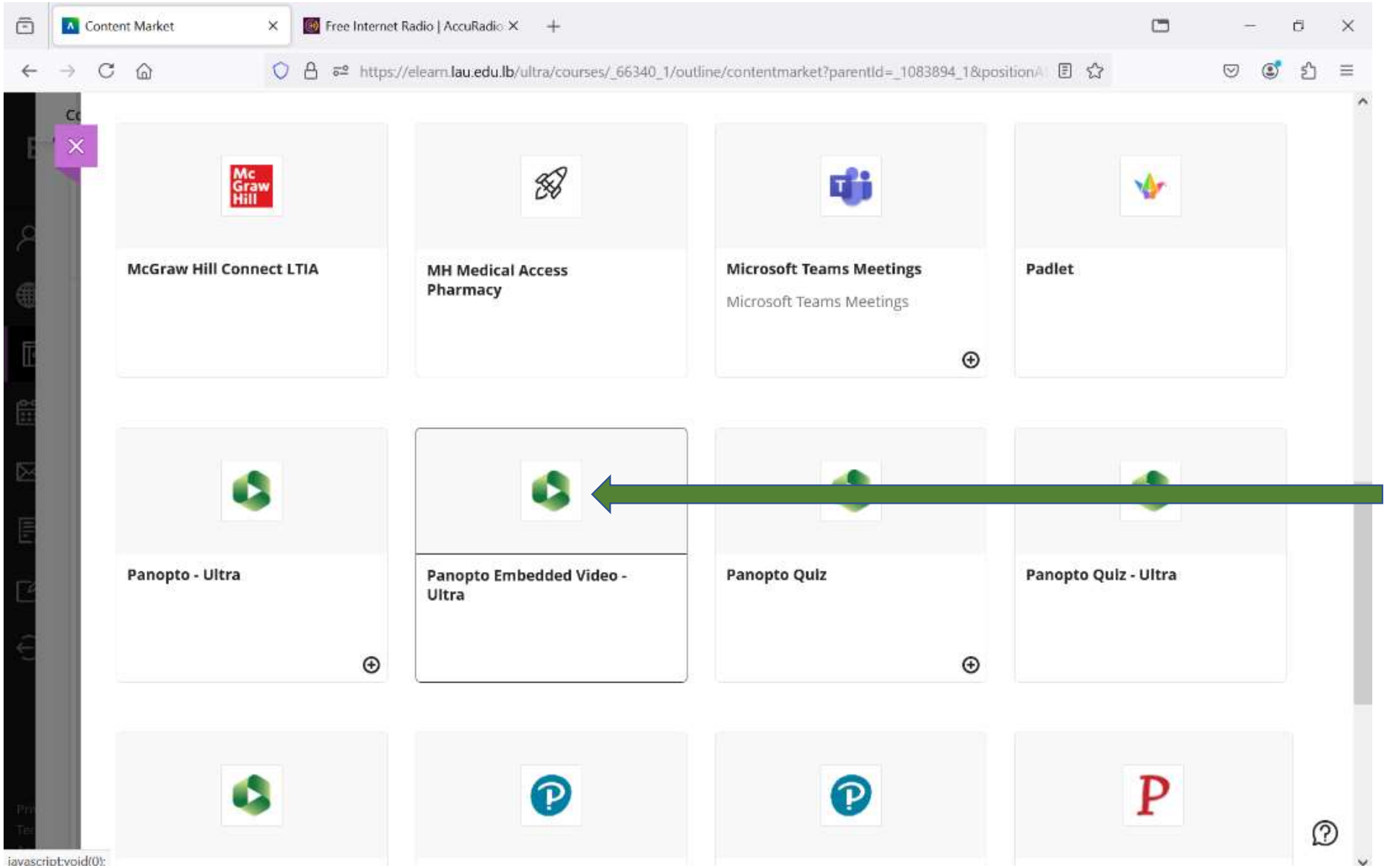
Embed a Session Video in Blackboard as a Panopto

(Note, all Webex meetings are automatically converted to Panopto recordings; all you need to do is find and embed it.)

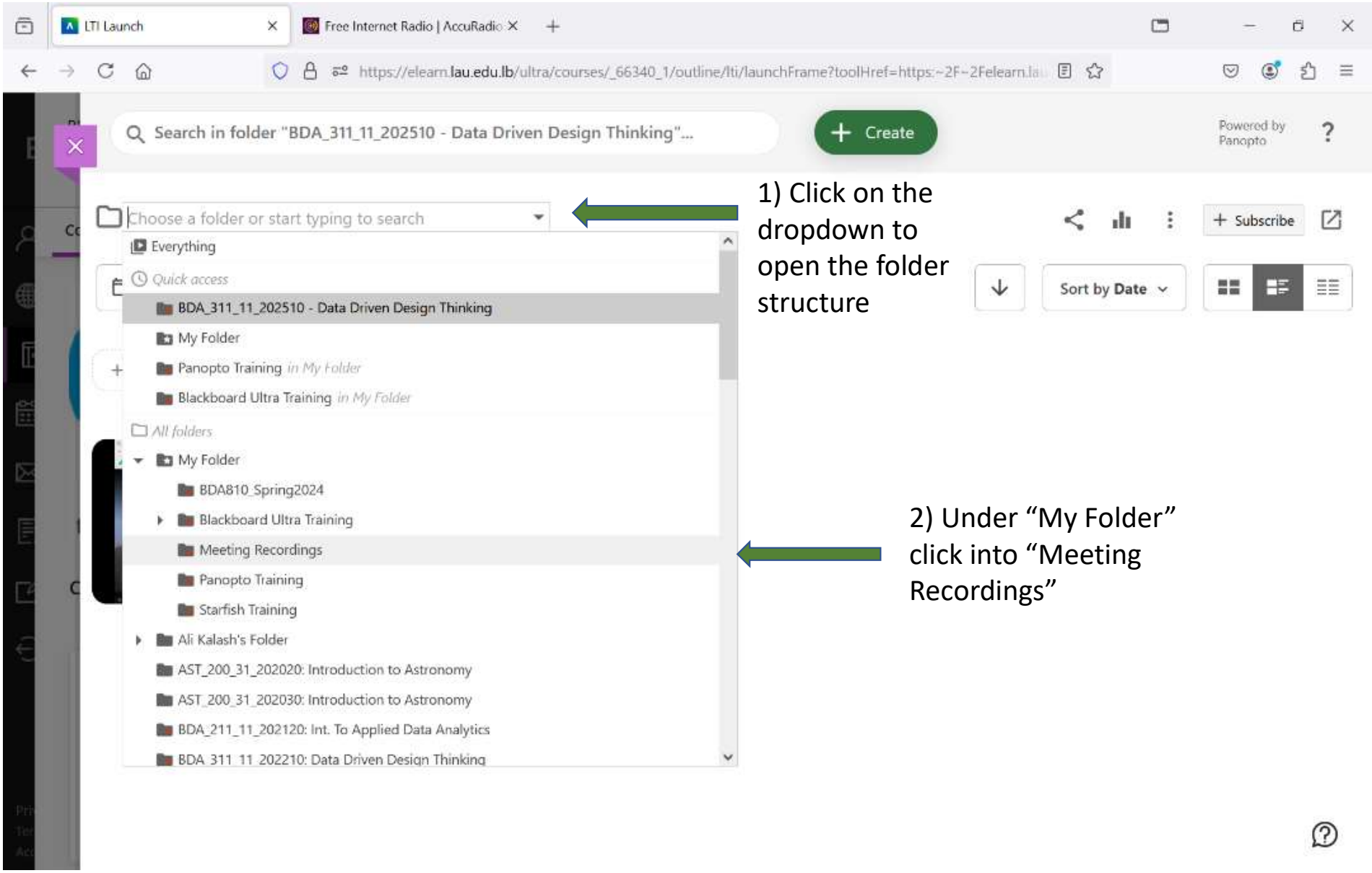


1) Go into your course page and click on a (+) where you would like the video to appear.

2) Select "Content Market"



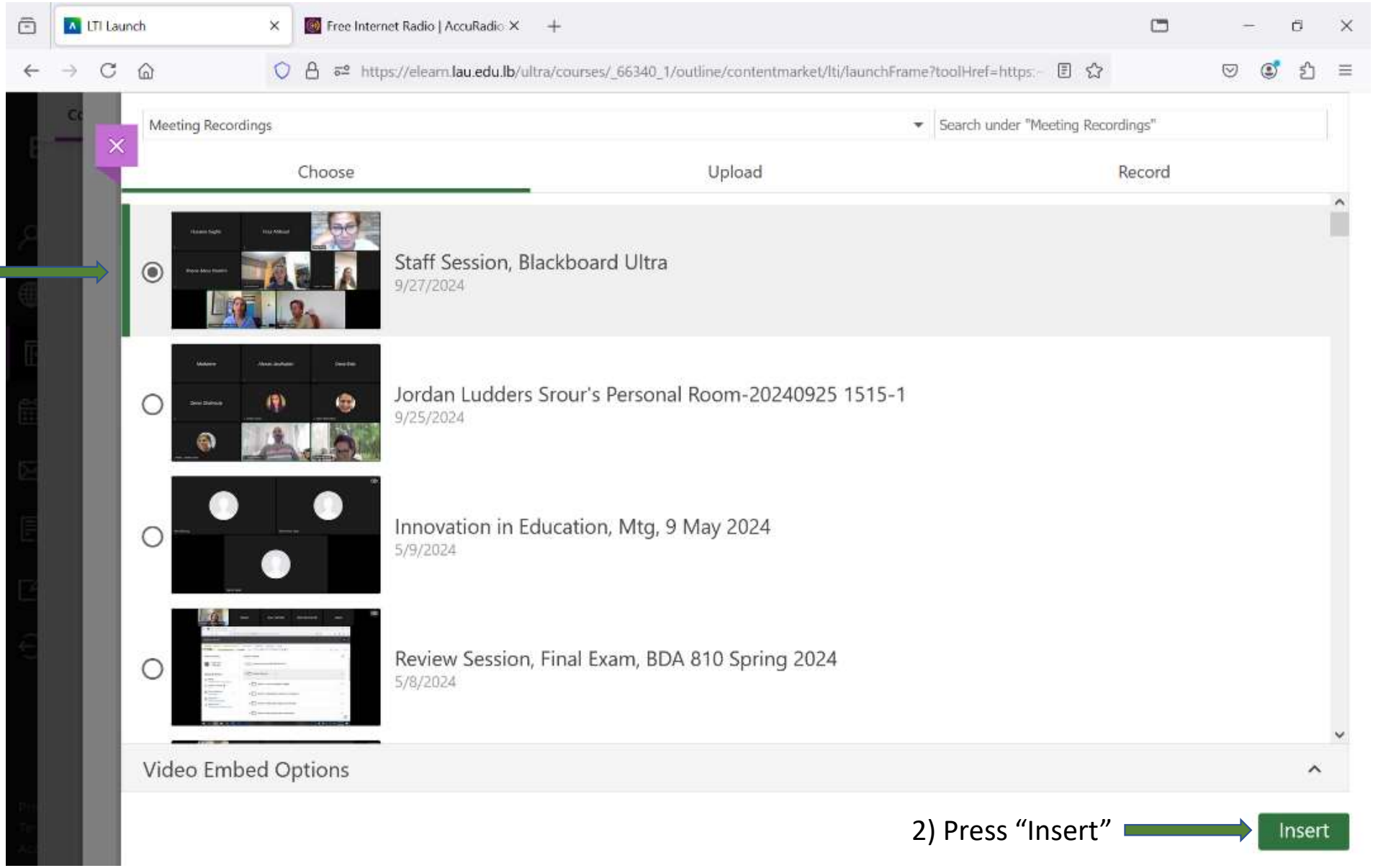
Scroll down and select “Panopto Embedded Video – Ultra”



1) Click on the dropdown to open the folder structure

2) Under “My Folder” click into “Meeting Recordings”

1) Select the desired meeting session

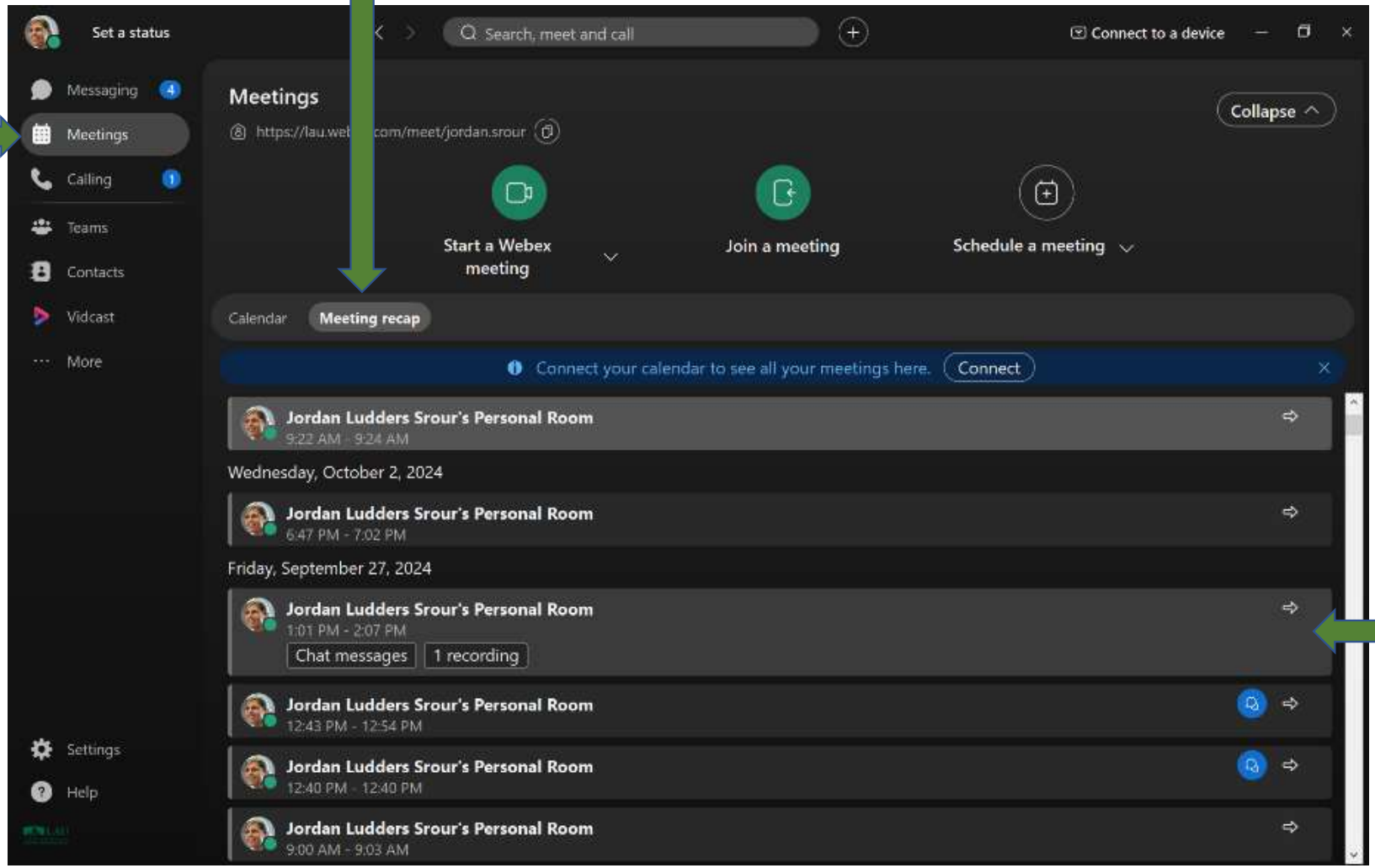


2) Press “Insert”

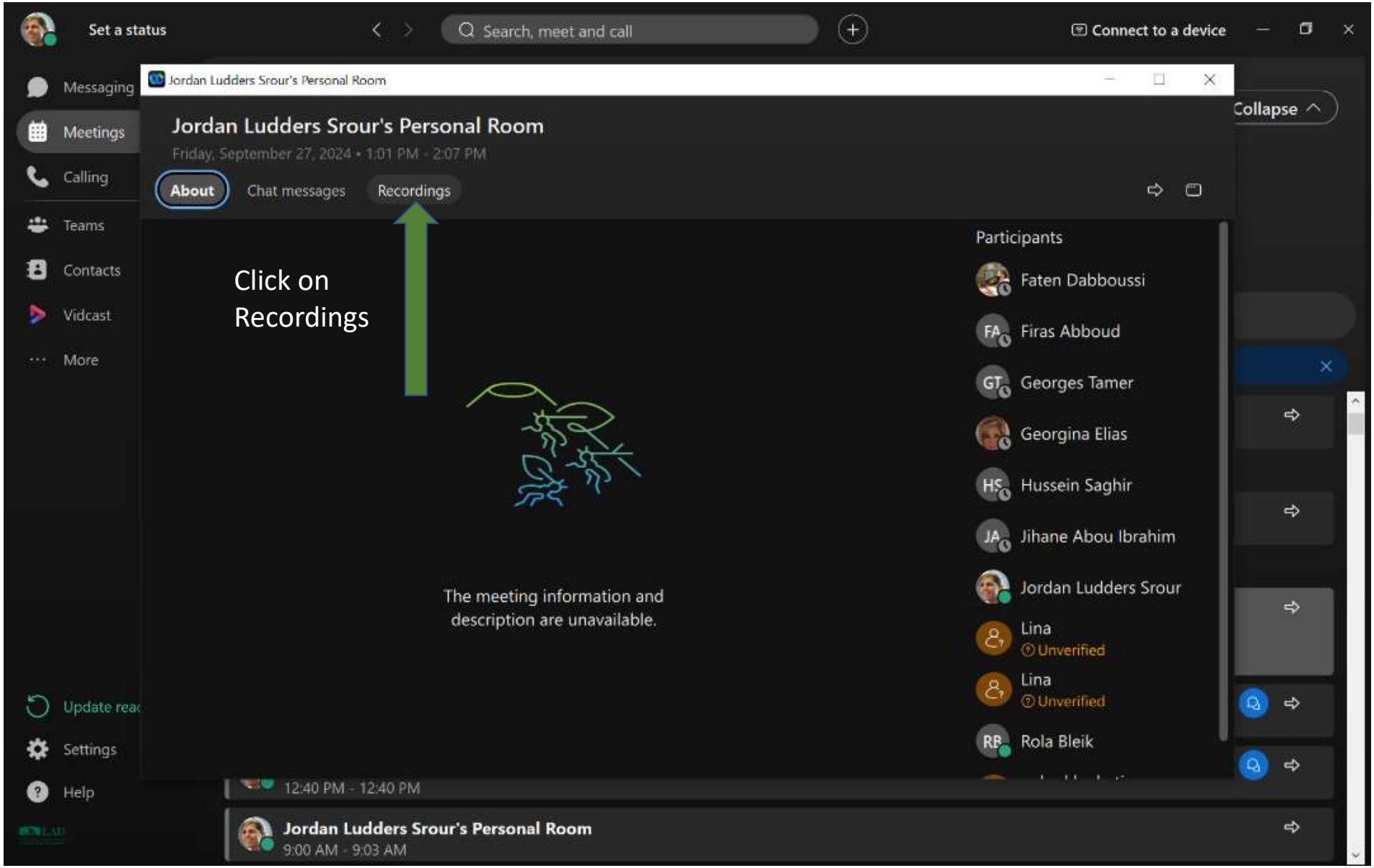
Access Webex AI Summaries and Upload them to Blackboard for Greater Accessibility

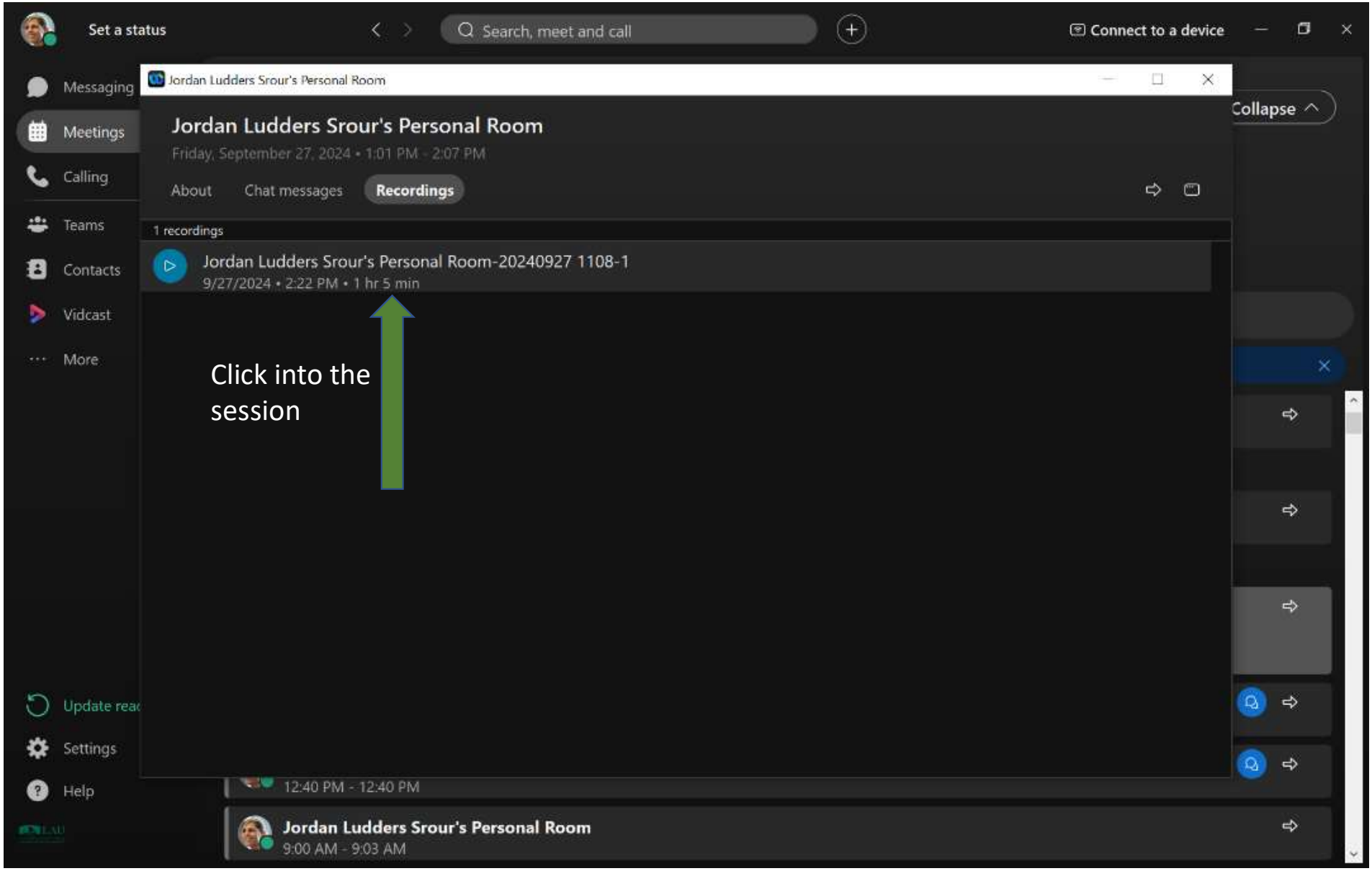
2) Click on Meeting Recap

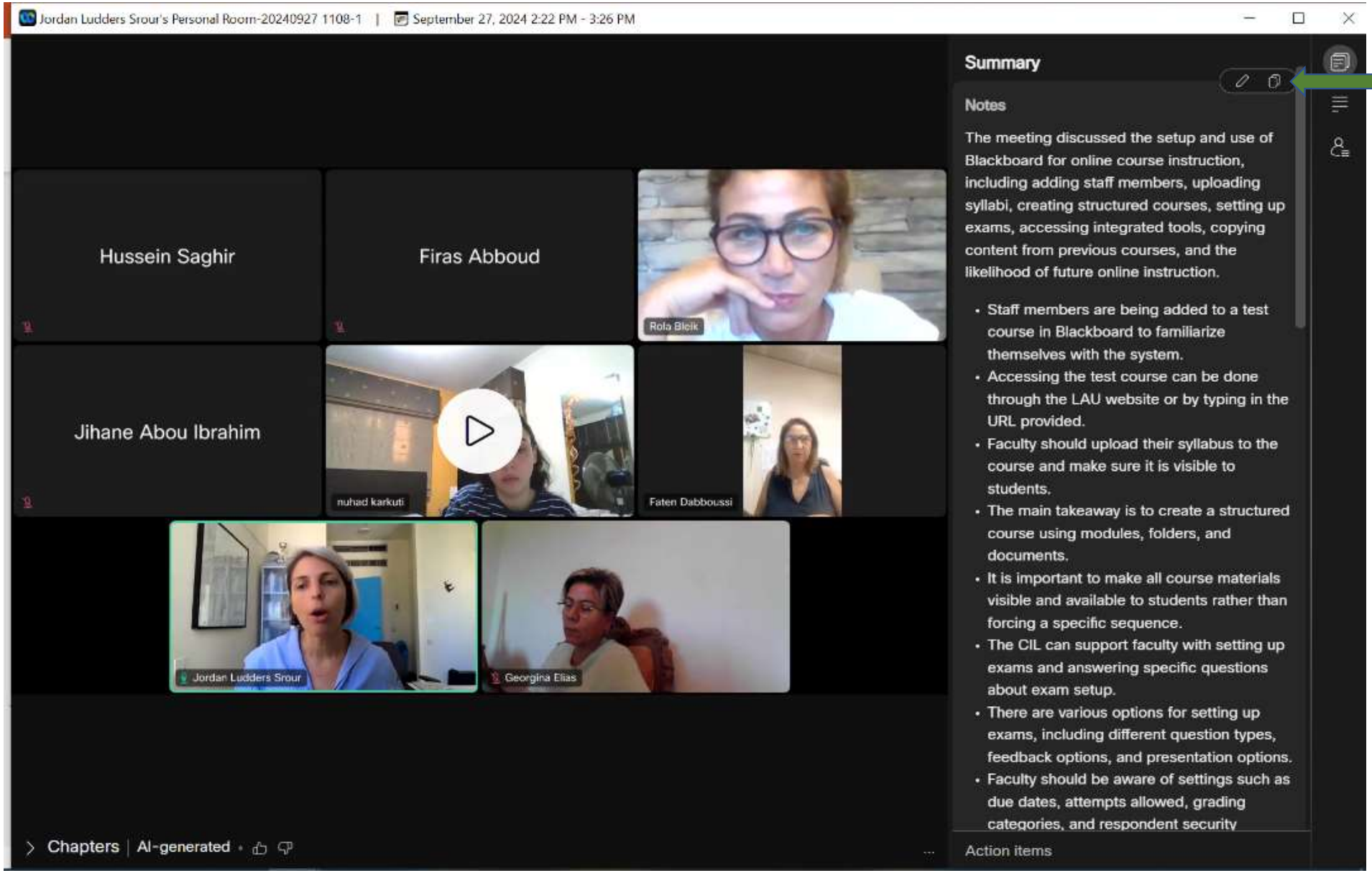
1) Go to the Meetings pane in Webex



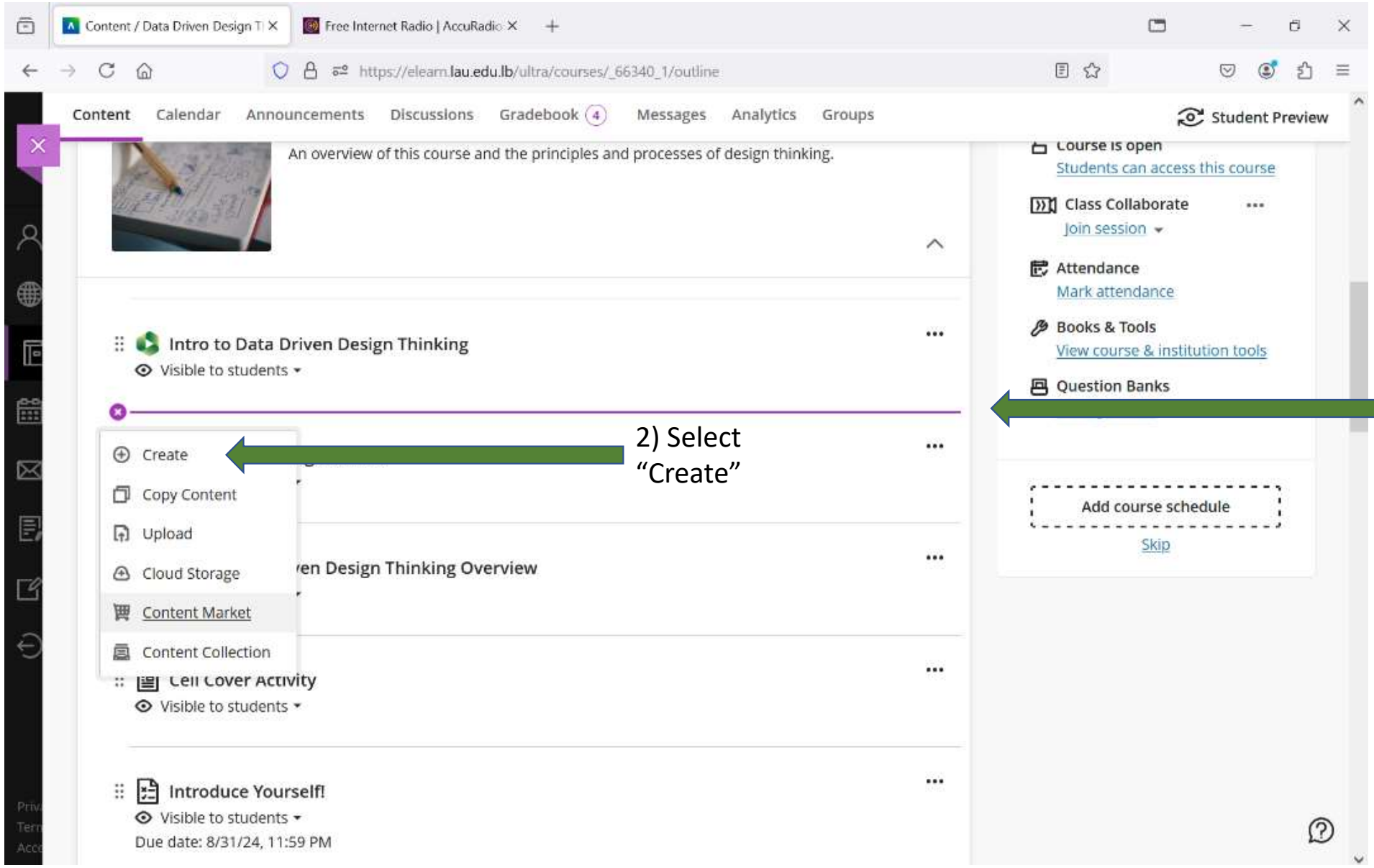
3) Find the desired session and click into it.


Set a status
Search, meet and call
Connect to a device
Messaging
Meetings
Calling
Teams
Contacts
Vidcast
More
Update rea
Settings
Help
Jordan Ludders Srour's Personal Room
Jordan Ludders Srour's Personal Room
Friday, September 27, 2024 • 1:01 PM - 2:07 PM
About
Chat messages
Recordings
Click on Recordings
The meeting information and description are unavailable.
Participants
Faten Dabboussi
Firas Abboud
Georges Tamer
Georgina Elias
Hussein Saghir
Jihane Abou Ibrahim
Jordan Ludders Srour
Lina
Unverified
Lina
Unverified
Rola Bleik
Collapse
12:40 PM - 12:40 PM
Jordan Ludders Srour's Personal Room
9:00 AM - 9:03 AM


Set a status
Search, meet and call
Connect to a device
Messaging
Meetings
Calling
Teams
Contacts
Vidcast
More
Update rea
Settings
Help
Jordan Ludders Srour's Personal Room
Jordan Ludders Srour's Personal Room
Friday, September 27, 2024 • 1:01 PM - 2:07 PM
About
Chat messages
Recordings
1 recordings
Jordan Ludders Srour's Personal Room-20240927 1108-1
9/27/2024 • 2:22 PM • 1 hr 5 min
Click into the session
Collapse
12:40 PM - 12:40 PM
Jordan Ludders Srour's Personal Room
9:00 AM - 9:03 AM

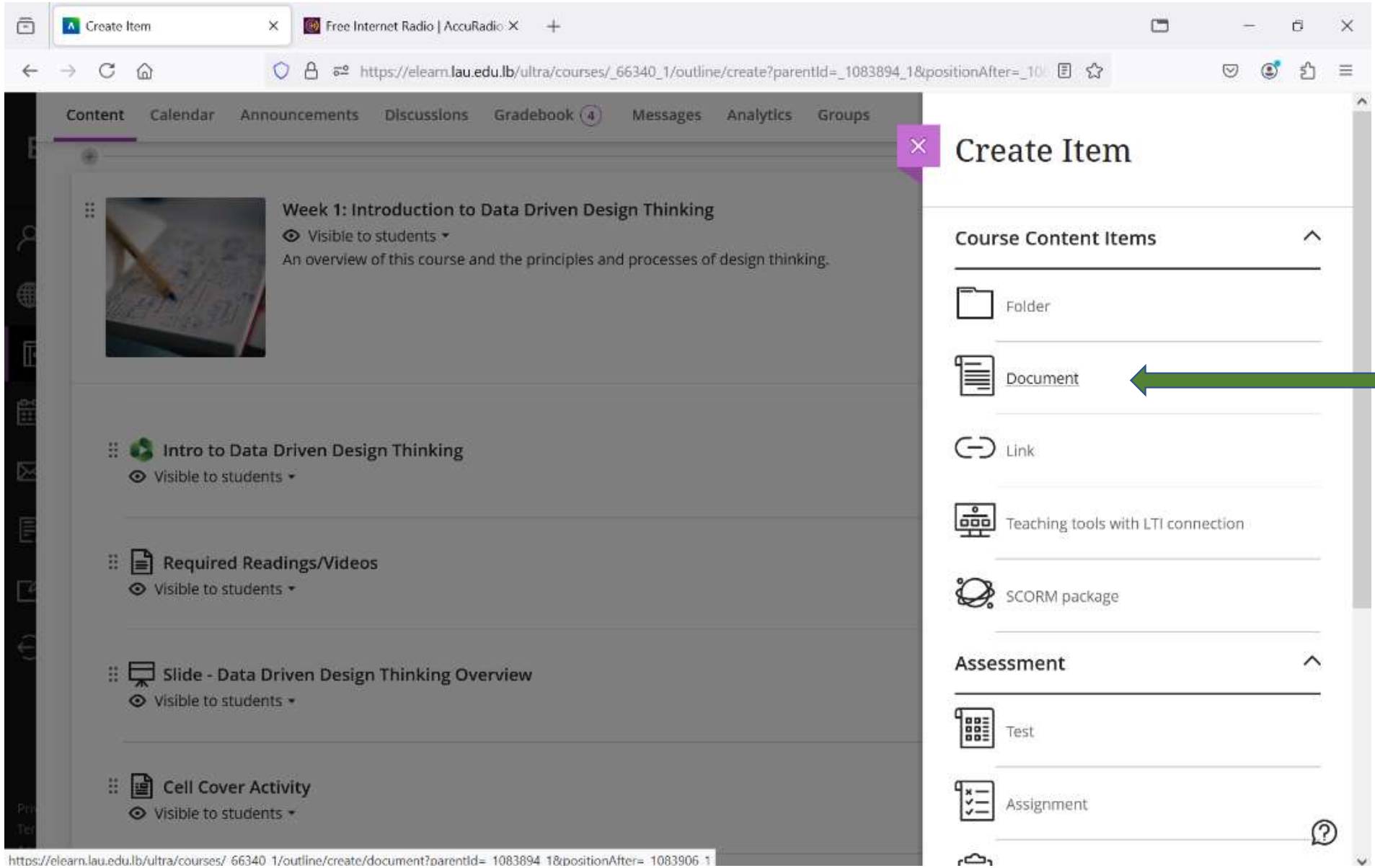


In the Summary, click the “copy” icon button

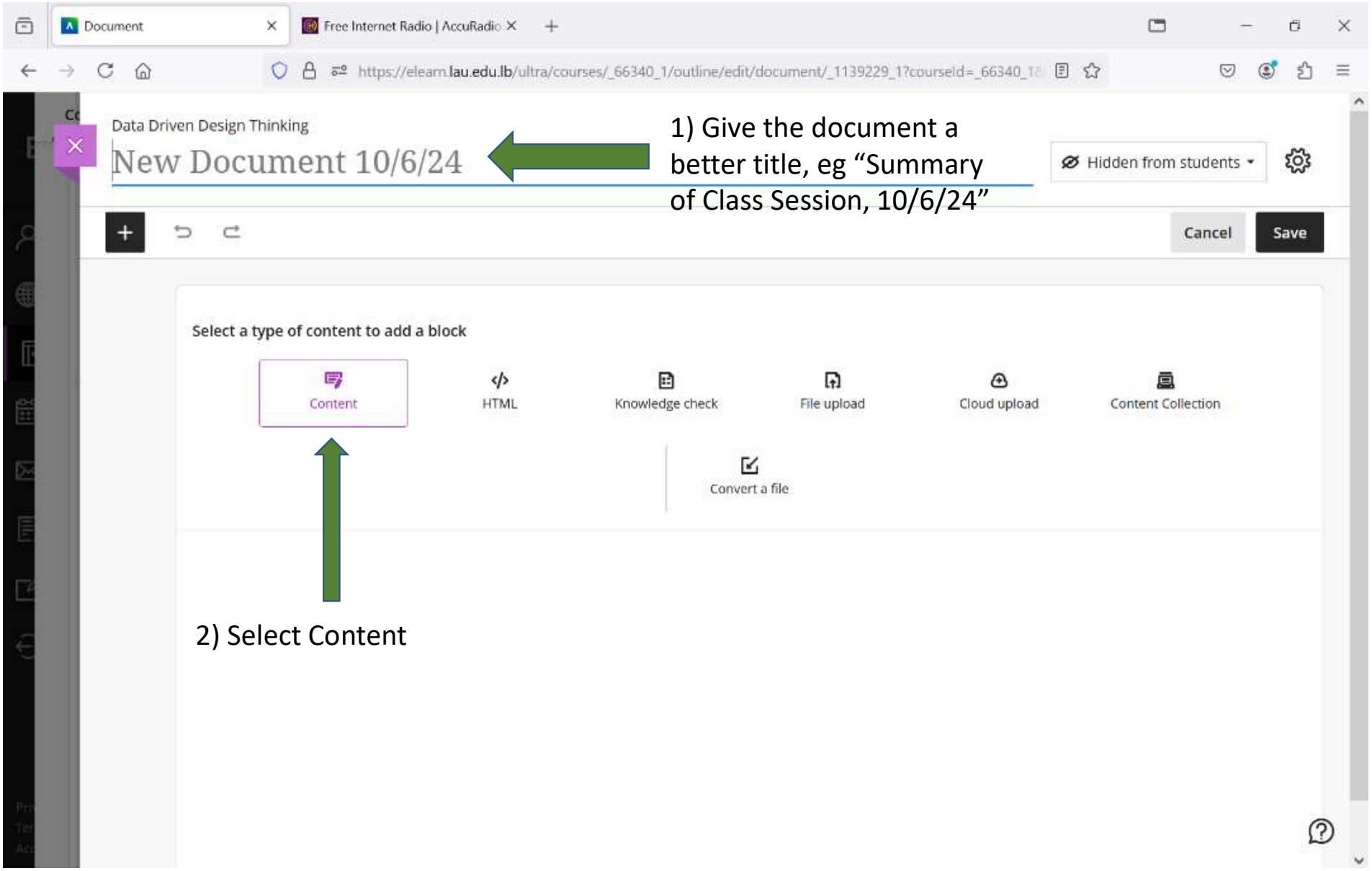


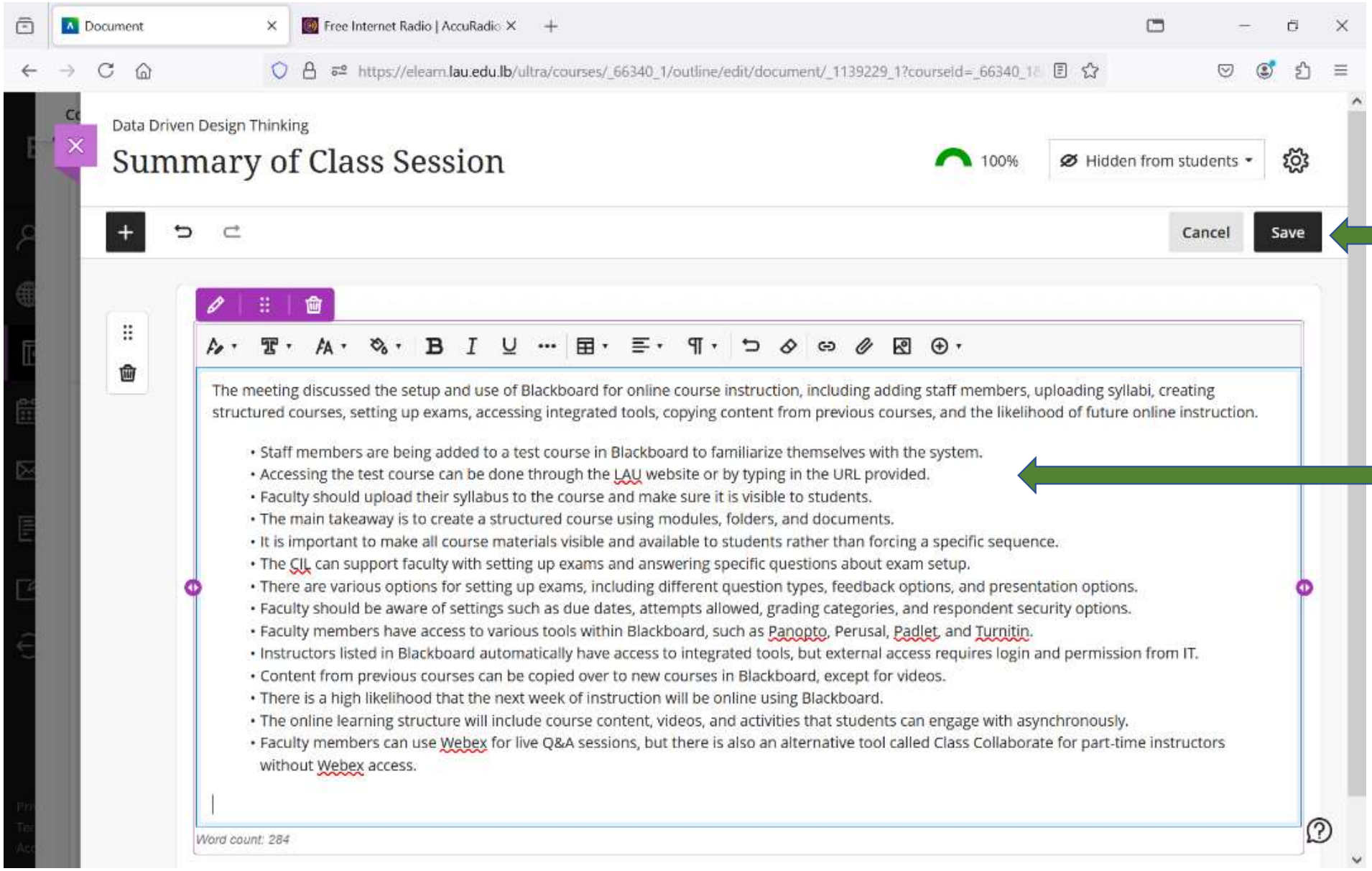
2) Select "Create"

1) Go into your course page and click on a (+) where you would like the summary to appear.



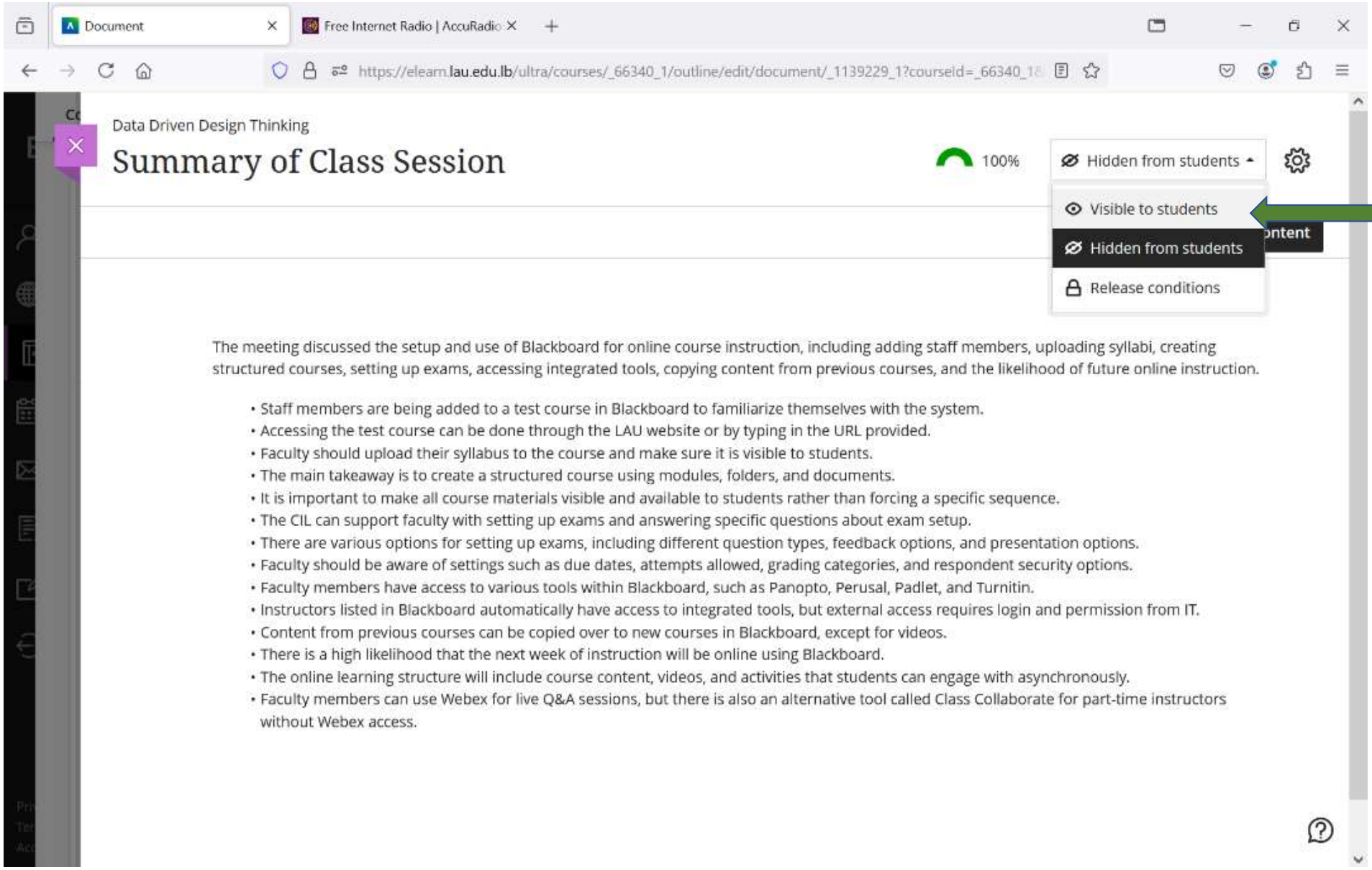
Select "Document"


Document
Free Internet Radio | AccuRadio
https://elearn.lau.edu.lb/ultra/courses/_66340_1/outline/edit/document/_1139229_1?courseId=_66340_1
Data Driven Design Thinking
New Document 10/6/24
1) Give the document a better title, eg "Summary of Class Session, 10/6/24"
Hidden from students
Cancel
Save
Select a type of content to add a block
Content
HTML
Knowledge check
File upload
Cloud upload
Content Collection
Convert a file
2) Select Content



2) Press Save

1) Paste the Summary Notes into the Text Block



Don't forget to make it visible to learners.