

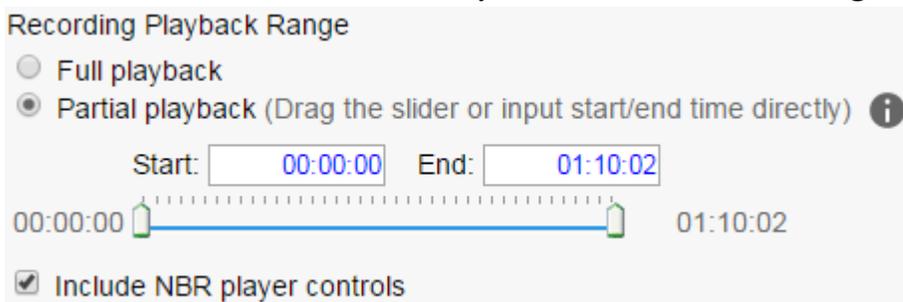
How to Post a Webinar Recording: A BJA NTTAC Tip Sheet

This Bureau of Justice Assistance (BJA) National Training and Technical Assistance Center (NTTAC) Tip Sheet is a resource that provides guidance and best practices on how to capture and post a WebEx recording after a virtual meeting, presentation, or training. The benefits of converting a webinar recording into a shareable video is two-fold. First, it creates a unique URL that your organization can easily share via e-mail, social media, or on a web site, removing the tedious task of downloading a large file. Second, using a video sharing site to create the video (such as Vimeo) keeps all of your organizations videos in one centralized location for people to easily access. This Tip Sheet covers the following:

- How to trim your webinar recording to ensure a clean, final version is created;
- How to convert the webinar recording to a format that is compatible with video players; and
- How to post the recording on a video-sharing web site, such as Vimeo.

Step 1: Cut Recording (Using WebEx)

1. Within your WebEx account, navigate to the **Event Center** tab.
2. Under the header in the left-hand menu, **Host an Event**, click on the link **My Event Recordings**.
3. Find the title of the webinar you want to cut in the **Topic** column.
4. Once you find your webinar, click on the small, black arrow under the **Actions** column. This will open a drop-down menu; select **Modify**.
5. On the Modify page, under **Recording File Info** → **Playback Control**, select the radio button for **Partial Playback**.
6. Once selected, a time slider should pop-up. The time slider will enable you to cut out any excess time that was recorded prior to the start of the webinar or at the end of the webinar. Drag the bar along the slider at both ends to the times where you want the webinar recording to start and end.



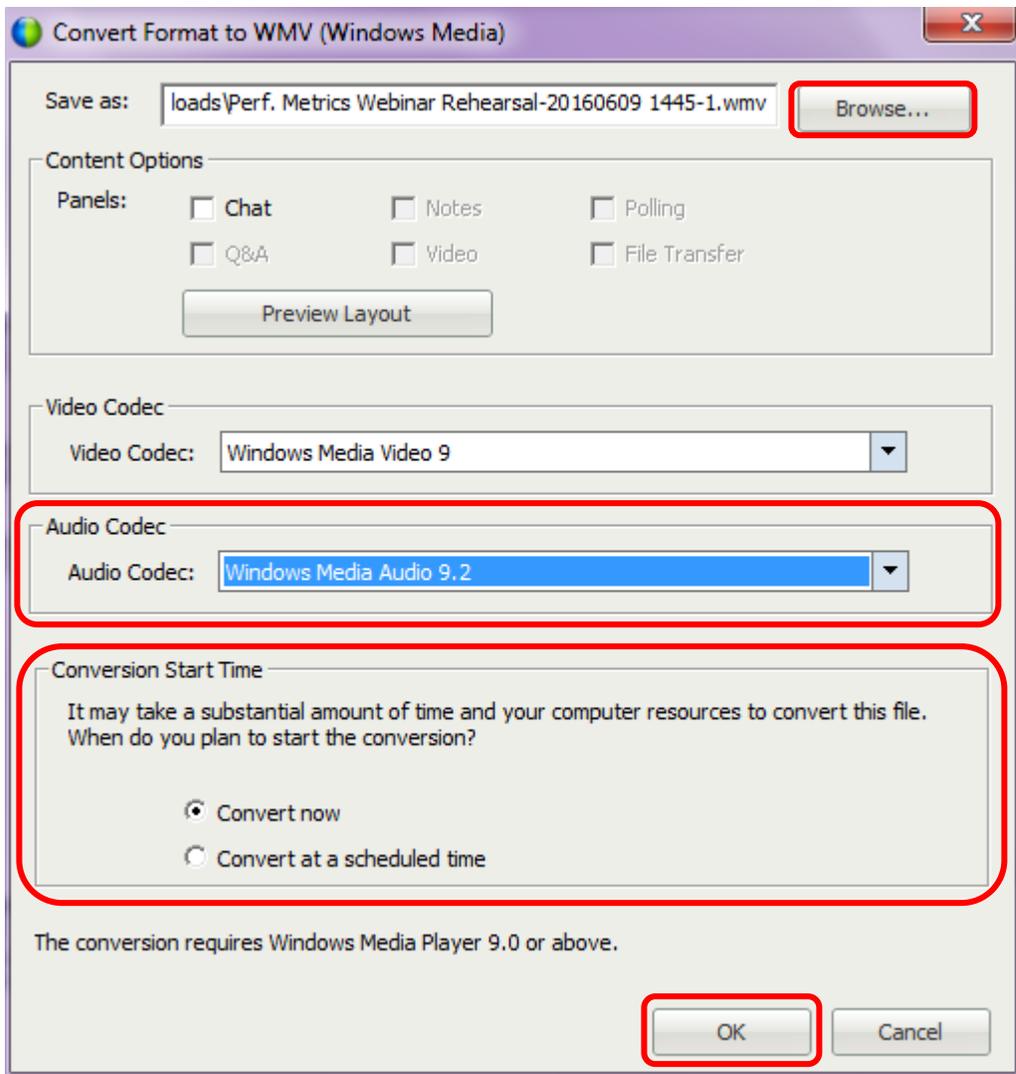
7. Scroll to the bottom of the page and click **Save**.

Step 2: Download Recording (Using WebEx)

1. Within your WebEx account, navigate to the **Event Center** tab.
2. Under the header in the left-hand menu, **Host an Event**, click on the link **My Event Recordings**.
3. Find the title of the webinar you want to download in the **Topic** column.
4. Once you find your webinar, click on the small, black arrow under the **Actions** column. This will open a drop-down menu; select **Download**.
5. Save the downloaded recording in a folder or location where you can easily find and access it.

Step 3: Convert the Recording

1. On your computer, navigate to the file where you saved the webinar recording.
2. Open the file. *Note: The WebEx ARF player is required to playback the recording. To download the ARF player, click [here](#).*
3. Once the file is open, click on **File** → **Convert Format** → **WMV (Windows Media)**.
4. A pop-up window will appear.
 - a. Using the **Browse** button, choose where you want the new .WMV file to be saved.
 - b. In the **Audio Codec** section, choose the Windows Media Audio 9.2 option (not Lossless or Professional).
 - c. In the **Conversion Start Time** section, choose when you want the conversion to take place (now or at a scheduled time).
 - d. Once all your options are set, click **OK**.



5. The conversion can take anywhere between 15 minutes to an hour, depending on the length of your recording.
6. A pop-up window will appear when the conversion is completed.

Step 4: Upload to Vimeo

1. Log in to your www.vimeo.com account (or your own video-sharing account). *Note: Vimeo offers a free service as well as a variety of paid services.*
2. From your account home page, click on **Upload a Video** in the upper, right-hand corner.
3. Click on **Choose files to upload** and select the .WMV webinar file from the location you saved it.



Choose files to upload

or drag and drop them here.

4. Once your file is opened through Vimeo, it will navigate to an upload page and start the upload process automatically. As it is being uploaded, enter as much of the descriptive information as you would like (e.g., Title, Description, Language, Rating).
5. Click **Save**.
6. Upon saving, you will be directed to the video page for your webinar. The URL on this page is the URL you can distribute to share your webinar. *Note: The video will likely still be uploading, but the URL is still valid.*
7. You're done! Post the URL to your web site or social media, or send via e-mail to share the final webinar recording.