



Tuesday Tip

Saving your GoToTraining Recordings to the Cloud

Do you get tired of waiting for your recording to convert in the classroom after your session?
Have you ever recorded your GoToTraining session and not been able to find the recording?
Have you ever used your webcam in your presentation but when you watched your recording the webcam did not show up?

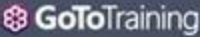
Set up your account to save to the cloud and you can go back at your convenience and post it to your Canvas shell.

Log in to your [GoToTraining](#) account using your UAB email address and your GoToMeeting/GoToTraining password.

Click on the Settings tab on the left side of the screen.

The screenshot shows the GoToTraining web interface. The top navigation bar includes the GoToTraining logo and links for GoToMeeting, GoToTraining, My Account, 24/7 Support, and Log Out. The left sidebar contains a 'My Trainings' section with links to Schedule a Training, Library, Catalogs, My Recordings, Generate Reports, Settings (highlighted with a red circle), and Labs. The main content area is titled 'My Trainings' and features two buttons: 'Schedule a Training' and 'Train now'. Below these are tabs for 'Upcoming Trainings' and 'Past Trainings'. The 'Upcoming Trainings' tab is active, displaying a table with columns for Date, Time, Title, and Registrants. A single training entry is listed for May 18, 2016, at 7:04 AM CDT, titled 'Sample Class Template' with 0 registrants and a 'Start' button. At the bottom, there are three informational boxes: '24/7 Support', 'Complimentary Training', and 'Join the GoToTraining Community'.

Click on the Recording tab

GoToTraining

GoToMeeting | GoToTraining | My Account | 24/7 Support | Log Out

My Trainings
Schedule a Training
Library
Catalogs
My Recordings
Generate Reports
Settings
Labs

Settings

AudioInstant join**Recording**

☒ Save your recordings online **Recommended**

Access & share your recordings from anywhere. You can also download & view them after sessions, or even charge for them! Registration settings are automatically applied.

☒ Include webcams in the recording


☐ Only save your recordings on a computer

Recordings must be converted after each training before anyone can view them.

Save


Which option is right for me?

Save time by saving recordings online. It's great for shared computers & conference rooms!



[Learn more about recording](#)

Check the “Save your recordings online” and the “Include webcams in the recording” buttons.

GoToTraining

GoToMeeting | GoToTraining | My Account | 24/7 Support | Log Out

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AudioInstant joinRecording

☒

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Include webcams in the recording

☐


Only save your recordings on a computer

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Save

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[Learn more about recording](#)

Every future session you record in GoToTraining will be available under the “My Recordings” tab on the left side of the screen. You will be able to download them or share the link to them and post in your Canvas course shell.

GoToTraining

GoToMeeting | GoToTraining | My Account | 24/7 Support | Log Out

My Trainings
Schedule a Training
Library
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Storage Space
Your files use:
181.0 MB of 2.0 GB
How is space calculated?

My Recordings

+ Upload a Recording

Recording Name	Date	File Size	Views	
SHPBrownBagTemplate2015 Event.m...	Jan 13, 2016	2.8 MB	0	Share
SHPBrownBagTemplate2015 Event.m...	Jan 13, 2016	3.4 MB	0	Share
SHPBrownBagTemplate2015 Event.m...	Dec 10, 2015	114.9 KB	0	
SHPBrownBagTemplate2015 Event.m...	Dec 7, 2015	748.1 KB	0	Share
SHPBrownBagTemplate2015 Event.m...	Dec 7, 2015	1.2 MB	0	Share
SHPBrownBagTemplate2015 Event.m...	Dec 7, 2015	522.7 KB	0	Share
HQS Training/Canvas Gradebook and ...	Dec 1, 2015	133.8 MB	0	Share
Brown Bag Lunch 11-23-15.mp4	Nov 23, 2015	38.3 MB	0	Share

When you click “Share”, you will receive this message while it is converting your video.

Processing your recording

Your recording is now being processed for playback on a variety of devices.

☐ Send me an email when recording is ready.

OK

Once it is converted, it will send you an email.

Your recording is ready!

Dear Rebecca ,

Your recording for **SHP.BrownBagTemplate2015 Event.mp4** can be downloaded, played, or shared from [My Recordings](#).

Again, thanks for using GoToTraining!

Get my recording



You can click on the link and it will give you the address to post.

Share your recording X

Anyone, on any device, can register & view the recording.

<https://attendee.gototraining.com/3n50d/recording/3081283852201395713>

Copy Cancel

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website](#)!

UAB | SHP Instructional Support Services

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Knowledge that will change your world