



## Tuesday Tip

### What's Your GoTo?

GoToTraining is often used to record in-class lectures. Whether you're new to GoTo or use it frequently, here are the 4 things all GoToTraining users need to know:

1. We recommend that you use **GoToTraining** rather than GoToMeeting.  
Never used GoToTraining before? These [instructions](#) will help you get started.
2. You can update your settings to automatically upload to your GoToTraining account, i.e. the cloud. Find instructions [here](#).
3. If your recordings are set to upload to the cloud but aren't anymore, you are likely out of space. Your GoTo space is limited. So, delete those recordings, but only AFTER you upload them to [Kaltura](#). For more info, check out [this tip](#) from our recent Spring Cleaning series.
4. If your students cannot see your recordings in Canvas, be sure to "Publish" the recordings from your GoToTraining/Meeting account:

A screenshot of 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. A sidebar on the left contains navigation options: '+ Create a Training', 'My Trainings', 'Library', 'Catalogs', 'My Recordings', 'Generate Reports', 'Settings', and 'Labs'. Below the sidebar is a 'Storage Space' section showing 'Your files use: 573.7 MB of 2.0 GB' and a link 'How is space calculated?'. The main content area is titled 'My Recordings' and features an '+ Upload a Recording' button. Below this is a table with columns for Name, Date, Size, Views, and Publish. The table lists three recordings: 'IClicker/Reef Training.mp4' (Apr 7, 2017, 90.6 MB, 0 views), 'HCM 416.mp4' (Jan 9, 2017, 35.4 MB, 0 views), and 'HQS Training.mp4' (Sep 22, 2016, 92.8 MB, 0 views). Each row has a 'Publish' column with a yellow toggle switch currently set to 'OFF'.

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