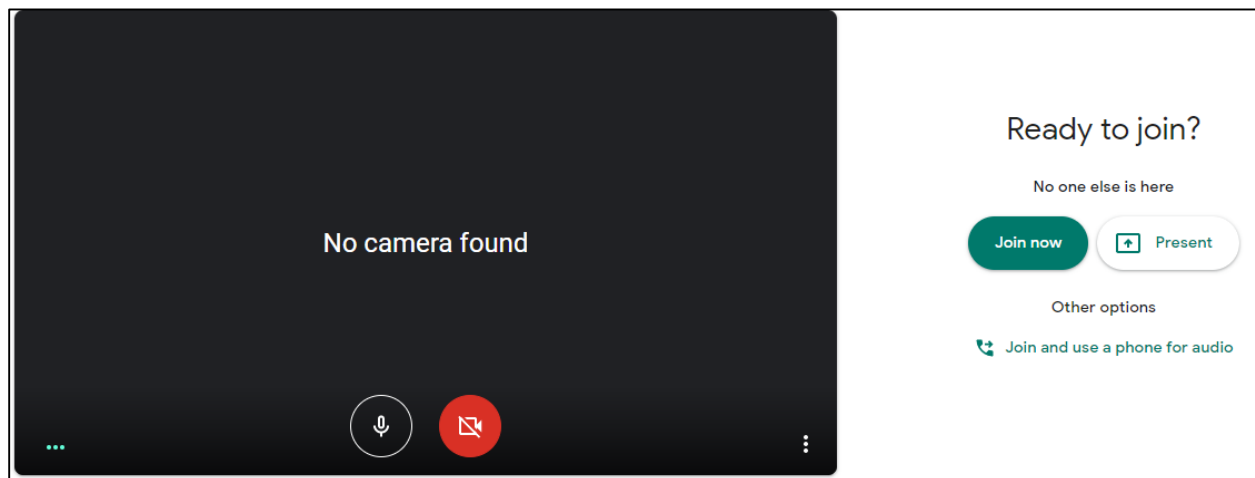


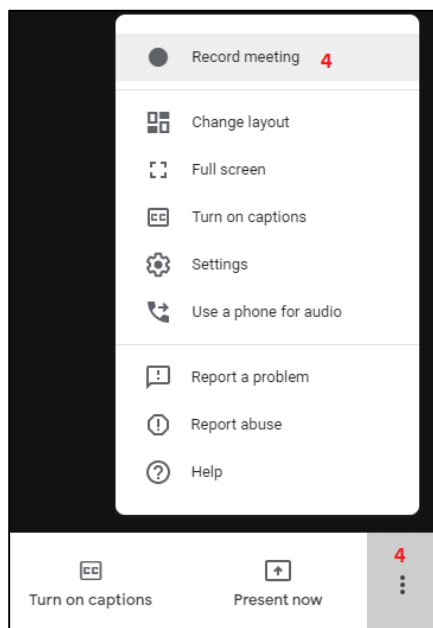
Recording Meet Session

Note: If you are including a YouTube video in your presentation, it is required that you use Google Chrome as your browser, otherwise, the audio in your YouTube video will not be heard by your audience.

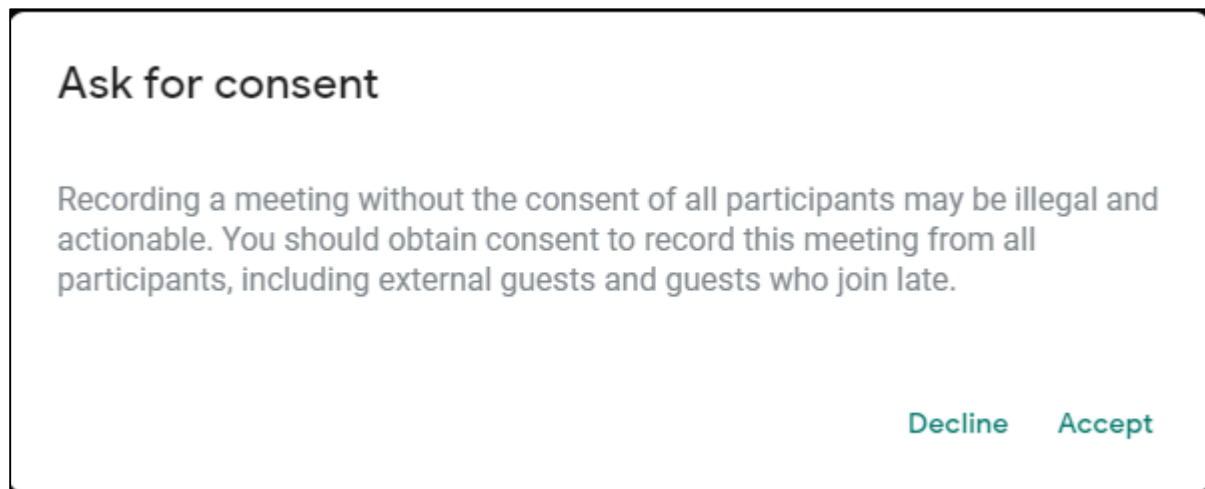
1. Open your PPT presentation and any other web pages you will be using in your lecture. It is best to do this ahead of time so that you can easily switch between your presentations during the course of the lecture.
2. Open your Google Meet session. Make sure to enable your microphone (camera is optional).



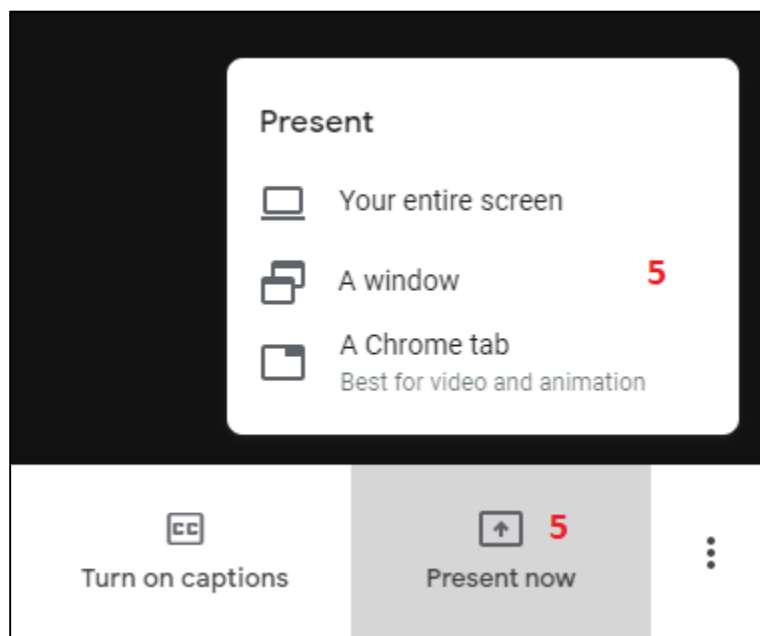
3. Click on **Join Now**.
4. Click on the **More Options** icon (3 vertical dots), and choose **Record Meeting**.



A consent screen will prompt you to Accept or Decline the statement. Accepting the statement allows you to record the session, declining the statement prevents you from recording the session.

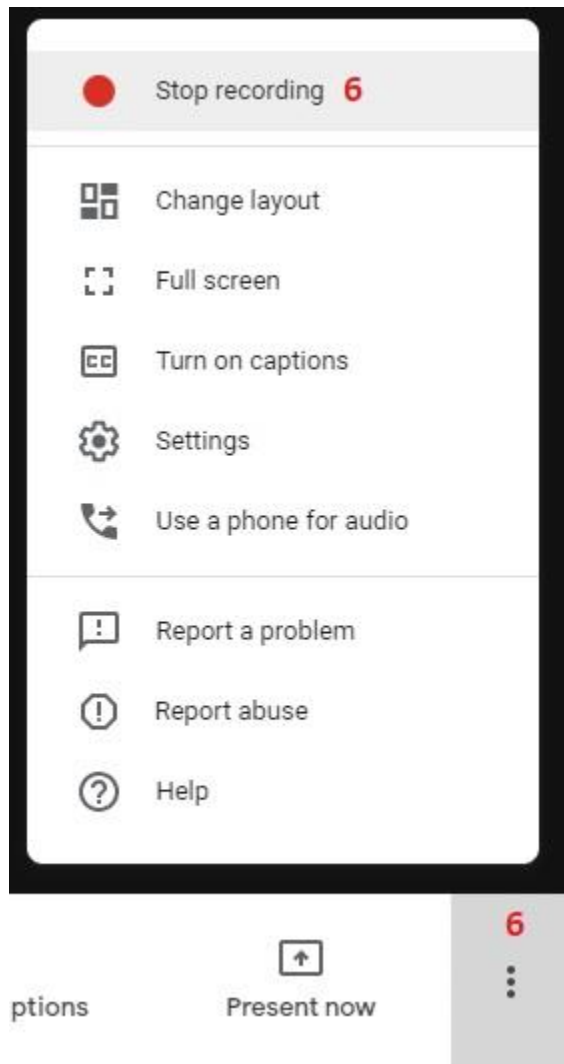


5. Click on **Present Now**, and choose either *entire screen*, a *window*, or *Chrome tab*. (You have to use Chrome tab if presenting a YouTube video).

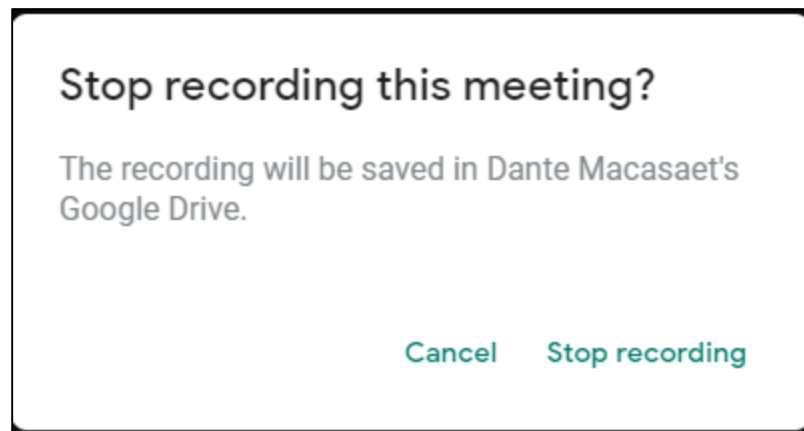


If you have to switch between a PPT to a YouTube presentation, you have to end the current presentation and then click on Present Now again to choose the other presentation type.

6. At the end of your session, click on the **More Options** icon, and choose **End recording**.



Confirm the action by clicking on **Stop recording**. This will initiate the saving of your recording into your Google Drive.



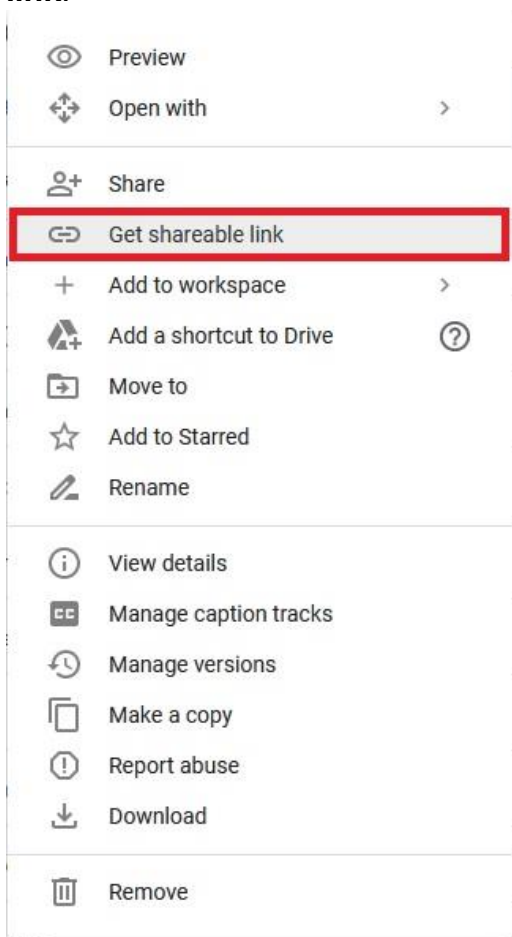
7. Your saved recording will be saved in your Google Drive, under a folder called **Meet Recordings**. It may take a couple of hours after the end of the recording before the video can be used.

Once it has finished compiling, you can share this video in Moodle. If you publish this video file in Moodle, it is downloadable by your students, as it is treated the same way as any other file you upload in Moodle.

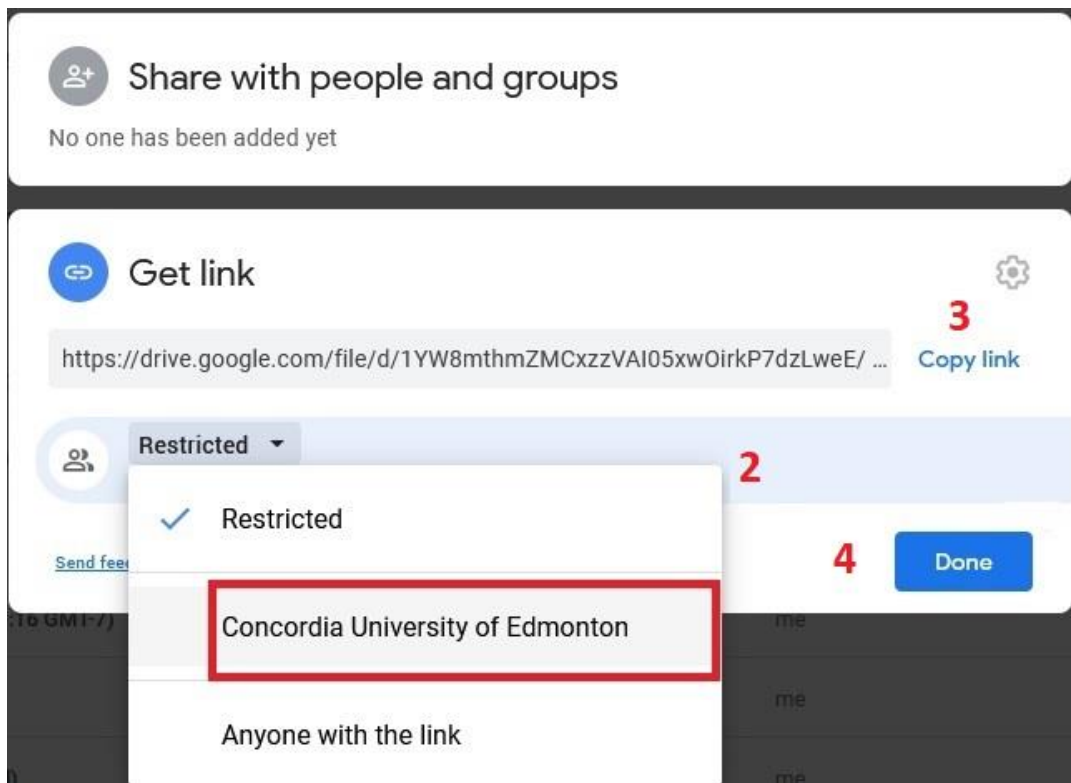
If you want to impose a time-limited window when students can access the recording. Please refer to this video on how you can set this up in Moodle: <https://concordia.ab.ca/moodle-exclusions/>

You can share your Google Drive files (including recordings) using a link with your students:

1. Right-click on the Google Drive file you intend to share, and choose **Get shareable link**.



2. Change the **Restricted** or **Public** option to **Concordia University of Edmonton**. Make sure that it is set as **Viewer**.*



3. Click on **Copy link**.
4. Click on **Done**.
5. Post the copied link from step above into your Moodle page as a label.

*Students can only access this file if they're logged in to their CUE email account, and the linked file is not downloadable by the user. If it is a video file, it can only be streamed from the browser.

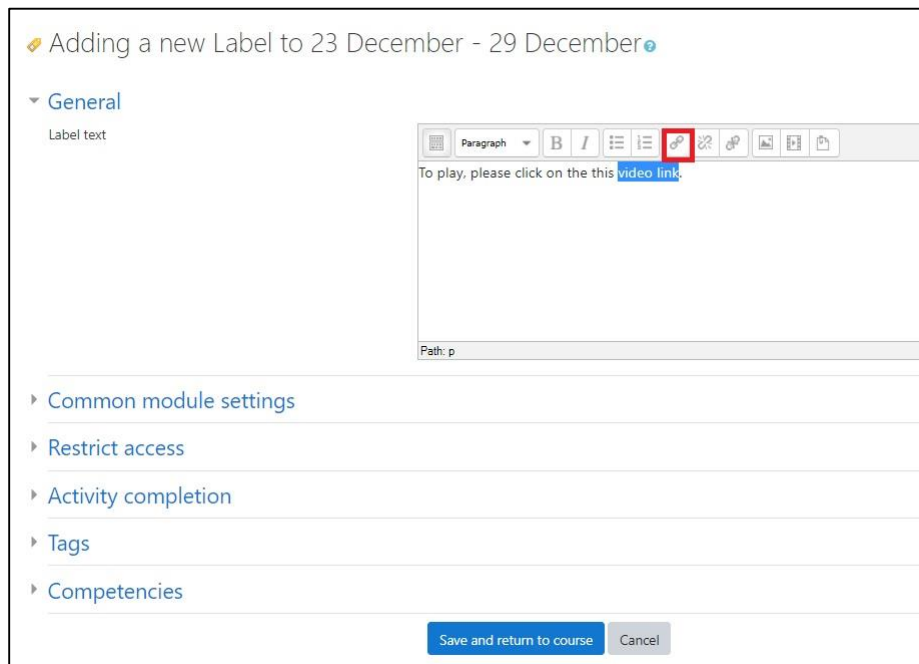
How to create a Moodle label:

1. On your Moodle course page, click on **Turn editing on** (if it is not turned on already)
2. Click on **Add an activity or resource**.
3. Select **Label**, and click on **Add**.
4. Paste the copied URL into the text box area. (In this case, students need to copy and paste the link into their browser for them to view the file/video)

If you want students to be able to simply click on the link and it will open up automatically on another tab, here's some additional things you need to do:

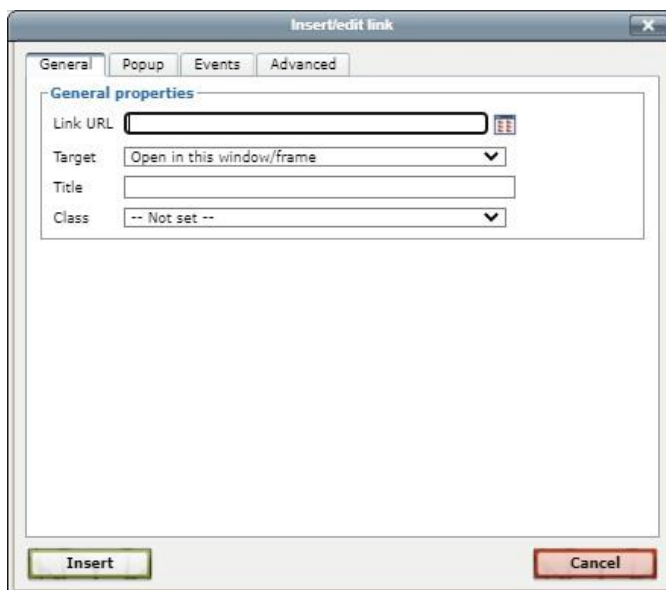
On the label screen, instead of pasting the link copied above, type in a name for the file you're linking (eg., Video1).

Highlight the name you've given, and click on the **Insert link** icon (looks like a chain).



The screenshot shows the 'Adding a new Label' form in Moodle. The title is 'Adding a new Label to 23 December - 29 December'. Under the 'General' section, there is a 'Label text' field. A text editor toolbar is visible above the field, with the 'Insert link' icon (a chain link) highlighted with a red box. The text in the field reads 'To play, please click on the this video link.' Below the text editor, there is a 'Path' field with the value 'p'. On the left side, there are expandable sections for 'Common module settings', 'Restrict access', 'Activity completion', 'Tags', and 'Competencies'. At the bottom, there are two buttons: 'Save and return to course' and 'Cancel'.

Paste the copied URL into the *Link URL* box, and then click on **Insert**.



The screenshot shows the 'Insert/edit link' dialog box. It has four tabs: 'General', 'Popup', 'Events', and 'Advanced'. The 'General' tab is selected. Under 'General properties', there is a 'Link URL' field with a text input box and a small icon to its right. Below it are 'Target' (set to 'Open in this window/frame'), 'Title' (empty), and 'Class' (set to '-- Not set --'). At the bottom, there are two buttons: 'Insert' and 'Cancel'.

Click on **Save and return to course**.