

# 1 - How to edit your BigBlueButton recordings and make them available for your students to access

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Video Guide of 'How to edit your BigBlueButton recordings and make them available for your students to access'

## Overview:

This guide will show you how to download the BigBlueButton recordings, edit the content quickly and then upload it to Learning Mall Core through Mediasite for students to access.

## What to know:

The BigBluebutton recording downloading feature is new, and the old recordings before the December 7th, 2020 can't be downloaded.

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## Step 1: Open the BigBlueButton

Please open the BigBlueButton activity. You will see all the recordings listed as below:

The screenshot shows a list of recorded sessions in a BigBlueButton activity. Each session is represented by a card with the following details:

- Capture** (button)
- Presentation** (button)
- Title**: 401 Assessments AY 2020-21 (with a pencil icon)
- Description**: Hi all, The PGCert will be asynchronous for Cultures of Learn...
- Date**: Tue, 24 Nov 2020, 13:54 CST
- Views**: 15
- Actions**: eye icon, trash icon

Below the first session, there is a small note: "Hover over an image to view it in full size".

The second session has a similar structure but with a different title: "403 Assessment".

The third session has a different title: "Principles and Practices of Assessment".

For the new recording after December 7th, 2020, there will be two buttons on the left *Capture* and *Presentation*:

The screenshot shows the BigBlueButton interface with two prominent buttons on the left:

- Capture** (blue button)
- Presentation** (blue button)

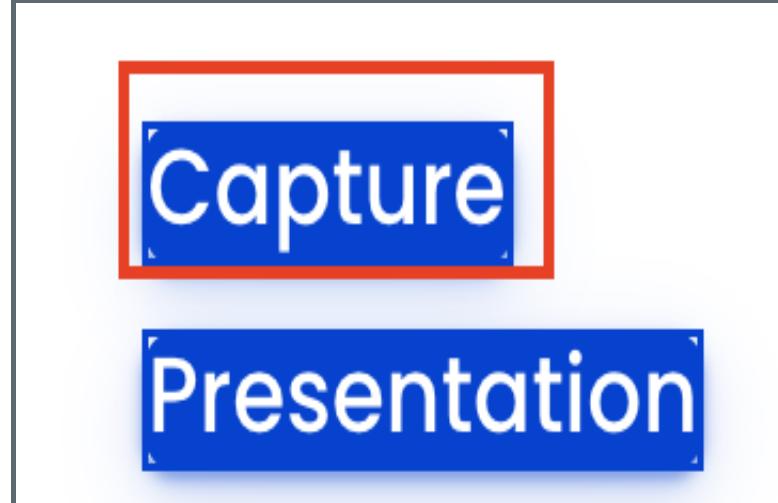
On the right, there is a large title: **401 Assessments AY 2020-21** with a pencil icon.

Capture: M4V file which can be viewed online and downloaded

Presentation: Can be viewed online and you can jump between slides

## Step 2: Download the recording

1. Click the "Capture" button to open the video.



2. *Right click* on the popped window (on the video), and click "Save Video As" in the menu list to save the video to your own computer.

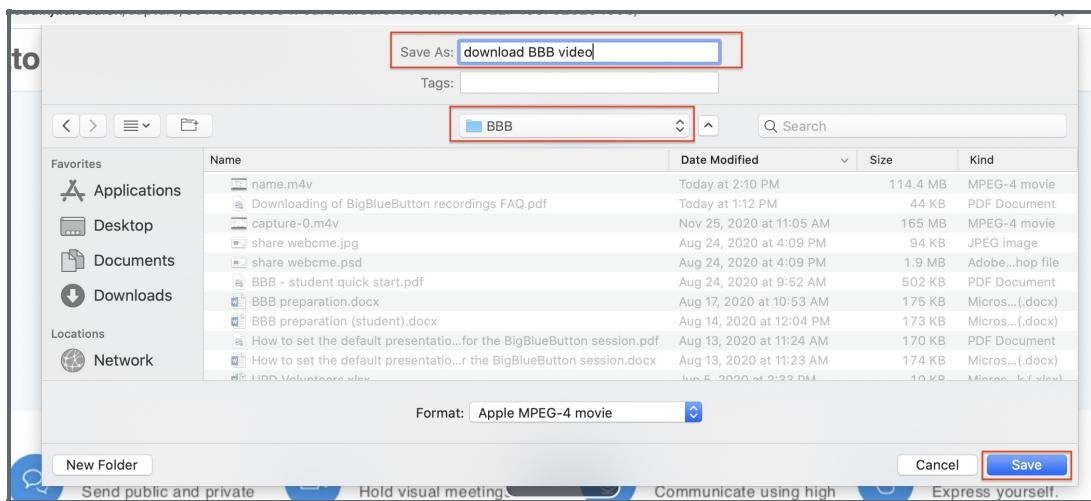


## Welcome To BigBlueButton

BigBlueButton is an open source web conferencing system designed for online learning

The screenshot shows the BigBlueButton interface with a context menu open. The menu items are: Play, Mute, Play Speed, Loop, Show Controls, Full Screen, Picture-in-Picture, View Video, Copy Video Location, Save Video As... (highlighted with a red box), Save Snapshot As..., Email Video..., Inspect Accessibility Properties, Inspect Element, and Video DownloadHelper.

3. Create a new name for the video and choose the place where you want to save the video. Then click " save" to start downloading:



### Step 3: Edit the recordings

With the downloaded M4V video recording, you can quickly do some basic edits (e.g. split clips and delete the unnecessary part) to the content before you make it available for your students to access.

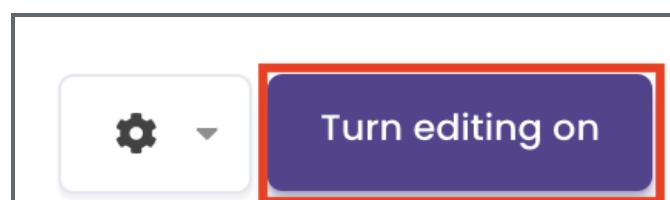
Following are the user guides about how to quickly edit your recordings with free software for different devices:

1. For Apple devices, quick start user guide of iMovie: <https://blog.storyblocks.com/video-tutorials/getting-started-imovie/>
2. For Windows devices, quick start user guide of Microsoft : <https://www.howtogeek.com/355524/how-to-use-windows-10s-hidden-video-editor/>
3. For Any devices, quick start user guide of OpenShot Video Editor: <https://www.openshot.org/user-guide/>

### Step 4: Upload the edited recording for students to access

Congratulations! Now you have the edited video recordings. The final step is the upload the video to Learning Mall Core through Mediasite for your students to access.

First of all, please open your module page on Learning Mall Core, and then turn the editing on by clicking the "Turn editing on" button on right top.



secondly, click the "add an activity or resource" and select the mediasite content to add.



## Add an activity or resource

mediasite

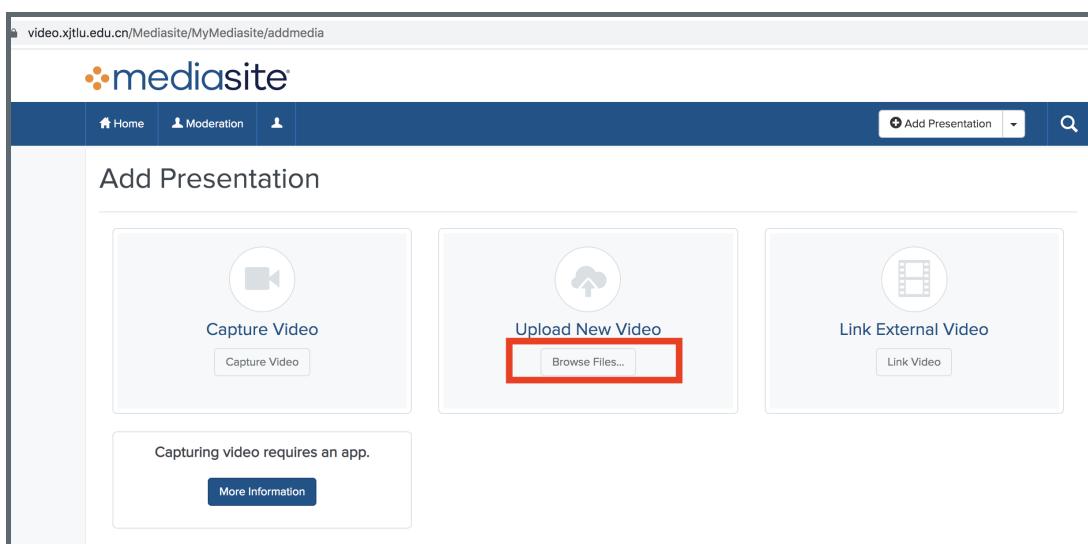
1 results found



### Mediasite Content

★ info

Thirdly, on the mediasite video upload page, select "Upload New Video". Browse and select the video file from your computer disc.



video.xjtu.edu.cn/Mediasite/MyMediasite/addmedia

**mediasite**

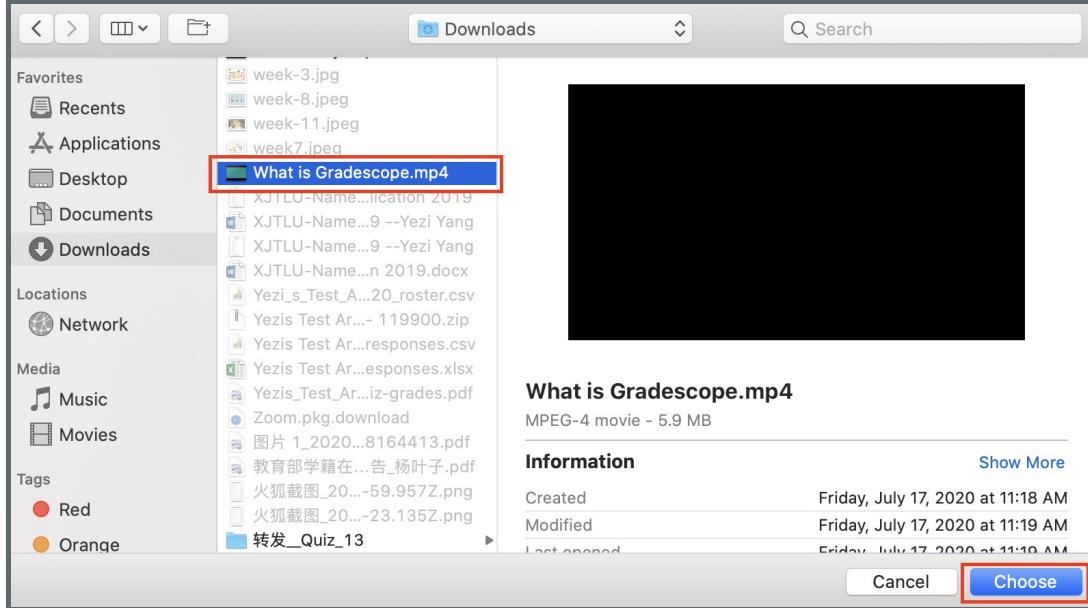
Home Moderation Add Presentation Search

### Add Presentation

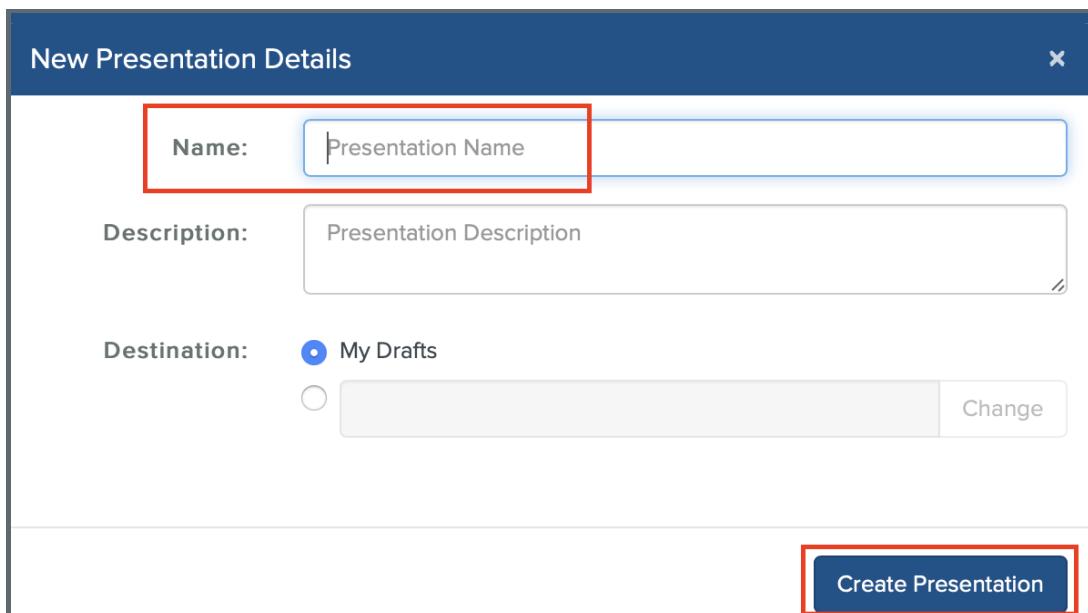
Capture Video Upload New Video Link External Video

Browse Files...

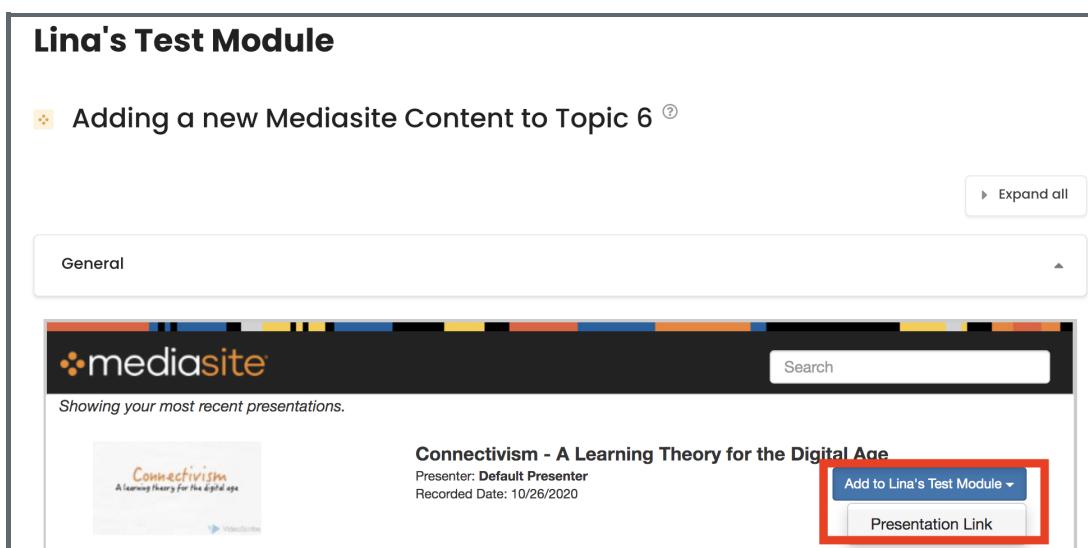
Capturing video requires an app.  
[More Information](#)



On the "New Presentation Details" page, input the video name and click "Create Presentation"

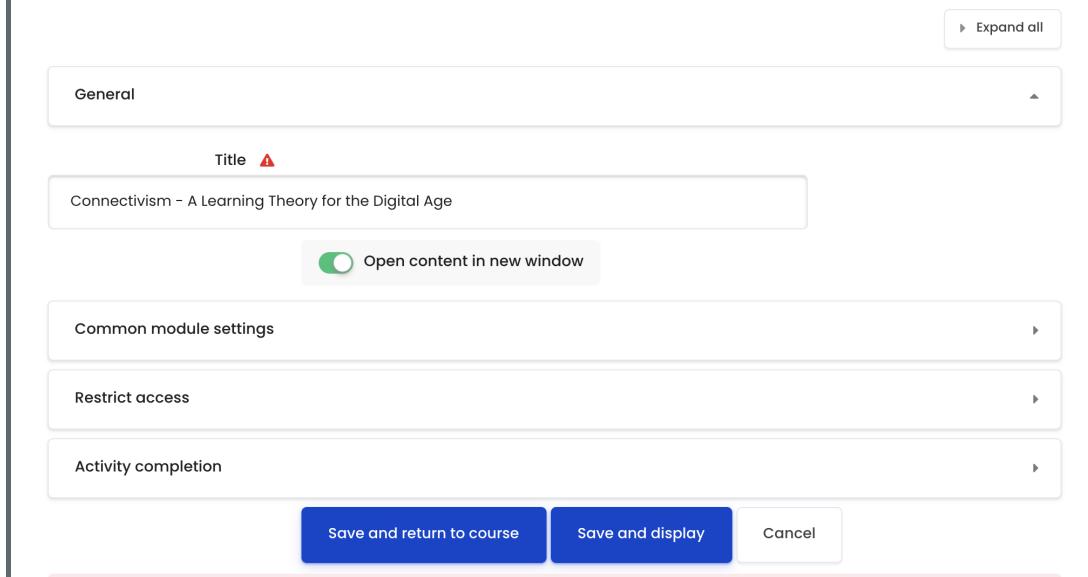


After your video be uploaded to Mediasite, you will be able to add the presentation link onto your module page and then click the save button.



## Lina's Test Module

### Adding a new Mediasite Content to Topic 6 ?



General

Title !

Connectivism - A Learning Theory for the Digital Age

Open content in new window

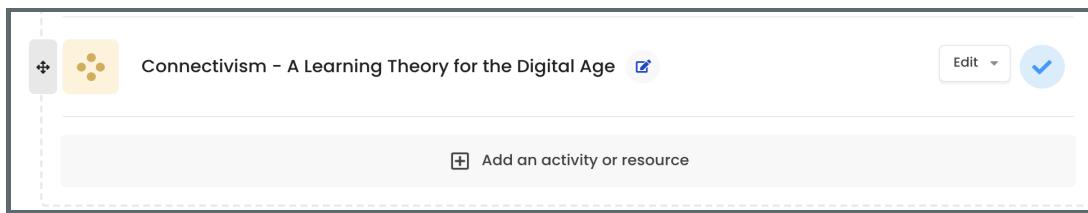
Common module settings

Restrict access

Activity completion

Save and display Save and return to course Cancel

Your students now can access to your edited BigBlueButton recording as the below screenshot shows:



Connectivism - A Learning Theory for the Digital Age Edit ✓

Add an activity or resource

Online URL: <https://knowledgebase.xjtu.edu.cn/article/1-how-to-edit-your-bigbluebutton-recordings-and-make-them-available-for-your-students-to-access-211.html>