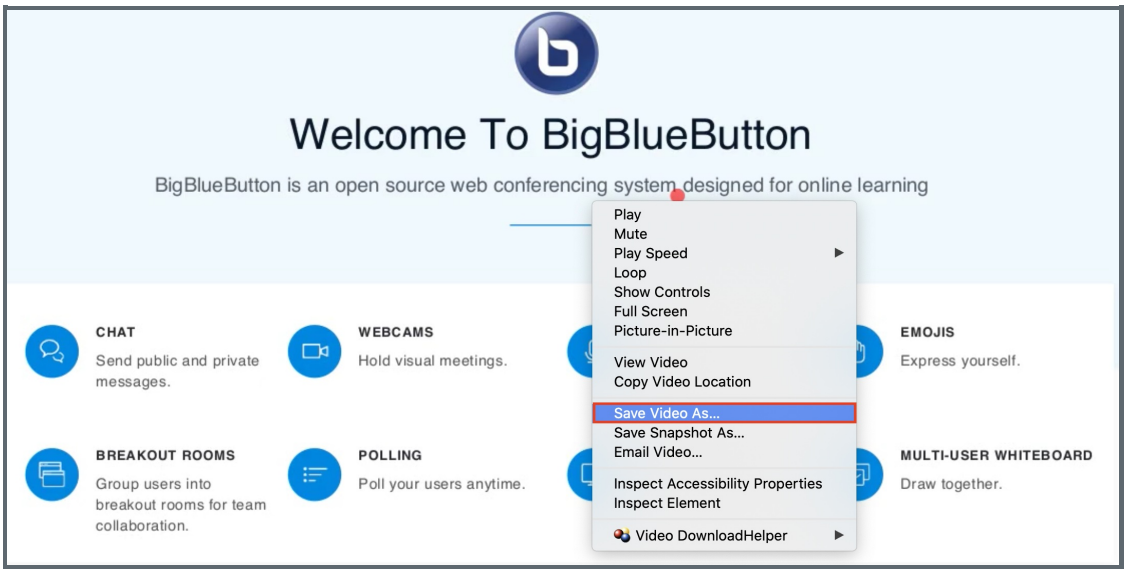
1 - How to edit your BigBlueButton recordings and make them available for your students to access

211 Knowledge Base Administrator Thu, Nov 12, 2026 Advanced use, Best practice and preparation 0 82108



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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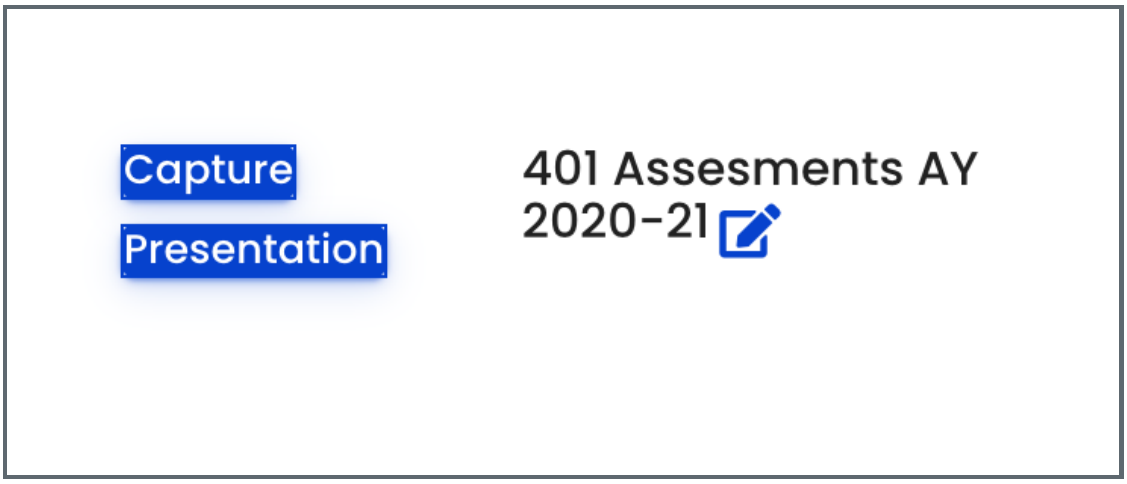
Step 1: Open the BigBlueButton
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Step 1: Open the BigBlueButton

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



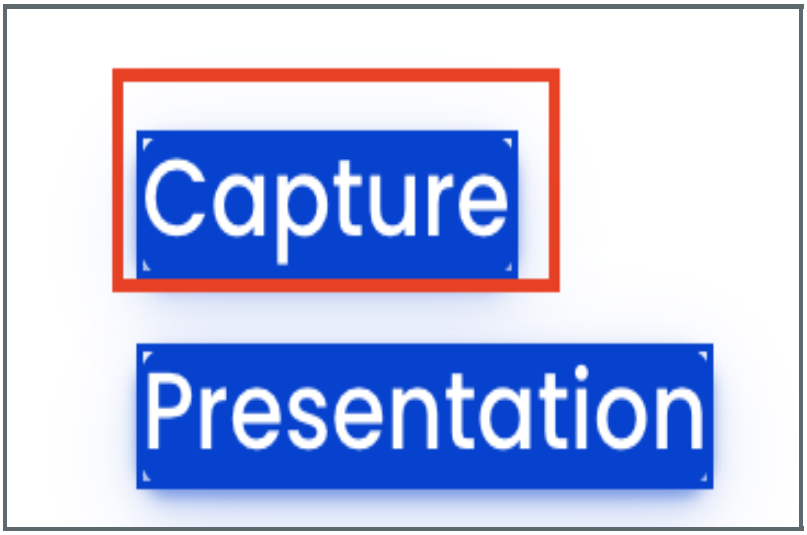
For the new recording after December 7th, 2020, there will be two buttons on the left "*Capture*" and "*Presentation*":



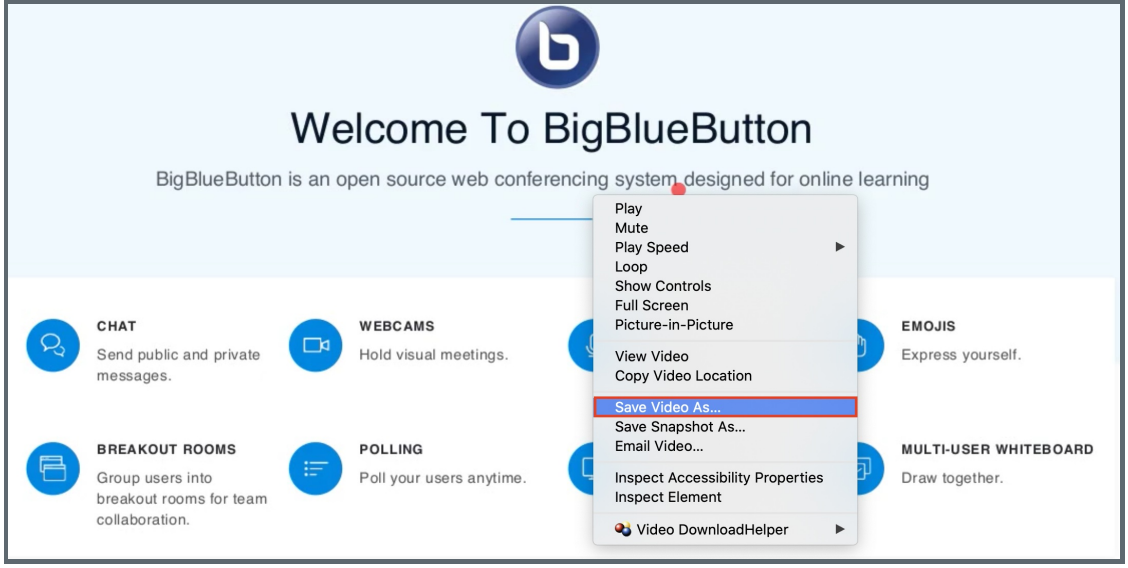
Capture: M4V file which can be viewed online and downloaded
Presentation: Can be viewed online and you can jump between slides

Step 2: Download the recording

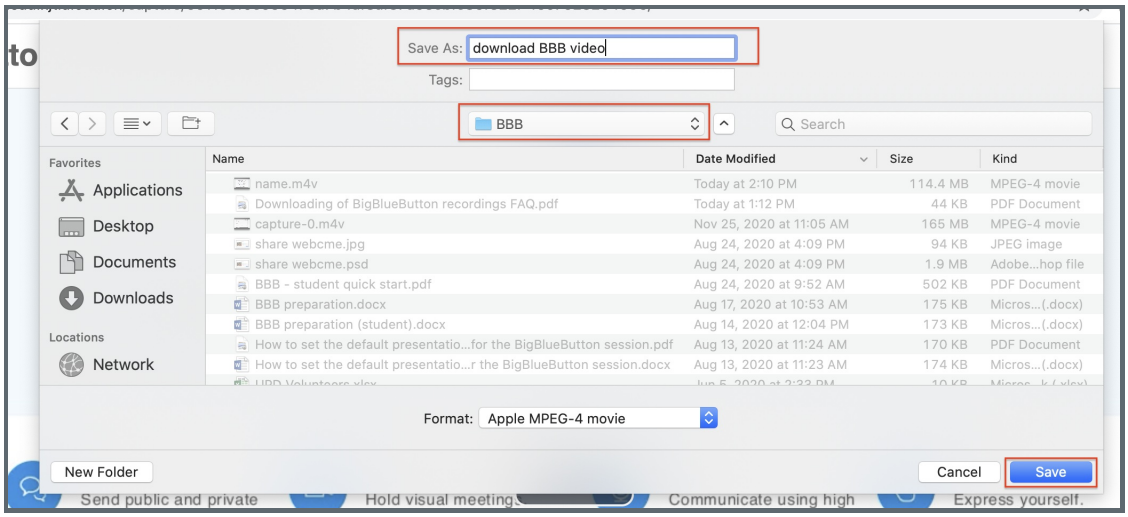
1. Click the "Capture" button to open the video.



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.



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 Media Asset Management system (MAM) for your students to access.

You can refer to these two guides for instructions

Add a video to the Learning Mall module
Embed a video directly onto the LM Core page