



Best Practice: Download the WebEx video recording, upload video to the course Panopto folder. Follow these steps:

1. Login to WebEx: <https://samuelmerritt.webex.com/>
2. Choose the WebEx **Classic View** or **Modern View** (you can toggle between the two views).

**Classic View**

English **Classic View** User ▾

3. Select "My WebEx".

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex**

4. Select "My Recorded Meetings".

**My Meetings**  
**My Recorded Meetings**

5. Select the recording, click the "pulldown arrow", and click "download".

Topic	Security	Size	Create Time	Duration	Format
Video Assignments with Panopto	🔒	101.06MB	3/27/20 12:12 pm	49 minutes	MP4

**Download**

**Modern View**

**Modern View** NEW! User | Sign Out

3. Select "My Recorded Meetings".

Home Meetings **Recordings**

4. Select the video recording.
5. Click the "download" arrow.

Name	Security	Date	Duration	Size	Format
<input checked="" type="checkbox"/> Video Assignments with Panopto...	🔒	03/27/2020 12:12 PM	0:49:37	101.1 MB	MP4

**Download**

The video will prepare for downloading.

6. Select "Save File" and click "Ok" when the video is ready.



You'll find the mp4 file in the "downloads" folder.

7. Upload recording to the course Panopto folder.
  - [Text Guide](#)
  - [Video Guide](#)
8. Edit Panopto video (if necessary).
  - [Text Guide](#)
  - [Video Guide](#)
9. [Order Captions](#).