

When you are a moderator (leader) in a BlueJeans session you can record all, or part, of your session. Other features of recording include adding notes (called 'Highlights ') to the recording, seeing a transcription of the video and viewing/sharing the recording with others.

To Consider Before Recording Your Session

1. Recordings are saved on a server in Canada and do not violate BC Privacy and Protection Act law. As such you do not need any privacy consent form for participants. However, you should seek permission from all recorded individuals before engaging in a recording. Read this [Post](#): 'A Reminder of Who is Hurt by Insisting that Students Share Images of Their Personal Lives'.
2. While recordings take very little time to set up and share a link, consider the value and benefit of creating a recording. If there is substantial value in creating a recording, proceed. If there may not be a lot of value (and not many people accessing the recording after the session), then consider not proceeding with creating a recording.
3. If there is value, in writing inform all participants before the session that a recording is going to be made. Indicate the reason for the recording and how they can remain anonymous if they choose to not verbally participate (e.g., enter the class/meeting with video turned off, change their name to a pseudonym in the People listing). Providing information about the video recording gives participants time to ask questions, process the situation and prepare. It may also give students opportunities to find alternatives if they are not comfortable being part of the recording in any way.
4. Recordings remain on the server until such time as the moderator deletes them. Consider how long you need to keep the recordings and share that information with participants/students.
5. Depending on the length of the recording you are making, it is important to allow enough time for it to be configured. Given the volume of people now using BlueJeans, it is best to anticipate waiting at least twenty-four hours to receive the email alerting you that your recording is ready for sharing.

Steps to Record Your Session

1. At the top left of the screen is the 'Start Rec & Highlights' button.
2. After this button is clicked all participants will be **notified** by text and audio that the recording has started.
3. You will see that the button now shows a blinking red dot and the text has changed to '**Stop Rec & Highlights**'. At any time, you can stop the meeting. A text and audio statement shares this information with all participants.

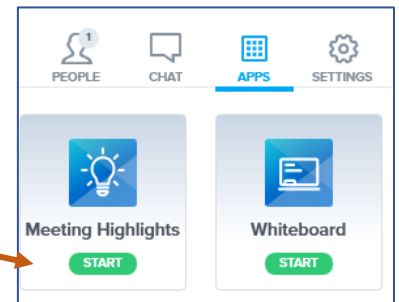


Tips about Recording

- The recording captures all audio, video, and content (Screen Share & Video Share) from the host's or moderator's perspective.
- Chat is not recorded.
- Participants joining the call **after** the recording has started will see the "**Recording in Progress**" banner appear before they enter the meeting.
- All moderators will have access to recording controls. If one moderator leaves the meeting, recording will continue until stopped by another moderator or the meeting ends.
- Meetings are recorded in 2-hour intervals, called **chapters**. If a recording is more than two hours, a **new chapter** is created, and recording will automatically resume.
- Each time recording is stopped, a **new chapter** will be created and listed in chronological order for the recording's Playback.

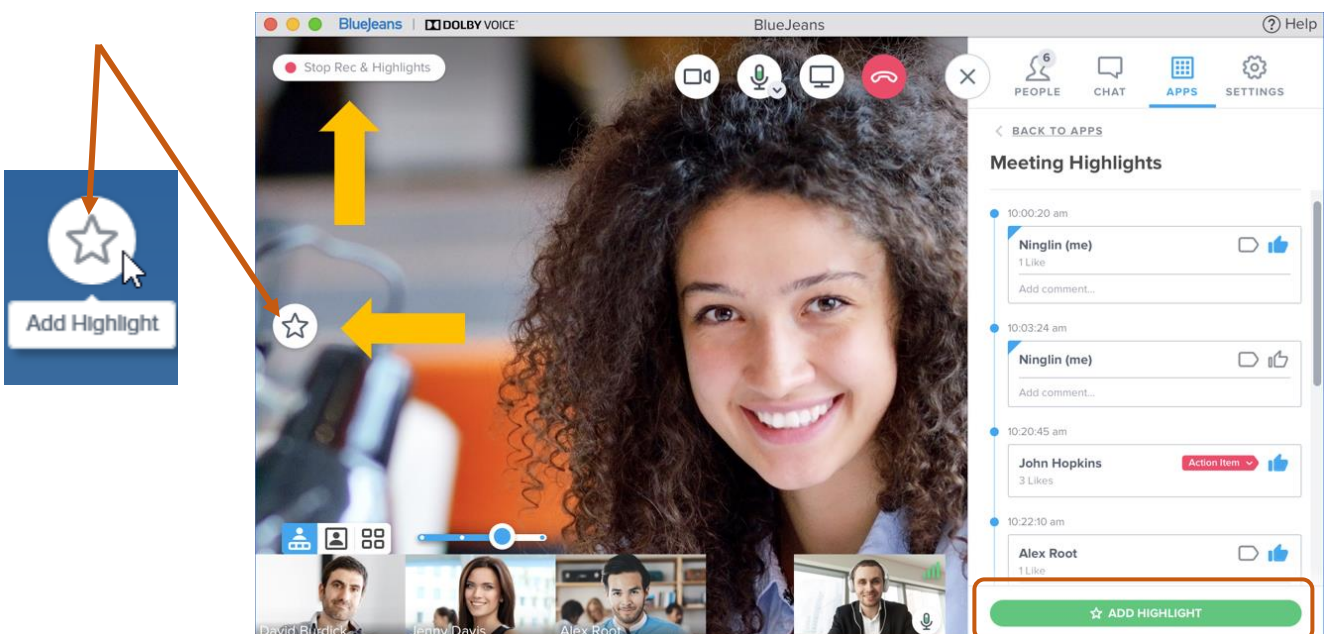
Smart Meeting Highlights

When the session is being recorded, go to the Apps button on the top right of the screen and locate the "Meeting Highlights" button. Click Start.



Under this App, participants can click the green button called "Add Highlight" (or outside of the App – a star on the left side of the screen). A highlight is a 40 second clip of the video and a flag to highlight it for accessing later (like a bookmark for a favourite or important spot in the video you want to revisit later).

A highlight appears on the live video for all users to see but will also appear on the recorded video later.



Meeting Transcription

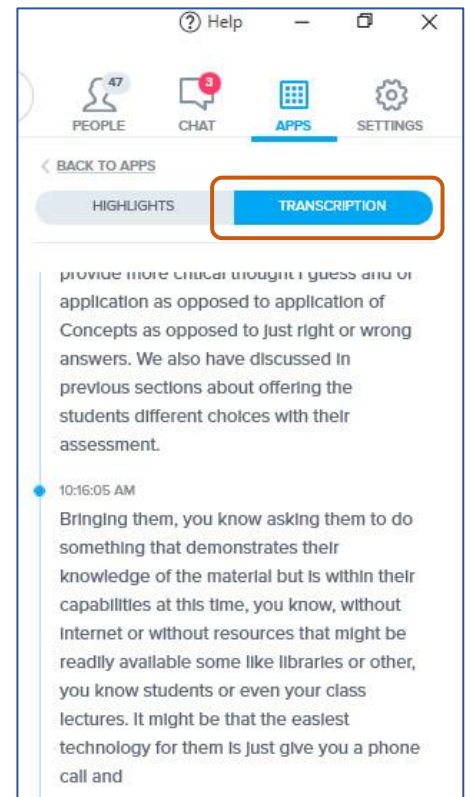
When recording your session, BlueJeans creates a transcript (word-for-word capture of what was spoken) to the best of its ability.

See the transcription taking place live under the **APPS tab** during a session.

Locate the transcript from your session when you play back your recording.

BlueJeans will transcribe **everyone** who is using a microphone but **will not** indicate who is speaking

The transcript is very helpful for students who have English as an Additional Language, have hearing difficulties or who may find reading what was said helps them with learning.



How to Play Back the Recording

1. When the meeting has concluded or recording is stopped, all chapters (2-hour segments) will begin the rendering process.

The time a recording takes to fully process will be based on the approximate length of the recording; an hour recording will take 15 minutes to be ready for viewing.

2. An email alert that your recording is ready. Click "**Access Recording**".

3. The **Recordings** tab on your BlueJeans home page will list all your recorded meetings.

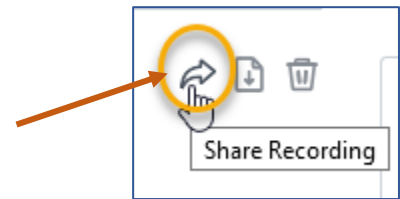


Tips

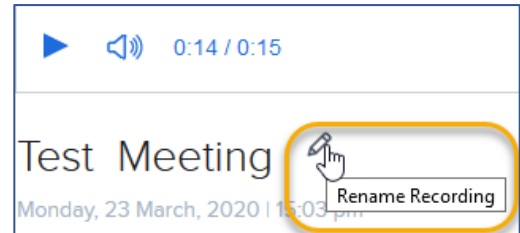
- By default, your recordings will be sorted by date with the most recent recordings near the top.
- Click the play button of the recording you wish to access.
- When screen share is shown, you can **adjust** the size of the video/screen share panels using the slider.

Sharing the Recording

1. You can find the share icon just below the **bottom right corner** of the recording playback window.



2. Before you share your recording, you also have the option to **change the name** of the recording. You will find this option on the left below the playback controls.

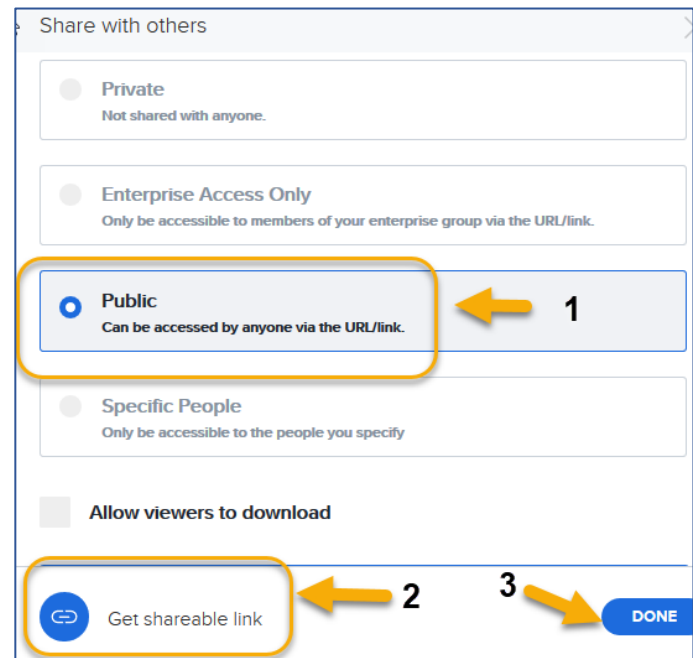


3. Select your preferred sharing option:
 - **Private** - Recording cannot be accessed from a shared link.
 - **Public** - Recording will be accessible to anyone via the URL/link
 - **Specific People** - Only be accessible to the people you specify.

The default will be to share with **Enterprise Group**.

Change this to **'Public'** in order to share a link to the recording with anyone who has the URL.

Click on "Get shareable link" and "done" and paste that link in an email or your Blackboard Learn course for participants to access.



Remember: The video will exist until you delete it.

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