

Webex – Viewing Lesson Recordings (Student)

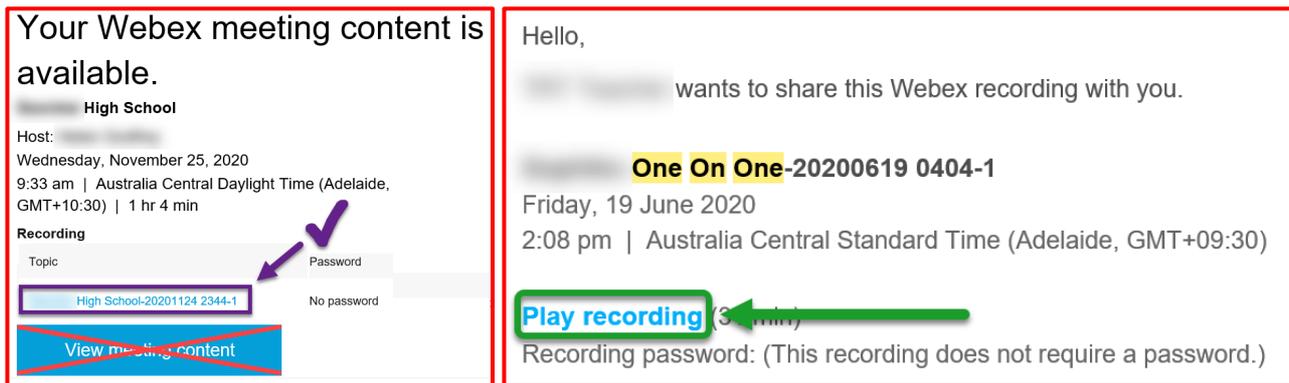
Teachers can record Webex sessions for future viewing in the case that a student is unable to attend an online lesson.

Upon request, teachers will send students an email link to view a lesson recording. This help sheet will show you how to request and view a Webex lesson recording sent to you by a teacher.

1. Contact your teacher(s) to request a lesson recording email link for the missed session

Note: If you do not have a teacher's contact details, please call OAC Reception on 8309 3500

2. Once you receive a recording link via email, **left-click** either the **Topic name (type 1)** or **Play Recording (type 2)**



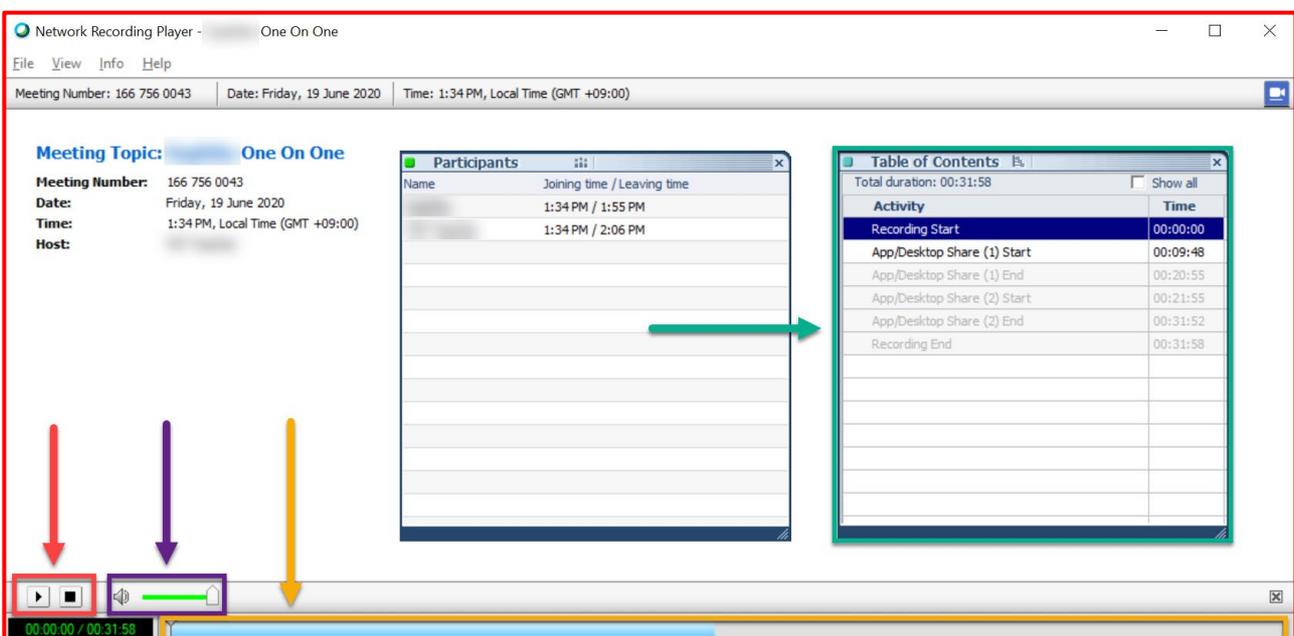
The screenshot shows an email notification from a teacher. On the left, a box highlights the 'View meeting content' button. On the right, a box highlights the 'Play recording' button with a green arrow pointing to it. The email text includes the meeting topic 'One On One-20200619 0404-1' and the recording time 'Friday, 19 June 2020 2:08 pm | Australia Central Standard Time (Adelaide, GMT+09:30)'. A note at the bottom states 'Recording password: (This recording does not require a password.)'.

3. Your internet browser will open the Webex website and attempt to play the recording

Note: If you are prompted to install Webex, please see the **Installing Webex** help sheet available on the **Help Desk** page of the **OAC website**: <https://www.openaccess.edu.au/help-desk>

4. The **Network Recording Player** app will now open, stream the recording to your computer and begin playing
 - a. You can use the **controls** in the bottom left to **pause, resume** and **stop** the recording
 - b. Use the **volume slider** in the bottom left to **change video volume**
 - c. To progress in the video, click the **video timeline bar** at the bottom or **Table of contents sections** on the right

Note: Depending on your internet connection speed, the recording may take a while to download and buffer



The screenshot shows the Network Recording Player interface. At the top, it displays 'Meeting Number: 166 756 0043', 'Date: Friday, 19 June 2020', and 'Time: 1:34 PM, Local Time (GMT +09:00)'. The main area is divided into three sections: 'Meeting Topic: One On One', 'Participants' (a table with columns for Name, Joining time, and Leaving time), and 'Table of Contents' (a table with columns for Activity and Time). The 'Table of Contents' table lists activities such as 'Recording Start', 'App/Desktop Share (1) Start', 'App/Desktop Share (1) End', 'App/Desktop Share (2) Start', 'App/Desktop Share (2) End', and 'Recording End'. At the bottom, there are playback controls including a play/pause button, a volume slider, and a progress bar. A green arrow points from the 'Table of Contents' to the 'Participants' table, and three colored arrows (red, purple, yellow) point to the playback controls.