With the continued presence of Covid-19 and the beginnings of cold and flu season classroom attendance in classrooms may be down due to illness. If recording your in-person classes is one of the strategies you are considering many of our classrooms are equipped to do so. You can check your classroom on ITMS classroom page (login required) to see what technology your room has. The videos on the ITMS training page demonstrate how to use the equipment for streaming, but each of the technologies can be used to record with no need to share a streaming link.

Characteristics of the various platforms, are available in this comparison chart.

**To create sessions for recordings only, or to accommodate sick students with live class:**

For Zoom, Webex: Instructors can go to their respective portal (not in LEARN), create a series of sessions until end of the term (just as they would for live sessions) At the time of the class, go to the link in their respective portal and start the session as usual. Note: Sick students, if desired can be invited to live session by sending a link via email.

Portals are: https://uwaterloo.webex.com or https://uwaterloo.zoom.us

For Teams: Instructors create a meetings session in their own calendar, and start that session from their calendar link. This link can be shared with individuals who are sick if desired. The recordings of this session will be in their OneDrive account under Recordings and can be downloaded.

For Bongo, create a session, and uncheck the "Invite entire class" option. This way only the instructor can enter and conduct as usual. Note: Sick students, if desired, can be invited to live session. This student has to be added and invited to the Bongo session in LEARN, the option is in that session property.

**How to post recordings manually in LEARN:**

*For Webex*: https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/287048880/How+to+post+recording+links+in+LEARN

*For Zoom:* https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/2660859911/Posting+Zoom+Recordings

*For Teams:* Given everything posted manually, they can just download the recordings from their OneDrive account and upload it to LEARN

*For Bongo:* The recordings should be where always have been