



## Recording Supervision of RF Study Cases (Google Meet)

1. When you are ready to record your supervision session, start your Google meeting.
2. At the bottom right, click  **Activities** >  **Recording** > **Start Recording** > **Start**.
3. When you finish discussing your case, click  **Activities** >  **Recording** > **Stop Recording** > **Stop**.
4. Exit the meeting.

## Downloading the Recording

1. Sign in to your  Google Drive.
2. Under the **Meet Recordings** folder, find the recording that you wish to download.
3. Click the  **Download icon**.

## Uploading the Recording

1. Go to the **Downloads** folder on your computer and find the downloaded recording file.
2. Add your **names** to the front of the file name (e.g., Becker and Chorpita\_20240910). The numbers often reflect the date (Year-Month-Day), so please keep those in the filename.
3. Go to the secure **Box File Drop Link**: <https://app.box.com/upload-widget/view/758692ttjibi938a63cc1yhsvzhi1l7h/262285926860>

4. Click **Browse your device** and then go to your **Downloads** folder and select the file; then click **Open**. Note: You may also drag and drop files directly.



Drag and drop files  
Browse your device.

5. Confirm that the file is selected and click **Upload**.



6. Exit the browser once you see the Success message.

Success! Your files have been uploaded.



Upload more

If you have any questions, contact Kim Becker [beckerkd@mailbox.sc.edu](mailto:beckerkd@mailbox.sc.edu).