

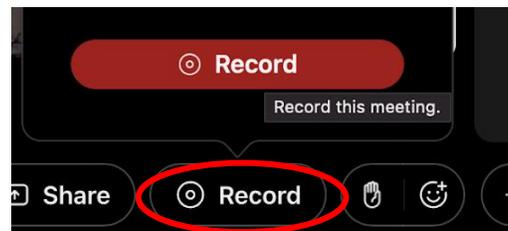


Getting Ready to Record on Webex

1. Sign in to Webex Dashboard for HIDEO:
<https://hido.webex.com/webappng/sites/hido/dashboard/home>
 - a. User ID is your employeeID@k12.hi.us
 - b. Password is your Google password

Recording Supervision of RF Study Cases

1. When you are ready to record your supervision session, start your Webex meeting.
2. Click the **Record** button in the menu and hit the red **Record** to begin recording.
3. A window will pop up and you have the option to choose where you would like to save the recording. Choose any location (e.g., Downloads folder).
4. When you finish discussing your case, click **Stop Recording** Note: You can also Pause the recording if needed.
5. Exit the meeting.





Downloading the Recording

1. Wait for the Recording Email to arrive in your inbox (takes approximately 2 minutes).
2. Click on the 5-digit code, located under the name of the meeting (it is formatted like 1234-5).
3. Enter the password you received with the Recording Email.
4. Download the recording onto your computer.

The screenshot shows a web browser window displaying a Webex meeting content page. The page title is "Your Webex meeting content is available." Below this, the meeting details are listed: "Reaching Family Engagement (Take 3)", Host: Barsotti, Kwailan, Monday, May 6, 2024, 10:11 AM | (UTC-10:00) Hawaii | 48 mins. There are two paragraphs of instructional text. Below that is a "Recording" section with a table. The table has two columns: "Topic" and "Password". The "Topic" row contains "Reaching Family Engagement (Take 3)-20240506" and "2054-1". The "Password" row contains "6UajVSK2". A red circle highlights the "2054-1" code, with a box containing the number "2" pointing to it. A red arrow points from a box containing the number "3" to the "6UajVSK2" password. At the bottom of the page is a blue button labeled "View meeting content". The Windows taskbar is visible at the bottom of the screenshot.

2

2054-1

3

View meeting content



Uploading the Recording

1. Go to your **Downloads** folder and find the downloaded recording file from Webex (.mp4 file).
2. Add your **names** to the front of the file name (e.g., Becker and Chorpita_20240910).
3. Go to the secure **Box File Drop Link ("Reaching Families Recordings and Transcripts")**:

<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. Note: You may also drag and drop the file directly.
5. Confirm that the file is selected and click **Upload**.
6. Exit the browser once you see the Success message.



Drag and drop files
Browse your device



Success! Your files have been
uploaded.



Upload more

If you have any questions, contact Kim Becker beckerkd@mailbox.sc.edu