

Saving Recordings From BigBlueButton

By: Justine Cucchi



WAYNE STATE
School of Information Sciences

sistech@wayne.edu

Step 1: Navigate to the Canvas course shell you are taking the recording from

SIS Student Groups > Syllabus

Non-Term

SIS Student Groups Jump to Today Edit

Home

Announcements **Welcome to the SIS Student Groups Home page!**

Discussions

People

Syllabus

Conferences

Modules [↗](#)

Collaborations

Chat

Pages [↗](#)

Assignments [↗](#)

Grades [↗](#)

Files [↗](#)

Outcomes [↗](#)

Quizzes [↗](#)

McGraw Hill Campus

Course Tools

Student Evaluation of Teaching

Settings

This course is where all of our virtual meetings for student groups take place. You can find previous group meetings through a respective student group website.

Virtual Meetings are held in BigBlueButton. You can find your meeting room for your student groups under the "Conferences" tab to the left of this syllabus.

Feel free to contact SIS Tech (sistech@wayne.edu) if you have any questions or would like help with any of the tools found here.

For a complete list of student groups in SIS, visit the [student organization page](#) [↗](#) on the website. Current student groups on campus include:

American Library Association (ALA)

The American Library Association Wayne State Student Chapter is a student organization dedicated to the promotion of libraries and the librarians who run them. We provide an inclusive space and resources for the enhancement of our careers after graduation.

ALA Social Media:

Facebook - <https://www.facebook.com/ALAatWayneState/> [↗](#)

Twitter - <https://twitter.com/ALAatWayneState> [↗](#)

Instagram - <https://www.instagram.com/ALAatWayneState> [↗](#)

- President: Justine Cucchi, fo0074@wayne.edu
- Vice President: Lindsey Ellison
- Secretary: Michelle Wheeler
- Treasurer: Julie Miller
- Social Media Specialist: Amber Harrison
- Historian: Ana Corral
- Faculty Advisor: Christine D'Arpa, cl0091@wayne.edu

Course Status

Unpublish Published

[Import from Commons](#)

[Choose Home Page](#)

[View Course Stream](#)

[Course Setup Checklist](#)

[New Announcement](#)

[Student View](#)

[View Course Analytics](#)

[View Course Calendar](#)

[View Course Notifications](#)

To Do

Nothing for now

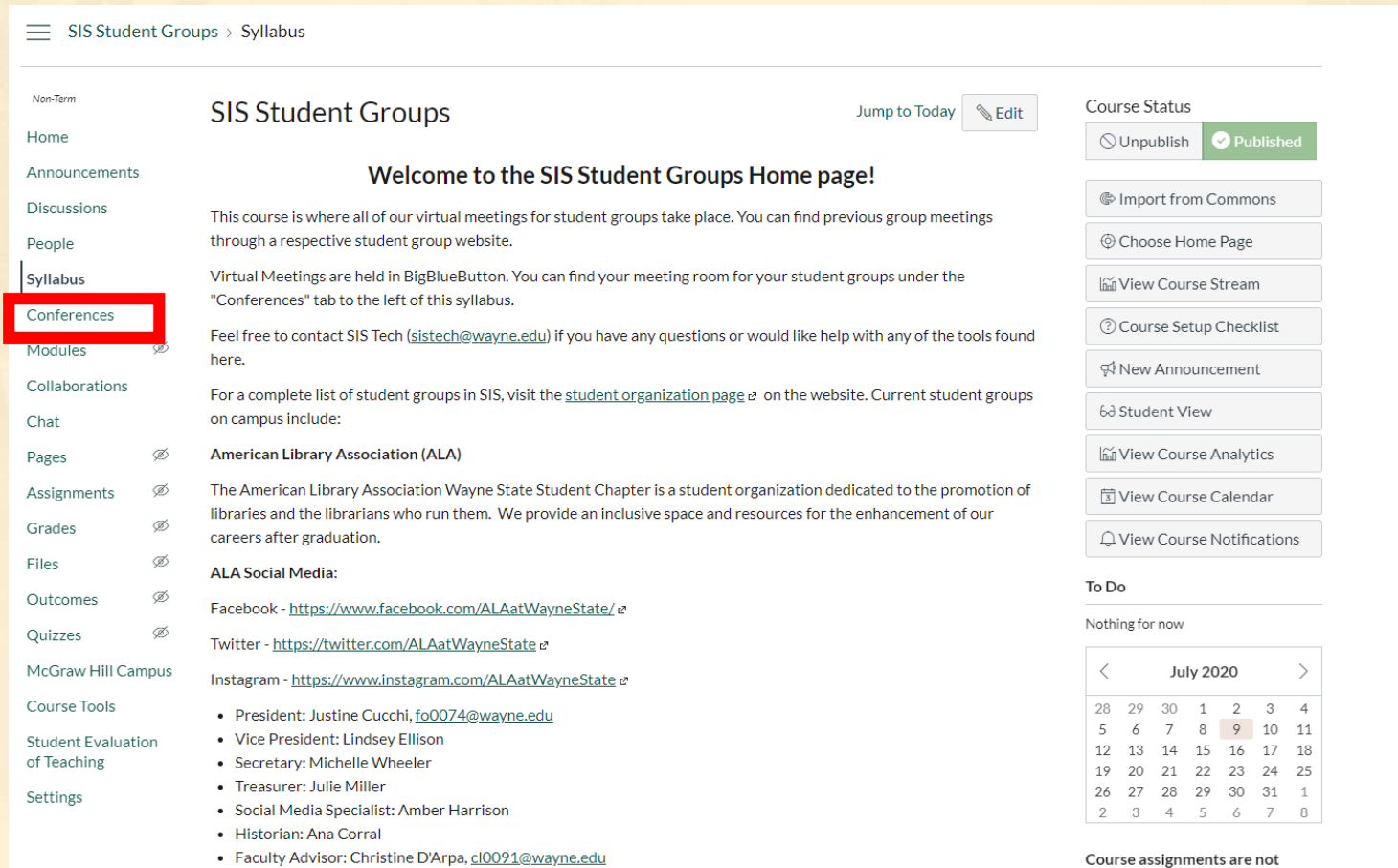
< July 2020 >

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Course assignments are not



Step 2: Click on Conferences



The screenshot shows the SIS Student Groups Syllabus page. The left sidebar contains a navigation menu with the following items: Home, Announcements, Discussions, People, Syllabus, Conferences (highlighted with a red box), Modules, Collaborations, Chat, Pages, Assignments, Grades, Files, Outcomes, Quizzes, McGraw Hill Campus, Course Tools, Student Evaluation of Teaching, and Settings. The main content area is titled "SIS Student Groups" and includes a "Jump to Today" button and an "Edit" button. The page content is as follows:

Welcome to the SIS Student Groups Home page!

This course is where all of our virtual meetings for student groups take place. You can find previous group meetings through a respective student group website.

Virtual Meetings are held in BigBlueButton. You can find your meeting room for your student groups under the "Conferences" tab to the left of this syllabus.

Feel free to contact SIS Tech (sistech@wayne.edu) if you have any questions or would like help with any of the tools found here.

For a complete list of student groups in SIS, visit the [student organization page](#) on the website. Current student groups on campus include:

American Library Association (ALA)

The American Library Association Wayne State Student Chapter is a student organization dedicated to the promotion of libraries and the librarians who run them. We provide an inclusive space and resources for the enhancement of our careers after graduation.

ALA Social Media:

- Facebook - <https://www.facebook.com/ALAAatWayneState/>
- Twitter - <https://twitter.com/ALAAatWayneState>
- Instagram - <https://www.instagram.com/ALAAatWayneState>

- President: Justine Cucchi, fo0074@wayne.edu
- Vice President: Lindsey Ellison
- Secretary: Michelle Wheeler
- Treasurer: Julie Miller
- Social Media Specialist: Amber Harrison
- Historian: Ana Corral
- Faculty Advisor: Christine D'Arpa, cl0091@wayne.edu

Course Status

Unpublish Published

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics

View Course Calendar

View Course Notifications

To Do

Nothing for now

July 2020						
<	>					
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Course assignments are not



Step 3: Open the Drop-Down Menu for Concluded Conferences

The screenshot shows the 'SIS Student Groups > Conferences' page. On the left is a navigation menu with items like Home, Announcements, Discussions, People, Syllabus, Conferences, Modules, Collaborations, Chat, Pages, Assignments, Grades, Files, Outcomes, Quizzes, McGraw Hill Campus, Course Tools, Student Evaluation of Teaching, and Settings. The 'Conferences' item is selected. The main content area has a '+ Conference' button at the top. Below it is a 'New Conferences' section containing a card for 'NDSA' with an 'In Progress' status, 'End', 'Join', and settings icons. Below that is a 'Concluded Conferences' section, which is highlighted with a red rectangular box. The 'Conferences' item in the left menu is also highlighted with a vertical bar.



Step 4: Navigate to the desired recording

The screenshot shows a list of recordings in a course tool interface. On the left, there is a sidebar with 'Course Tools' expanded, showing 'Student Evaluation of Teaching' and 'Settings'. The main area displays a list of recordings, each with a title, date, time, and a gear icon. The recording 'SAA - Michigan Black History Bibliography Project Meeting' is highlighted with a red box. Below it, there is a red arrow pointing to the recording.

Recording Title	Date and Time	Recording Count
SAA January 2020 Meeting	Mar 2 at 12:11pm	
SAA Final 2019 Meeting	Dec 12, 2019 at 8:20pm	
SAA Meeting 11-7-19 Featuring Dr. Brittany Bayless Fremion	Nov 10, 2019 at 2:12pm	
SIS Student Groups Conference	Nov 7, 2019 at 5:57pm	
SAA Meeting 11-7-19 Featuring Dr. Brittany Bayless Fremion	Nov 7, 2019 at 5:51pm	Presentation on Oral History from Dr. Brittany Bayless Fremion. Also updates on our
Katherine Emrich Conference	Nov 4, 2019 at 12:34pm	Meet the New Representative for the School of Information Sciences on Student Senate! She'll be available Monday, September 16th at 7 PM.
▶ SAA Officers meeting July 29 6pm	Aug 15, 2019 at 8:54pm	1 Recording
▶ SAA - Michigan Black History Bibliography Project Meeting	Sep 11, 2019 at 3:42pm	1 Recording
▶ SAA Chapter Officers Meeting 6/24/2019 7pm	Jul 12, 2019 at 4:19pm	Officer's meeting 1 Recording
▶ SAA Meeting April 9, 2019	Apr 9, 2019 at 6:22pm	1 Recording
▶ SAA Meeting March 5, 2019	Mar 5, 2019 at 6:11pm	1 Recording
▶ Endanged Data Panel	Mar 6, 2019 at 10:45am	1 Recording
Time Capsule Planning Meeting	Jul 8, 2019 at 8:27pm	
SAA Meeting February 5, 2019		



Step 5: Click on the desired recording to open the following menu beneath it

The screenshot displays a list of recordings under the 'Settings' tab. The recording 'SAA - Michigan Black History Bibliography Project Meeting' is highlighted with a red box, and its options menu is open, showing 'video', 'statistics', and 'Delete' options.

Recording Title	Date and Time	Recording Count	Options
SAA January 2020 Meeting	Mar 2 at 12:11pm		Settings
SAA Final 2019 Meeting	Dec 12, 2019 at 8:20pm		Settings
SAA Meeting 11-7-19 Featuring Dr. Brittiany Bayless Fremion	Nov 10, 2019 at 2:12pm		Settings
SIS Student Groups Conference	Nov 7, 2019 at 5:57pm		Settings
SAA Meeting 11-7-19 Featuring Dr. Brittiany Bayless Fremion	Nov 7, 2019 at 5:51pm		Settings
Katherine Emrich Conference	Nov 4, 2019 at 12:34pm		Settings
SAA Officers meeting July 29 6pm	Aug 15, 2019 at 8:54pm	1 Recording	Settings
SAA - Michigan Black History Bibliography Project Meeting	Sep 11, 2019 at 3:42pm	1 Recording	video, statistics, Delete
SAA Chapter Officers Meeting 6/24/2019 7pm	Jul 12, 2019 at 4:19pm	1 Recording	Settings
SAA Meeting April 9, 2019	Apr 9, 2019 at 6:22pm	1 Recording	Settings
SAA Meeting March 5, 2019	Mar 5, 2019 at 6:11pm	1 Recording	Settings
Endanged Data Panel	Mar 6, 2019 at 10:45am	1 Recording	Settings
Time Capsule Planning Meeting	Jul 8, 2019 at 8:27pm		Settings



Step 6: Click on Video

The screenshot shows a sidebar on the left with the following menu items: Course Tools, Student Evaluation of Teaching, and Settings. The main content area displays a list of recordings:

- SAA January 2020 Meeting (Mar 2 at 12:11pm)
- SAA Final 2019 Meeting (Dec 12, 2019 at 8:20pm)
- SAA Meeting 11-7-19 Featuring Dr. Brittiany Bayless Fremion (Nov 10, 2019 at 2:12pm)
- SIS Student Groups Conference (Nov 7, 2019 at 5:57pm)
- SAA Meeting 11-7-19 Featuring Dr. Brittiany Bayless Fremion (Nov 7, 2019 at 5:51pm | Presentation on Oral History from Dr. Brittiany Bayless Fremion. Also updates on our
- Katherine Emrich Conference (Nov 4, 2019 at 12:34pm | Meet the New Representative for the School of Information Sciences on Student Senate! She'll be available Monday, September 16th at 7 PM.
- ▶ SAA Officers meeting July 29 6pm (Aug 15, 2019 at 8:54pm | 1 Recording)
- ▼ SAA - Michigan Black History Bibliography Project Meeting (Sep 11, 2019 at 3:42pm | 1 Recording)

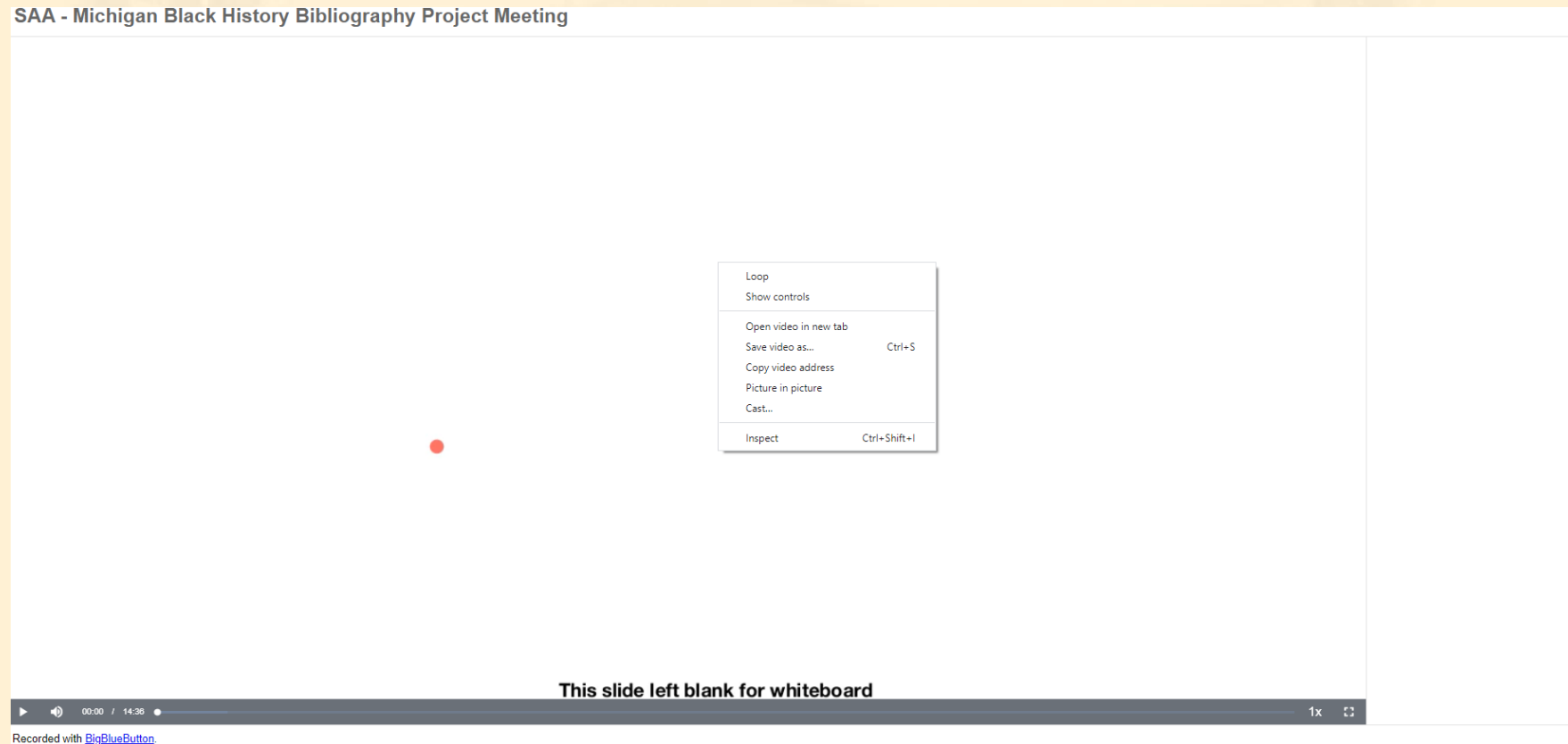
The recording details for 'SAA - Michigan Black History Bibliography Project Meeting' are shown below, with a red box around the 'video' link:

SAA - Michigan Black History Bibliography Project Meeting [video](#) [statistics](#) Jul 15, 2019 | Duration: 15 minutes [Delete](#)

- ▶ SAA Chapter Officers Meeting 6/24/2019 7pm (Jul 12, 2019 at 4:19pm | Officer's meeting | 1 Recording)
- ▶ SAA Meeting April 9, 2019 (Apr 9, 2019 at 6:22pm | 1 Recording)
- ▶ SAA Meeting March 5, 2019 (Mar 5, 2019 at 6:11pm | 1 Recording)
- ▶ Endanged Data Panel (Mar 6, 2019 at 10:45am | 1 Recording)
- Time Capsule Planning Meeting (Jul 8, 2019 at 8:27pm)



Step 7: Right Click anywhere in the video panel



Step 8: Click on Save Video As...

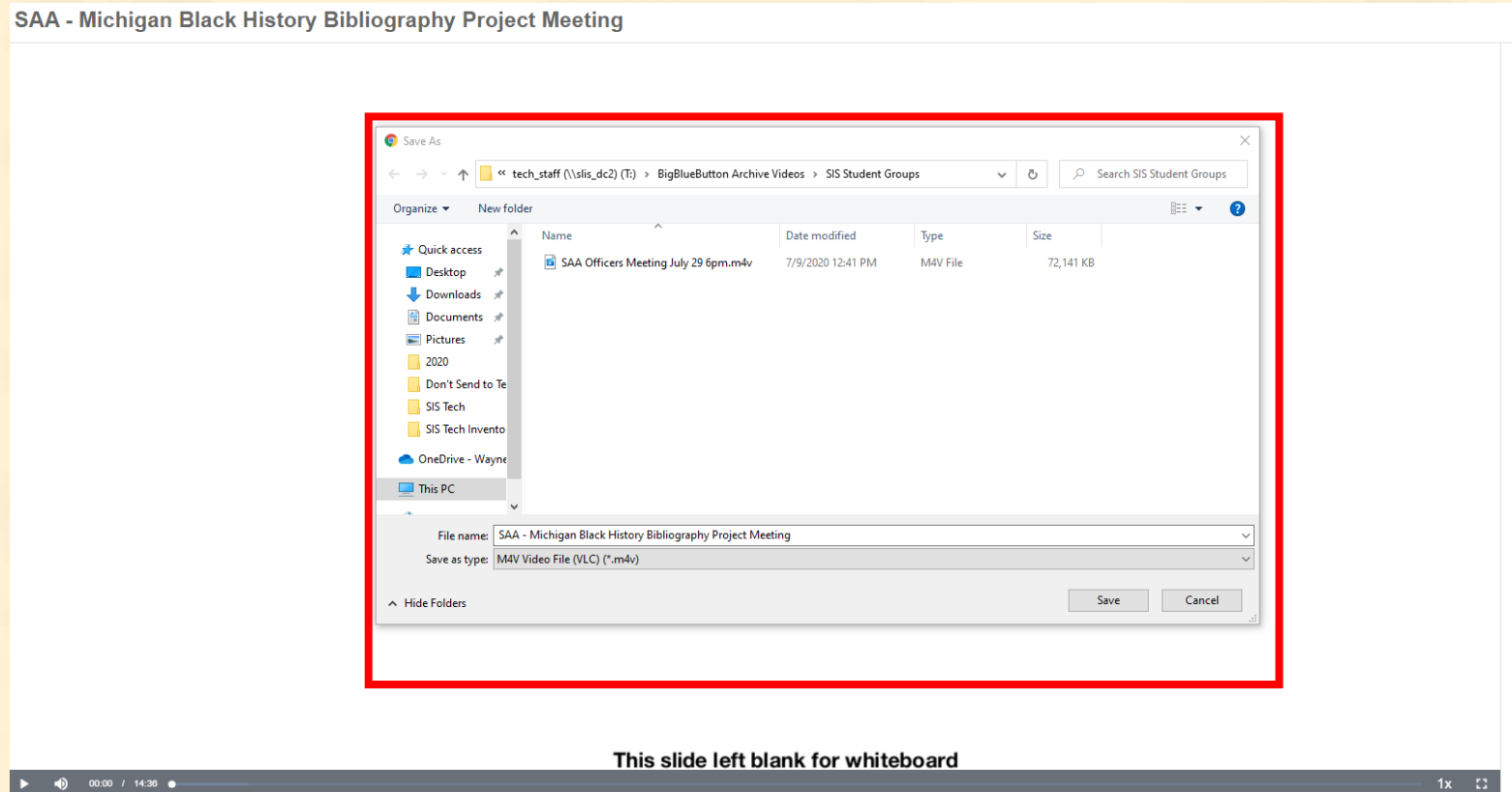
SAA - Michigan Black History Bibliography Project Meeting



The screenshot shows a video player interface. At the top, the title "SAA - Michigan Black History Bibliography Project Meeting" is displayed. The main area is a large white rectangle representing the video content. A context menu is open over the video, listing several options: "Loop", "Show controls", "Open video in new tab", "Save video as..." (highlighted with a red box), "Copy video address", "Picture in picture", "Cast...", and "Inspect" (with a keyboard shortcut "Ctrl+Shift+I"). A small red dot is visible on the video area. At the bottom of the video player, there is a dark control bar with a play button, a volume icon, a progress indicator showing "00:00 / 14:38", a "1x" zoom level, and a full-screen icon. Below the control bar, the text "Recorded with BigBlueButton" is visible. A caption "This slide left blank for whiteboard" is centered at the bottom of the video player area.



Step 9: Fill out the information for the video as if you were saving any other file

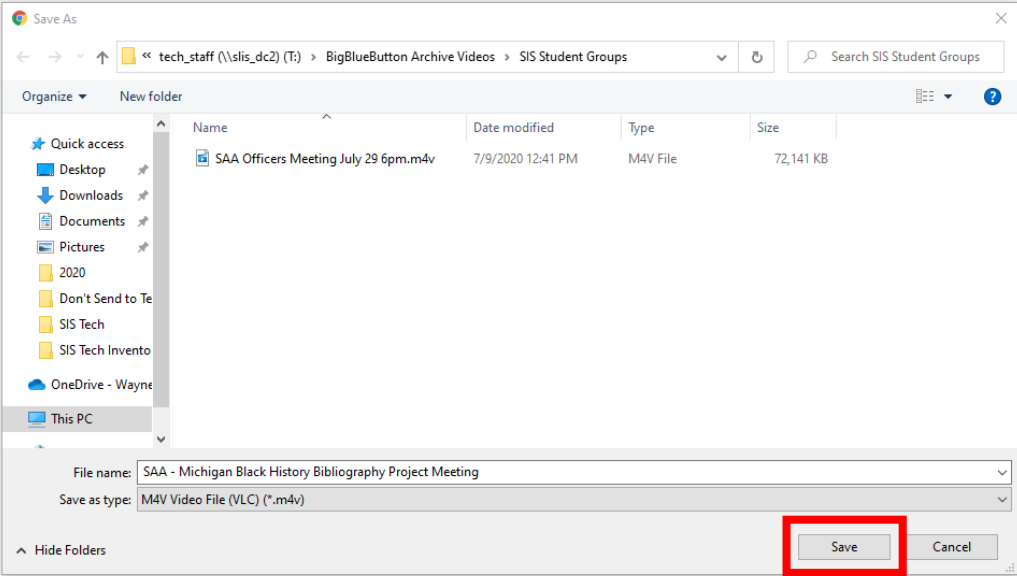


This slide left blank for whiteboard



Step 10: Click Save

SAA - Michigan Black History Bibliography Project Meeting



The screenshot shows a Windows 'Save As' dialog box. The address bar indicates the current location is 'tech_staff (\slis_dc2) (T) > BigBlueButton Archive Videos > SIS Student Groups'. The file list shows a single file: 'SAA Officers Meeting July 29 6pm.m4v' with a date modified of '7/9/2020 12:41 PM', type 'M4V File', and size '72,141 KB'. The 'File name' field contains 'SAA - Michigan Black History Bibliography Project Meeting' and the 'Save as type' is set to 'M4V Video File (VLC) (*.m4v)'. The 'Save' button is highlighted with a red rectangle.

This slide left blank for whiteboard



Step 11: Double-check your files if you would like to make sure the complete recording was saved in the proper location



Questions?

Fill out a SIS Tech Help Desk form from the SIS website
or email sistech@wayne.edu

