Recording sessions with GoToTraining

To record video file in GoToTraining, it is important to change the settings so that the file is converted into a format that can be played on all computers.

- 1. After you have started the training, click on the **Settings** option next to the record button. (If you don't see the record button, click on the View Tab at the top of the screen and make sure it is checked).
- 2. Make sure GoToTraining is set to convert the file after recording. The settings should like this:

PC	Preferences -	GoToTraining
	Category	Recording
	Start Up General Meetings Webinars	Audio O Don't record audio
	Trainings Recording Integrations Connection Audio	 Use GoToMeeting integrated audio Records everyone who speaks (via microphone or telephone). Use your own audio service
		Requires a physical input device. A microphone will record just your voice. A phone patch device will record everyone who speaks. Need audio help?
		Video
		Record in GoToMeeting format No processing time, but some users may need to install a codec before viewing in Windows Media Player. Not Mac compatible.
	-	Convert to Windows Media Player file Requires additional processing time after recording, but allows anyone to view using Windows Media Player.
		Learn more
		Save in: C:\Documents and Settings\ka996\My Documents Browse Browse
		OK Cancel
Mac	000	Preferences – GoToMeeting
	General Recordings	Saved Recordings
	Meetings	Store my recordings at:
	Webcall	/Users/CITLiMac/Desktop Choose
		Recording Conversion
		Recordings must be converted before anyone can view them.
		• Remind me to convert recordings after each recorded session
		O Don't remind me to convert recordings
		Convert Recordings Now

Once you have ended the training, GoToTraining will automatically convert the file and place it in the specified folder. You are now free to play, share, and upload the video file.