How to host a recorded lecture in *GoToWebinar*?

Guidebook
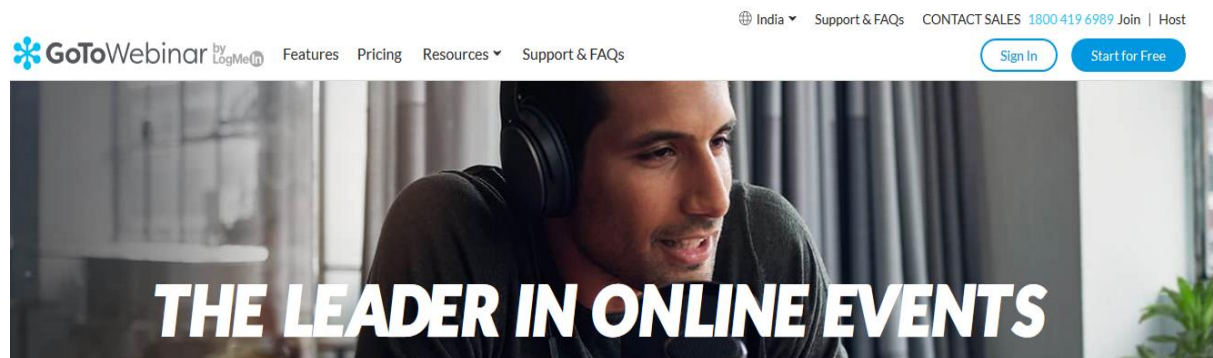
Faculty development program.

An initiative of Medical Education Unit,
University College of Medical Sciences and GTB Hospital,
Delhi

For faculty of UCMS and GTB Hospital, Delhi.

April 2020   New Delhi
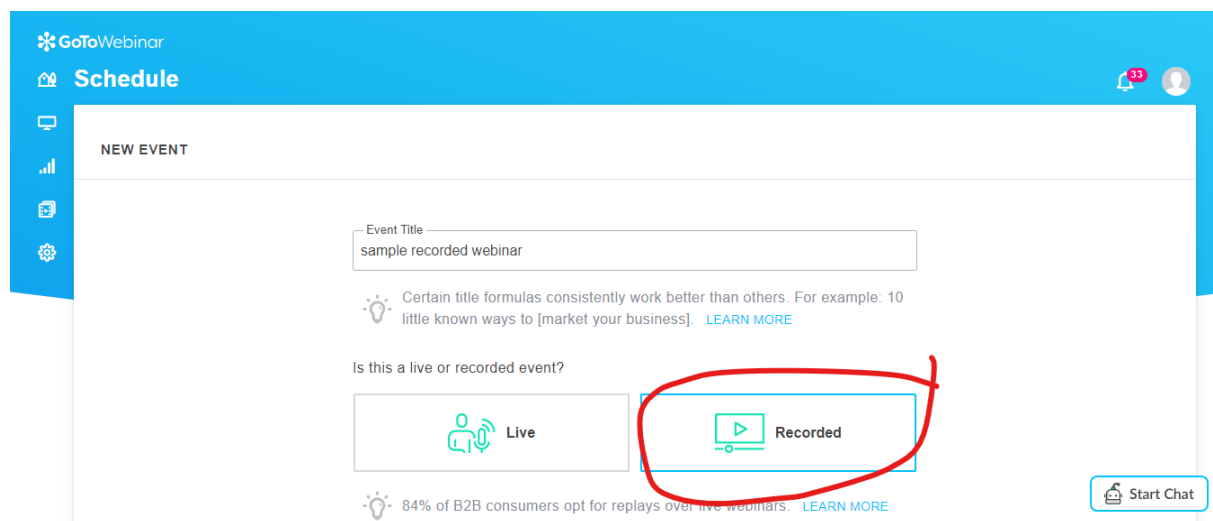
Log in the www.gotowebinar.com website. Join the website by using the login id and password associated with your licence.

Once in, you will land on this page as given in screenshot below. Click on Schedule as highlighted in the screenshot below.

You will then see the following page. Give the name of your lecture in Event Title. Then Click on Recorded as highlighted.

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Further down the page you will see the following as given below. Click on the date and times as you want to schedule. And then Click on ADD A RECORDING as highlighted below.

You will go to the following page where you can see earlier recordings of the lectures which have been conducted using the licence which you are using. You can type the name of your lecture and search from the recordings.
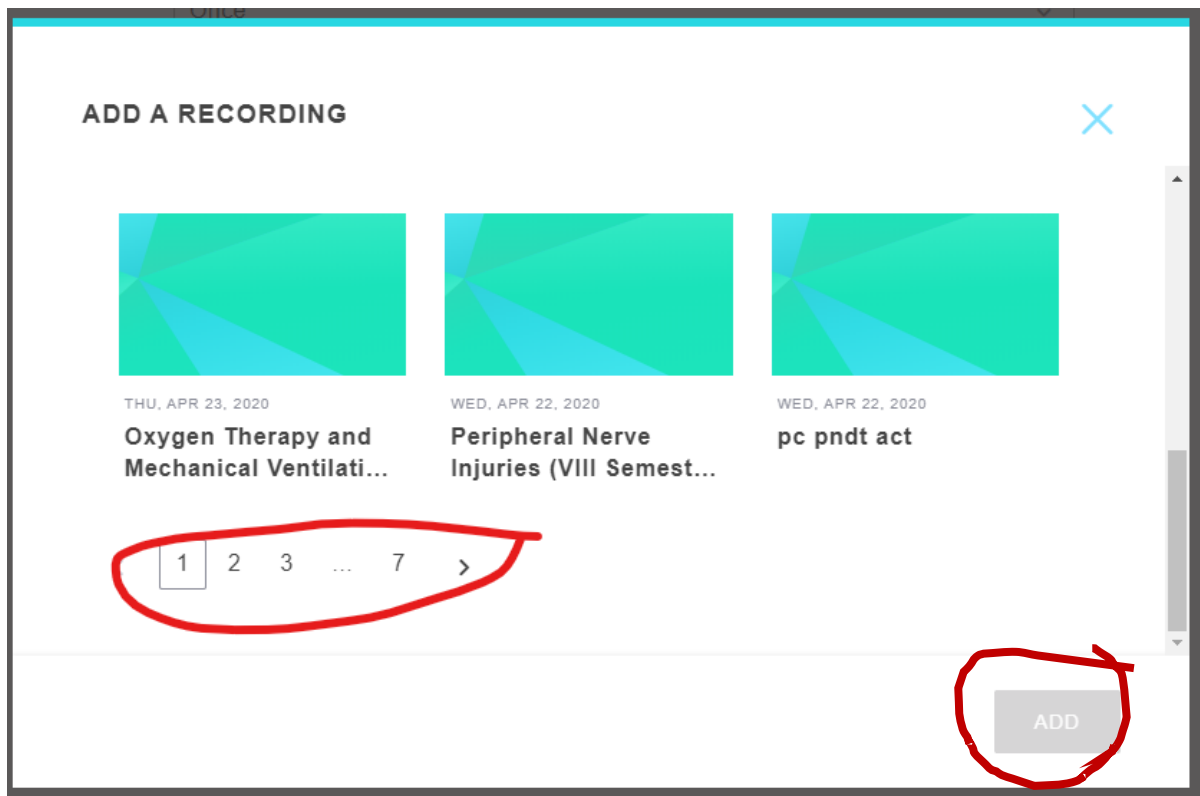
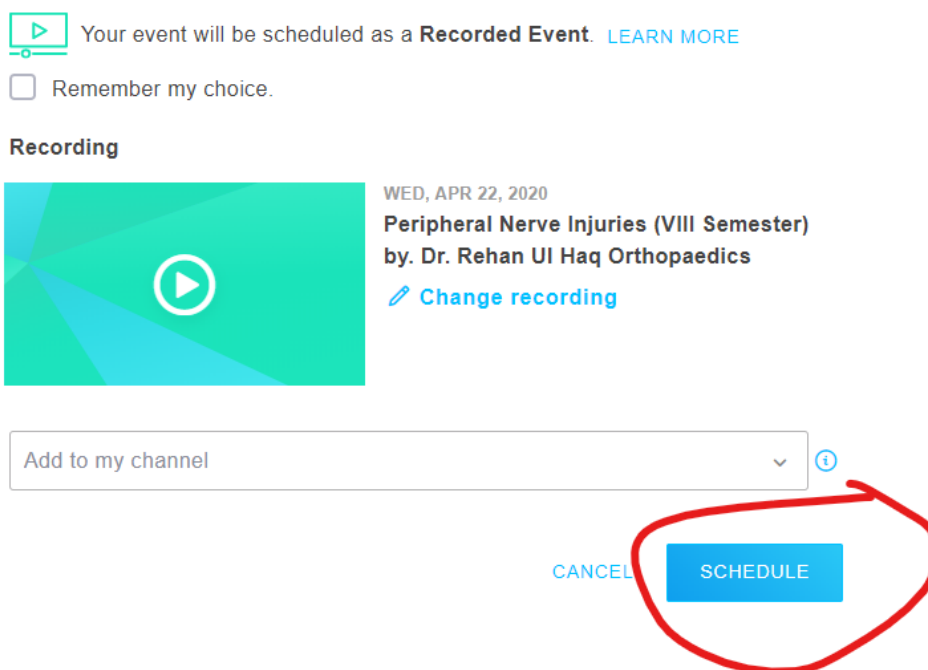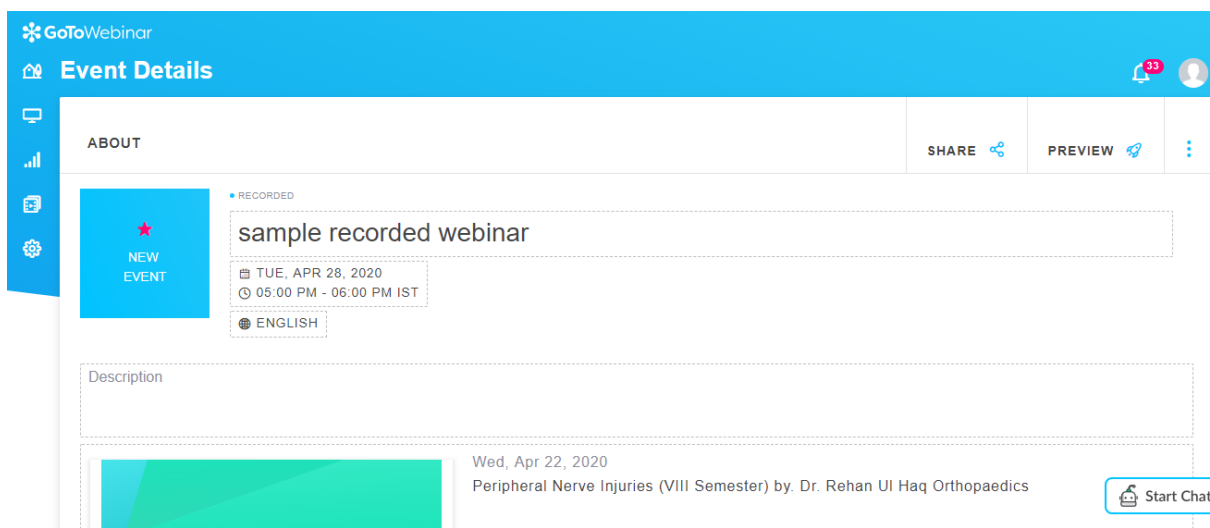Going below on the same page, you can even search by looking at each page as highlighted in the screenshot below. Select the lecture you want to add and then click on the button ADD on the page given below.
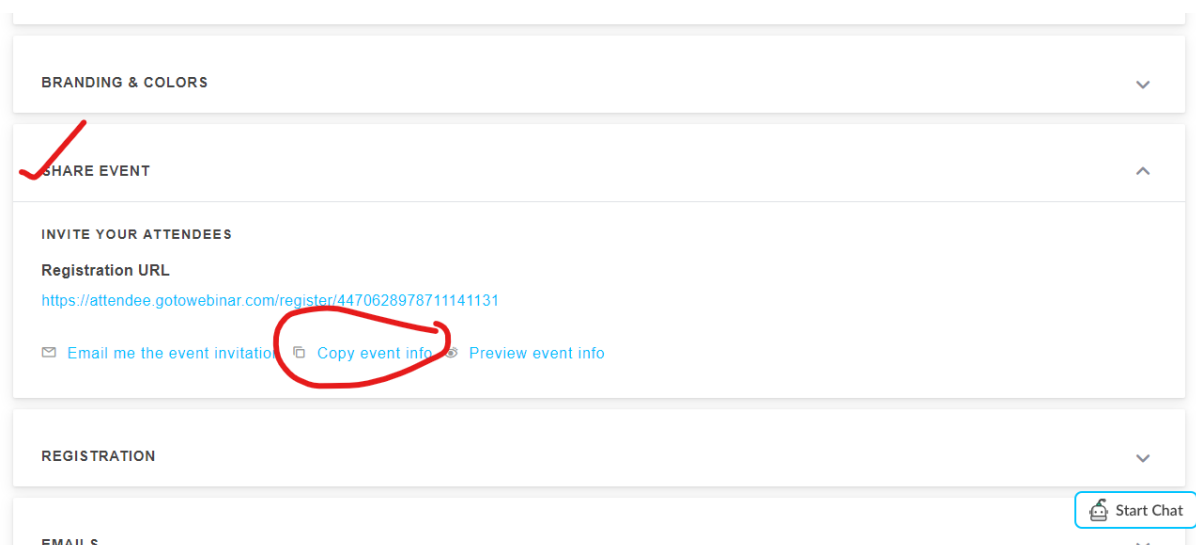

Once you select and ADD the lecture recording, you will see that the recording has been linked now.

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Share the event as given in the screenshot below.

Share the event info with the students which are your participants.

You don't have to START the lecture at the scheduled time. It will run automatically. You can however interact with the students as the recorded video is being played.

For more resources on GoToWebinar, go to: https://support.goto.com/webinar?

For short videos on GoToWebinar, go to: https://support.goto.com/webinar/videos

Give your feedback at mededu.ucms@gmail.com

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