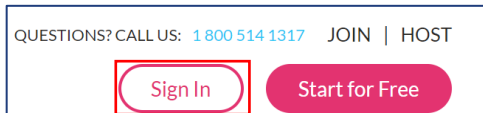


Archive GoToTraining Recordings

Download GoToTraining Recordings

1. Navigate to www.gototraining.com
2. Click Sign In from the top right corner of the screen.



3. Enter your NSU email address and click Next.

GoToTraining
by LogMeIn

New page, same GoToTraining. [Learn more about sign in.](#)

Email address
mtaylor@nova.edu

Next

Keep me signed in Support

4. Click Sign in with Company ID.

GoToTraining
by LogMeIn

New page, same GoToTraining. [Learn more about sign in.](#)

Sign in for mtaylor@nova.edu
Not you?

Password

Forgot password? Sign in

More options

Sign in with Company ID

Keep me signed in Support

Archive GoToTraining Recordings

5. Enter your NSU email address and password and click Sign In.

NSU | NOVA SOUTHEASTERN UNIVERSITY
Florida

Sign in with your email address.

mtaylor@nova.edu

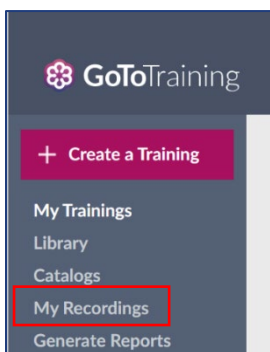
.....

Sign in

Students
Please sign on using user@mynsu.nova.edu

Faculty/Staff
Please sign on using user@nova.edu

6. From the menu on the left, click My Recordings.



7. The My Recordings page will be displayed showing all recordings from the last 365 days.
 - a. If you would like to see recordings older than one year, click the drop down and click Custom Date Range.
 - b. All recordings within the selected range will be displayed on the page.

My Recordings

+ Upload a Recording









Last 365 Days

Name	Date	Size	Views	Publish
Test Recording 2.mp4	Oct 7, 2019	3.0 MB	0	ON <input checked="" type="checkbox"/>

Archive GoToTraining Recordings

8. Locate the recording you wish to download and click the download icon to the right of the Views column.
 - a. You can save the copy locally on your computer, and then upload it into SharkMedia afterwards if you want to keep the recordings indefinitely.

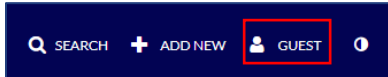
The screenshot shows a user interface titled "My Recordings". At the top left, there is a purple button with a plus sign and the text "Upload a Recording". Below this is a filter dropdown menu set to "Last 365 Days". The main content is a table with the following columns: Name, Date, Size, Views, and Publish. There are two rows of recordings. The first row is "Test Recording 2.mp4" with a date of "Oct 7, 2019", size of "3.0 MB", and "0" views. The second row is "Test New GoTo Build.mp4" with a date of "Mar 5, 2019", size of "7.8 MB", and "1" view. In the "Views" column of the first row, there is a set of icons: a download icon, a play icon (highlighted with a red box), a share icon, and a trash icon. To the right of each row is a "Publish" toggle switch, both of which are currently turned "ON".

Name	Date	Size	Views		Publish
Test Recording 2.mp4	Oct 7, 2019	3.0 MB	0	   	ON <input checked="" type="checkbox"/>
Test New GoTo Build.mp4	Mar 5, 2019	7.8 MB	1	   	ON <input checked="" type="checkbox"/>

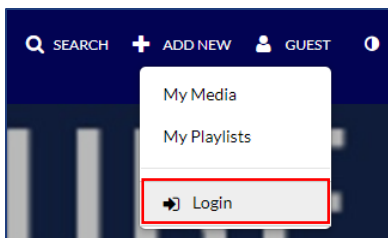
Archive GoToTraining Recordings

Upload GoToTraining Recordings to SharkMedia

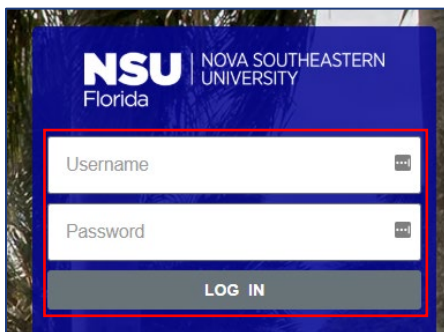
1. Navigate to <https://sharkmedia.nova.edu>.
2. Click Guest in the top right corner.



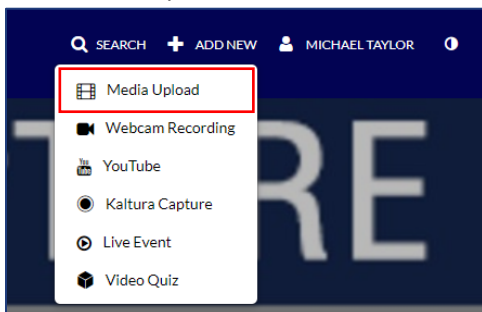
3. Click Login.



4. Enter your NSU username and Password.

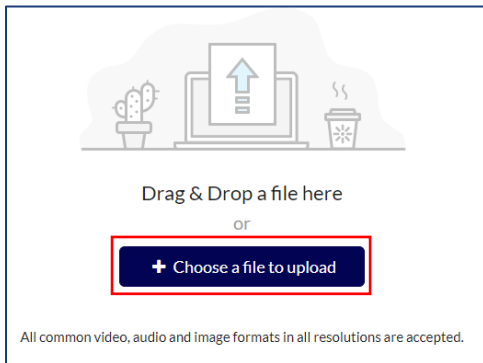


5. Click Add New.
6. Click Media Upload.

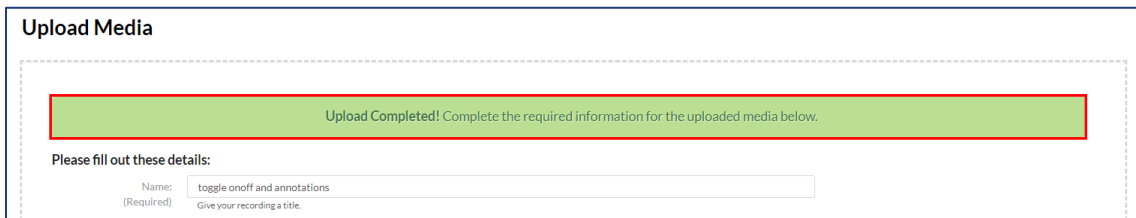


Archive GoToTraining Recordings

7. Click Choose a File to Upload.



8. Locate the recording from Download GoToTraining Recordings step 10.
9. Click Open.
10. Once the upload is complete a message will appear that states "Upload Completed!"

A screenshot of the "Upload Media" form. The title "Upload Media" is at the top left. A green message box with a red border contains the text "Upload Completed! Complete the required information for the uploaded media below." Below this, the text "Please fill out these details:" is followed by a "Name:" label and a text input field. The input field contains the text "toggle onoff and annotations". Below the input field, there is a "(Required)" label and a smaller instruction "Give your recording a title."

11. Repeat these steps to upload more recordings.