

Important: Your GoToTraining recordings will not be transferred over with the switch to Zoom. If you wish to keep your GoToTraining recordings it will be your responsibility to download them from GoToTraining's website before 6/1/2020.

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

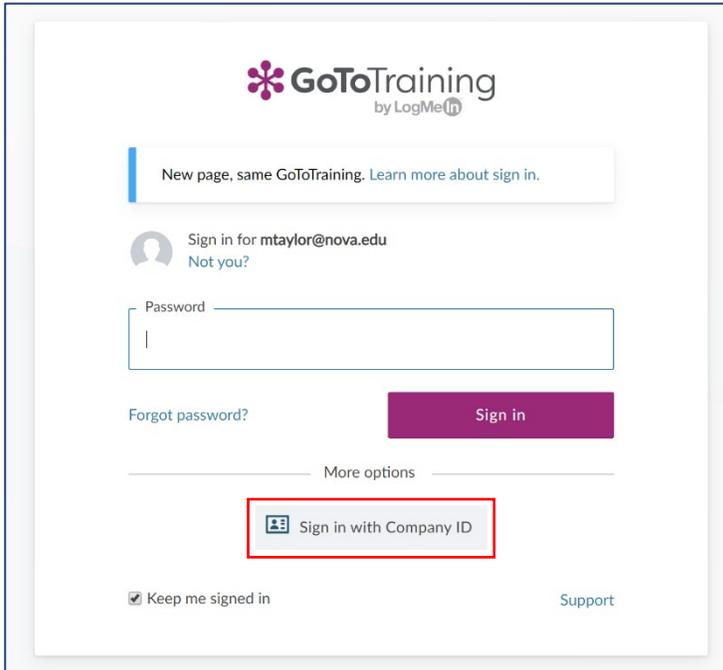
New page, same GoToTraining. [Learn more about sign in.](#)

Email address
mtaylor@nova.edu

Next

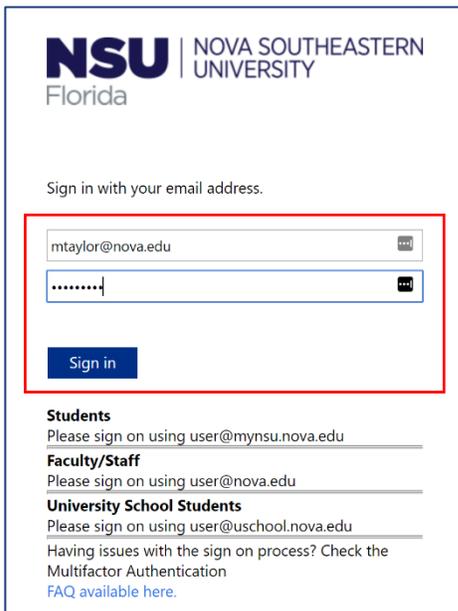
Keep me signed in [Support](#)

4. Click Sign in with Company ID.



The image shows the GoToTraining login page. At the top is the GoToTraining logo with the tagline "by LogMeIn". Below the logo is a message: "New page, same GoToTraining. Learn more about sign in." There is a user selection section with a profile icon and the text "Sign in for mtaylor@nova.edu" and "Not you?". Below this is a password input field. To the left of the password field is a link for "Forgot password?". To the right is a purple "Sign in" button. Below the password field is a "More options" section with a red box around the "Sign in with Company ID" button. At the bottom left is a checkbox for "Keep me signed in" and at the bottom right is a "Support" link.

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

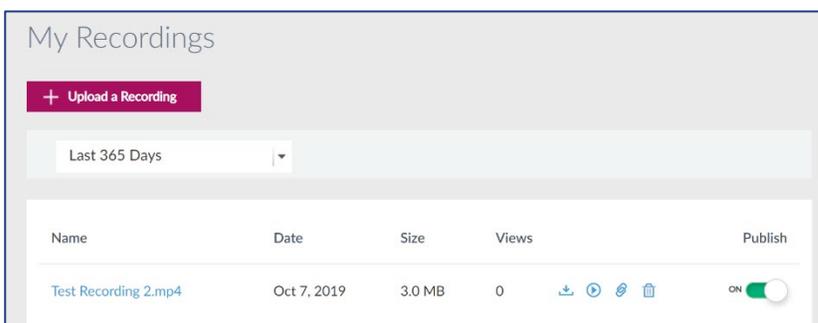


The image shows the NSU (Nova Southeastern University) login page. At the top left is the NSU logo with "NOVA SOUTHEASTERN UNIVERSITY" and "Florida" below it. Below the logo is the text "Sign in with your email address." There is a red box around the email and password input fields. The email field contains "mtaylor@nova.edu" and the password field contains ".....". Below the input fields is a blue "Sign in" button. Below the sign in button are three sections: "Students" with the instruction "Please sign on using user@mynsu.nova.edu", "Faculty/Staff" with the instruction "Please sign on using user@nova.edu", and "University School Students" with the instruction "Please sign on using user@uschool.nova.edu". At the bottom is a link for "Having issues with the sign on process? Check the Multifactor Authentication FAQ available here."

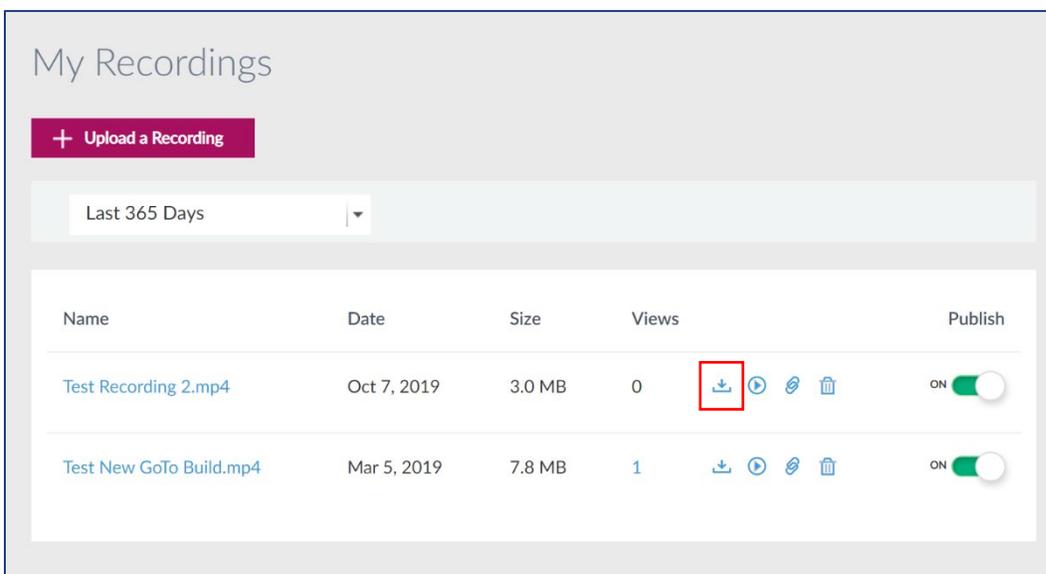
6. From the menu on the left, click My Recordings.



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



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

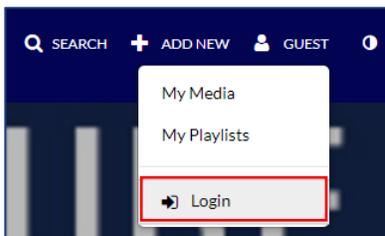


Upload GoToTraining Recordings to SharkMedia

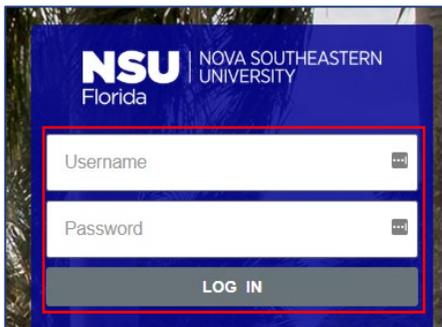
1. Navigate to <https://sharkmedia.nova.edu>.
2. Click Guest in the top right corner.



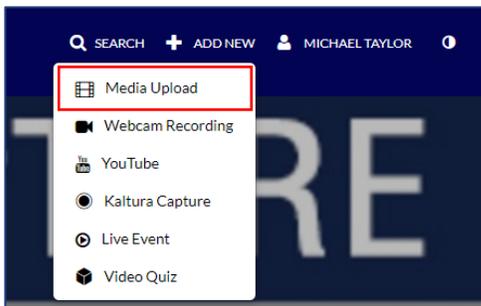
3. Click Login.



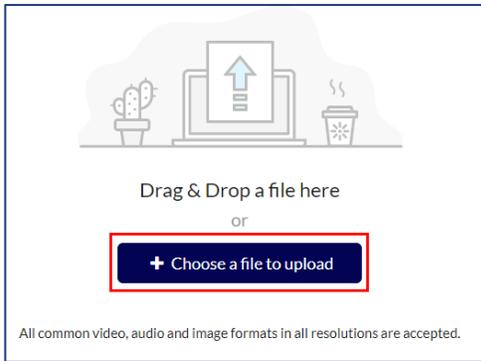
4. Enter your NSU username and Password.



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



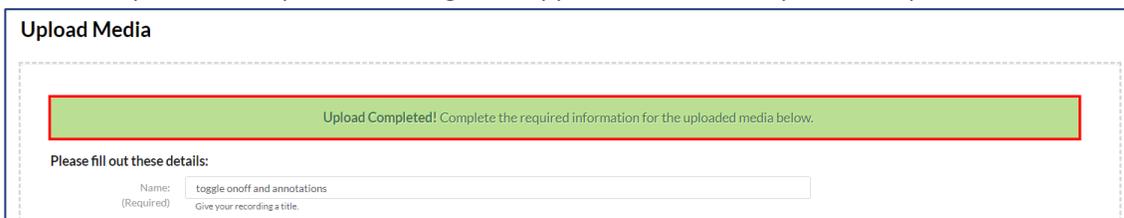
7. Click Choose a File to Upload.



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!"



11. Repeat these steps to upload more recordings.



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