**Is it possible to download or edit a bongo recording?**

Bongo recordings can be downloaded to your computer, but there are some caveats.

Firstly, what are bongo recordings?

Rather than an individual video file, bongo recordings are made up of multiple elements including (1) shared desktop video, (2) webcam video, (3) presentation slides, (4) meeting chat, and (5) attachments uploaded within the chat box. Because of their unique design, these recordings are intended to be hosted in the cloud and watched within a user's web browser (typically from within a brightspace module or by using a share link or 'public url').

For this reason, when you download a bongo recording, it will not be in the form of a single, shareable file (such as an MP4 video). Rather, these recordings are downloaded as zip archive files, effectively acting as a container for all of the elements that make up a bongo recording. This has some implications for how downloaded bongo recordings are watched, shared, and re-used.
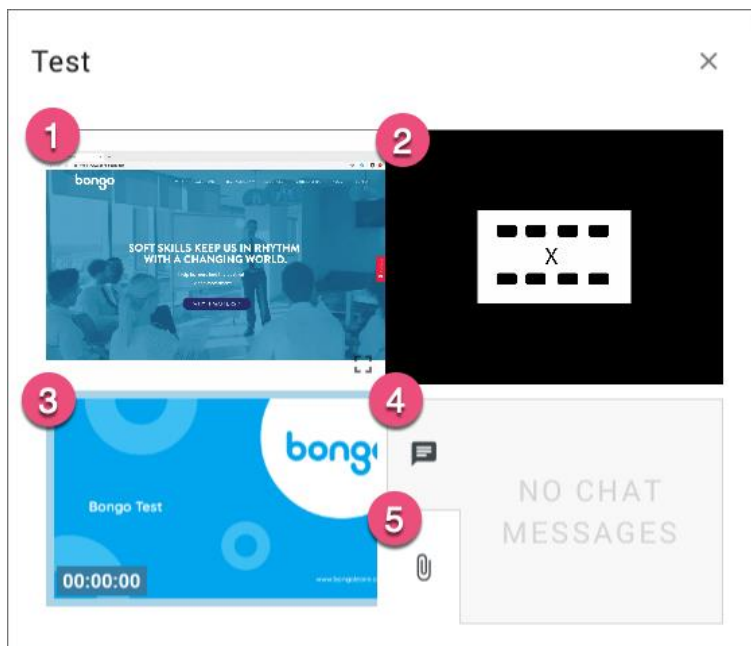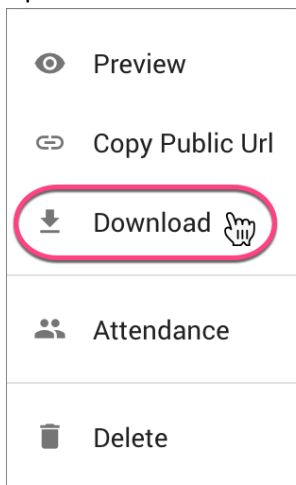

How do I download a bongo recording?

To download a bongo recording, complete the following steps:

(1) navigate to the meetings page within your respective brightspace module (module tools>virtual classroom).
(2) Look for the meeting you want to download in the 'recording meetings' tab and click on the ellipses (three dots) next to it (under the heading 'actions').

(3) Then click 'download' on the resulting drop-down menu. Your recording will download as a zip archive file.

Opening and watching a bongo recording locally (on your computer)

After downloading your meeting, you will need to extract the zip file to view the contents of the folder. Separate instructions for extracting a zip file on Windows or Mac OS can be found in this guide from bongo.

Your extracted zip file will comprise two folders (containing all of the various elements of your recording described above) and a html document titled 'playrecording'. Clicking on this html file will open the recording in your default web browser, where you can watch it just as you would the original cloud-hosted recording (i.e. from within brightspace or from a shared link).

Can I edit a downloaded bongo recording?

Technically, yes. After you extract your downloaded zip file, all of the elements that make up your bongo recording can be found in the 'meetingFiles' folder, e.g.:

(1) All recorded webcam video and audio will be contained in a single MP4 video file
(2) A separate MP4 video file will contain all screenshared content

(3) Presentation slides can be found in the 'presentation' subfolder, as individual images (PNG files). Note: presentations made using desktop sharing will instead be included in a video file (see 2, above)

File	Date
📁 presentation **3**	08/06/2021 16:11
📁 thumbnails	08/06/2021 16:11
🎬 __517321_899ee3409928d85d▓▓▓▓e33 **1**	08/06/2021 16:10
🎬 __517321_899ee3409928d85d▓▓▓▓e33_screenshare **2**	08/06/2021 16:10
📄 captions	08/06/2021 16:10
📄 cursor	08/06/2021 16:10
📄 deskshare	08/06/2021 16:10
📄 events	08/06/2021 16:10
📄 metadata	08/06/2021 16:10
📄 panzooms	08/06/2021 16:10
📄 presentation_text	08/06/2021 16:10
📄 shapes	08/06/2021 16:10
📄 slides_new	08/06/2021 16:10

If you need to edit a recording, i.e. to trim it or remove a segment, all of the elements listed above would need to be imported into a video editing software package (such as Adobe Premiere or iMovie) and manually recompiled We would advise lecturers **not to use this method** unless absolutely necessary, as reuniting these elements within a video editing package can be **very time-consuming.** By way of example, if your presentation slides were shared by being uploaded to bongo (rather than screenshared) this would result in one image file being generated for each slide. To realign these slides with the audio narration or webcam video from your recording would require each image to be dragged into your project manually at exactly the right point in the recording timeline.

For this reason, we recommend downloading bongo recordings only as backups, and not for editing and re-sharing. If you want to re-use a bongo recording in a future module, the recommended method for doing so would be to share the recording's public URL in the content are of the new module.