

Adobe Connect Recording and Playing Back Meetings

(From Using Adobe Connect 9 located at:

http://help.adobe.com/en_US/connect/9.0/using/connect_9_help.pdf)

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What gets recorded in an Adobe Connect Meeting?

A host can record a meeting or training session. When played back, the recording shows exactly what the attendees saw and heard. Everything that happens in the room is recorded, except for the “Presenter Only” area and breakout rooms. You can start and stop recording at any time, so you decide what content to record. A host can create a reference archive of meetings and make the recordings available to attendees.

When you record a meeting, consider the following:

- If you use VoIP and the Video pod to broadcast audio to meeting attendees, all audio is recorded automatically.
- If you do not use universal voice, you can use your speakerphone and your computer microphone as recording devices. All audio input to your computer is captured and recorded

but is not broadcast to participants. (Because audio is not directly integrated with the meeting in this case, the quality can be lower than using a direct method.)

- The meeting recording is assigned a URL and added to the Recordings page associated with the meeting room in the Adobe Connect meeting setup panel.

To play a recording, you need an Internet connection, the recording URL, and permission to view it.

Record a meeting

Start recording a meeting:

1. Go to your meeting> from the Meeting menu select Record Meeting > Record Meeting.
2. In the Record Meeting dialog box, enter a name and summary for the meeting recording.

A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded.

You can pause an ongoing recording. Anything you do in the live meeting during the time you pause the recording is not recorded.

Stop recording a meeting

From the Meeting menu, deselect Record Meeting.

The meeting recording is saved and is available for playback at any time.

About editing meeting recordings

After recording a meeting or training session, you can use the built-in editor to remove sections of the recording. The editor is useful if the recording contains periods of silence or unnecessary information. Following are some tips for editing recordings:

- To edit a meeting or virtual classroom recording in the Content library, you must have Manage or higher permissions for the recording. If you created the meeting or virtual classroom, you have these rights by default.
- To edit a recording go back to the Home Page window, under Meetings > Recordings > pick a recording. You can create an index using time tags to enable participants to easily view and navigate through the recording. You can also edit/delete the existing auto-generated time tags.
- In addition, you can also create sections within a recording using chapter markers. **You can hide the names of participant interacting over chat and retain the content of these interactions.**
- The last edited version of the recording is saved and includes all information from earlier editing sessions. The link to your recording does not change after editing. Users given the

link and rights to access the recording see the most recent version saved, including any edits that were made.

- Multiple users can open a recording in edit mode at the same time. However, after one user saves their changes, others editing at the same time receive an error when they try to save their changes.

Note: Adobe Connect administrators can change recording settings to adhere to standards for governance. These settings affect how meetings are recorded and what is recorded.

Edit a recorded meeting

Editing a recording is useful if the recording contains sections of silence or unnecessary information that you want to remove before making the recording available.

1. From the Home Page, click Meetings, and then click the meeting or classroom that includes the recording.
2. Click “Recordings”.
3. Click “Edit” next to the recording that you want to edit.
4. Simply click the Play button to watch the recording from the beginning, or first drag the progress marker to a specific location.



Controls for recorded meetings

A. Play button B. Progress marker C. Selection markers surrounding selection D. Cut E. Undo F. Save

5. Use the selection markers to specify the areas of the recording you want to remove, and click the Cut button.
6. (Optional) At the left of the meeting window, click the triangle to show the Events Index pane, where you can “Navigate to specific events in recordings”.
7. (Optional) To remove changes, click Undo to remove individual edits made you last saved, or Revert to Original to restore the recording to its original state.
8. Remove any additional sections. When you have finished, click Save.

Note: Adobe Connect administrators can change recording settings to adhere to standards for governance. These settings affect how meetings and training sessions are recorded and what is recorded.

Create an offline recording

If you want people who do not have access to an Adobe Connect server to view a meeting recording, create an offline version. The offline recording is saved as a FLV file, which can be viewed in FLV playback, and distributed via email, CD, or a server.

Note: Creating an offline recording takes approximately the same amount of time as the duration of the original meeting recording.

You can minimize the offline recording window or view other windows on top of it without interfering with the contents of your recording.

1. From the Home page, click Meetings, and then click the meeting or classroom that includes the recording.
2. Click Recordings.
3. Next to the specific recording you want to use, click Make Offline.
4. If Help text appears, click Proceed with Offline Recording. Then specify a location for the finished FLV file. The meeting begins playing, creating the offline file.
5. As needed, click the Pause/Resume, Stop And Save, and Start New controls:
 - a. The Pause/Resume button temporarily stops the offline recording. This functionality can be useful if you must download a large file and do not want to strain system resources. When you click Resume, the recording continues from where it was paused. The finished recording is one continuous file regardless of how many times you paused and resumed recording.
 - b. The Stop and Save button ends the creation of a recording, which is useful if you want to record portions of a meeting as separate files. Click Start New to resume recording where you left off.
6. When the recording process finishes, close the offline recorder window. (If the window is minimized, it closes automatically.)

Note: Adobe Connect administrators can change recording settings to adhere to standards for governance. These settings affect how meetings and training sessions are recorded and what is recorded.

Play back a recorded meeting

A host or presenter makes the recording URL available so attendees can play the recording. Every recording is automatically assigned a unique URL and is stored on the Recordings tab for the meeting room in your home page>Meetings> Meeting Information menu.

When you play a recording, a recording navigation bar appears in a space below the meeting room. For optimal performance, a high-speed Internet connection is recommended for recording playback.



Recording navigation bar

- A. Pause/Play toggle button B. Progress marker C. Elapsed/total time*

You control who has access to the recording:

- Any user invited to the meeting using the invitees can view the recording if given the recording URL.
- Hosts can view information, such as permissions, if they have rights to browse to the Meeting Information folder where the recording is stored.
- Anyone with Internet access can view the recording if you make it public.

Note: Adobe Connect administrators can change pod, sharing, and other settings to adhere to standards for governance. These settings affect the layout of meeting rooms and what you can do in meeting rooms.

Play a recording (hosts and presenters)

1. From the Home page, click Meetings, and then click the meeting or classroom that includes the recording.
2. Click the Recordings option.
3. Click the name of the recording.
4. Do one of the following:
 - a. To view the last edited version of the recording, click the URL for Viewing.
 - b. To view the full, original, unedited version of the recording, click View Original.

You either view the original version of the recording or the latest edited version; multiple edited versions of the recording are not saved. (If the recording was never edited, the URL for Viewing is the same as View Original.)

Play a recording from a URL (attendees)

Hosts and presenters most often tell attendees about a recording by sending an email message containing a URL link to the recording.

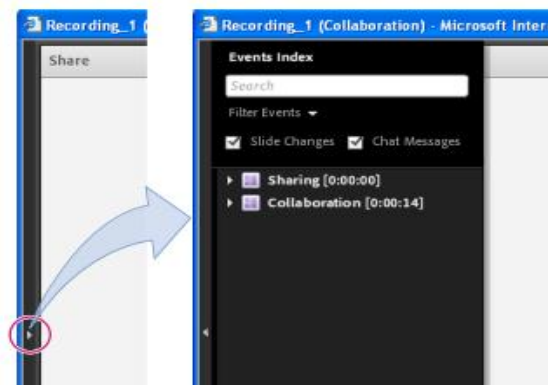
- Click the recording URL that the presenter sent to you.

The recording opens in your browser and is ready for playback. If you are unable to open the recording, you may not have rights to access the recording.

Navigate to specific events in recordings

For each meeting recording, a new indexed event is created for every chat message, layout change, slide change, and camera start or stop. Each event is listed in an Events Index, followed by a timestamp. You can filter and browse the index to quickly navigate to specific events.

1. At the left of the window for the recorded meeting, click the triangle to show the Events Index pane.



Events Index pane (click triangle to show and hide)

2. Do either of the following:
 - a. Click the Filter pop-up menu to select specific events to view. You can show all events, a single event, event types, or any combination of events that can be indexed. Events that can be filtered include layout changes, chat messages, slide changes, and users joining or leaving the Attendees or Video pod.
 - b. Search for specific events: type keywords into the search box and click “Find”. All events that contain a match appear highlighted. You can look for names of meeting participants, text in all Notes pods, text in all Chat pods, and text on meeting slides.

Managing recorded meetings

You can view all recordings made for a particular meeting, change permissions, rename, or move a recording, or view a content report for a recording. Also, a recorded meeting can be used as content for another meeting.

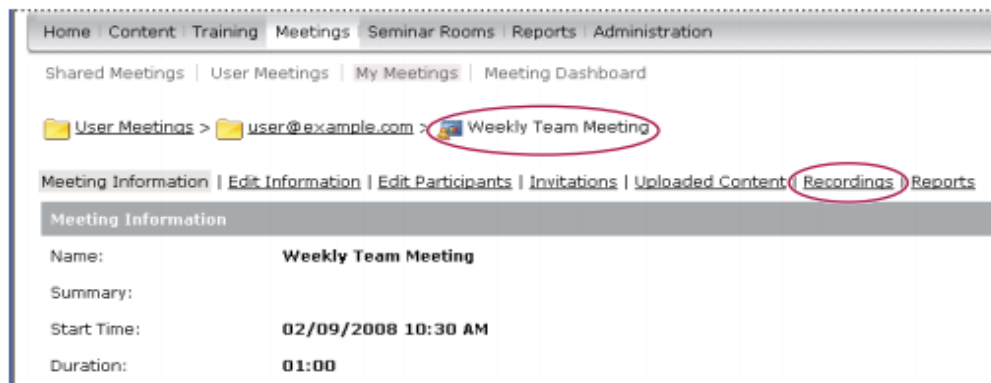
Note: Adobe Connect administrators can change pod, sharing, and other settings to adhere to standards for governance.

These settings affect the layout of meeting rooms and what you can do in meeting rooms. For more information, see

View a list of recorded meetings

If you are an administrator or have Manage permissions for a meeting folder, you can view the recordings that have been created from a meeting room.

1. Click the Meetings tab at the top of the home page.
2. If there is more than one meeting folder, navigate to the folder that contains the meeting.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Recordings link on the navigation bar.



Navigating to the Recordings link

Move recordings to the Content library

An administrator or a user with permissions to manage a specific Meetings library folder can move meeting recordings from the folder to the Content library.

Moving a meeting recording to the Content library is useful if you want to give access to people other than the original invitees.

Note: To make a recording available to anyone in the world that is given the recording URL, see “Play back a recorded meeting” on page 161.

1. Click the Meetings tab at the top of the home page.
2. Navigate to the meeting that has recordings you want to move.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Recordings link on the navigation bar.
5. Select the check box to the left of any recording that you want to move.
6. Click Move To Folder on the navigation bar.
7. Navigate to the folder in the Content library where you want to move the recording. (As you navigate, the new destination appears in the upper right of the window.)
8. Click Move.

Edit recording information

1. From the home page, click Meetings. Then click the meeting or classroom that includes the recording.
2. Click the Recordings option.
3. Click the name of the recording.
4. In the Recording Information bar, click Edit.
5. Revise the title, summary, and language as desired.
6. To let Adobe Connect Desktop users download the recording locally, select “Allow Users To Download Copy To Local Device”.
7. To update any items linked to the recording with the revised information, select Update Information For Any Items

Delete a meeting recording

Only an administrator or a user with permissions to manage that specific Meetings library folder can delete a meeting recording.

Note: This process does not delete the recording from the Content library if you moved it there previously. To delete a meeting recording you moved to the Content library, see “Delete a file or folder” on page 168.

1. Click the Meetings tab at the top of the home page.
2. Navigate to the meeting that has recordings you want to delete.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Recordings link on the navigation bar.
5. On the Recordings page, select the check box to the left of any recording you want to delete.
6. Click Delete above the list.
7. Click Delete on the confirmation page.