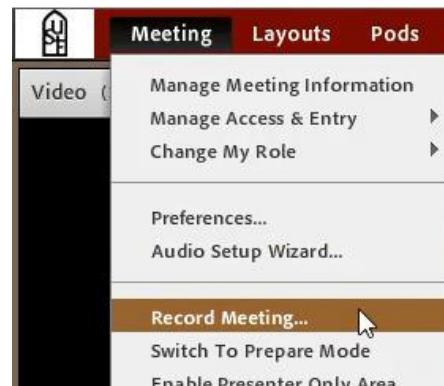


## Procedures for Recording and Retrieving an Adobe Connect Meeting

When it becomes important to record an Adobe Connect lecture as a resource for students, the steps are explained and shown: from **recording** to **retrieving** the recording and making it available. These steps assume that the meeting has been already created.

First, open (launch) the meeting, and from the “Meeting” menu of the Adobe Connect interface, choose “Record Meeting.”



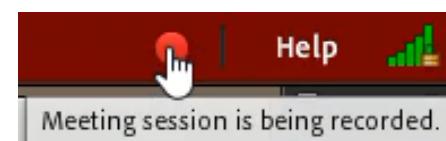
Then, a window will open asking that you enter meeting information. The title should be relevant to the topic, and preferably show the date of the recording for easy identification later. (See steps 1-3 in the image below)



Once you click “Ok”, the meeting will begin recording, and will show a recording status message, briefly, in the upper right hand corner of the meeting interface. Note that you can “pause” and “Stop” the recording.

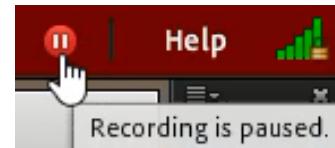


You can access the “Pause” and “Stop” controls at any time by clicking the red button in the upper right hand corner of the meeting interface.



Just choose which option is appropriate. Pausing the recording at times helps when you put the class to work in a group activity. You can then resume the recording.

You will see a status indicator that the meeting is paused.



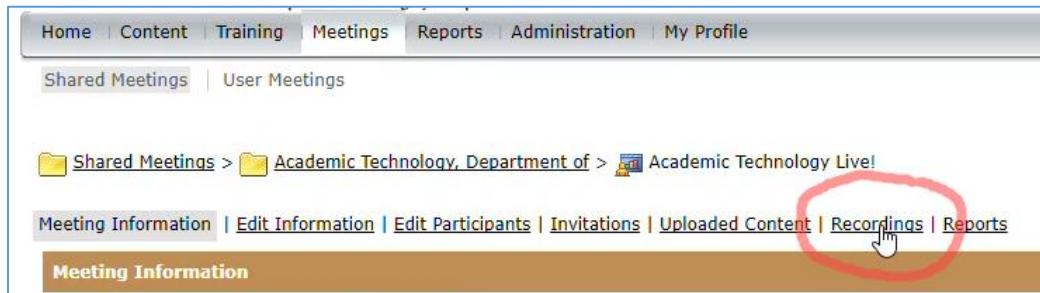
## Procedures for Recording and Retrieving an Adobe Connect Meeting

And then when you click the status indicator, the controls to resume recording or to stop the meeting will be exposed.



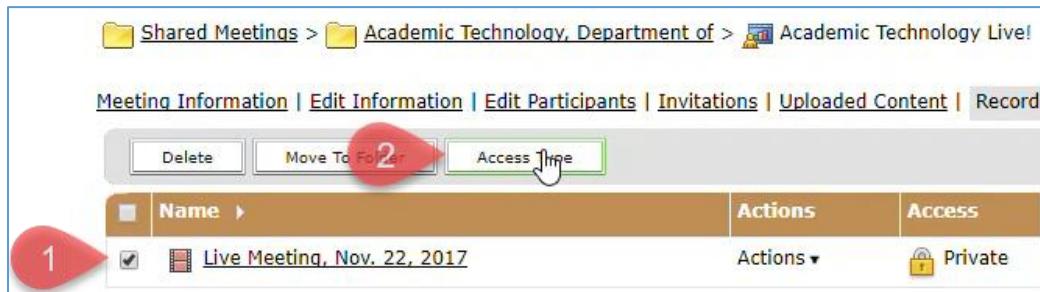
## Retrieving the Recording

When you want to retrieve the link to the recording and make it available to the student you need to first go to the meeting's information page. These steps assume that you know how to access the meeting's information page, where you will find a link to "Recordings" which you should click.



The screenshot shows the 'Meeting Information' page. At the top, there is a navigation bar with links: Home, Content, Training, Meetings, Reports, Administration, and My Profile. Below this is a secondary navigation bar with Shared Meetings and User Meetings. The main content area has a breadcrumb trail: Shared Meetings > Academic Technology, Department of > Academic Technology Live!. Below the breadcrumb is a row of links: Meeting Information, Edit Information, Edit Participants, Invitations, Uploaded Content, Recordings (which is highlighted with a red circle), and Reports. A red arrow points to the 'Recordings' link. At the bottom of the page is a brown header bar labeled 'Meeting Information'.

The **default** setting for the meeting recording is **private**. You need to make it public; *or*, public with a password (not recommended). First (1), check the box next to the meeting title; then (2), click "Access Type":



The screenshot shows the 'Recordings' page for a meeting titled 'Live Meeting, Nov. 22, 2017'. At the top, there is a breadcrumb trail: Shared Meetings > Academic Technology, Department of > Academic Technology Live!. Below the breadcrumb is a row of links: Meeting Information, Edit Information, Edit Participants, Invitations, Uploaded Content, Recordings (highlighted with a red circle), and Reports. In the main content area, there is a table with a single row. The first column contains a checkbox, which is checked (indicated by a red arrow labeled '1'). The second column contains the meeting name, 'Live Meeting, Nov. 22, 2017'. The third column is labeled 'Actions' and the fourth column is labeled 'Access'. A red arrow labeled '2' points to the 'Access' column, specifically to the lock icon which indicates the meeting is private.

Next, (1) select "Public". Then (2) click "Save."



The screenshot shows a 'Change Access Type' dialog box. At the top, there is a link to 'Return To Recordings'. Below this is a section titled 'Live Meeting, Nov. 22, 2017'. Underneath the title are two radio buttons: 'Private' (unchecked) and 'Public' (checked, indicated by a red arrow labeled '1'). There is also a checkbox for 'Set Passcode (Optional)'. At the bottom right of the dialog box are two buttons: 'Save' (highlighted with a red arrow labeled '2') and 'Cancel'.

## Procedures for Recording and Retrieving an Adobe Connect Meeting

When you click “Save” in the previous step, you will go back to the list of meeting recordings. **Now you will need to get the link to the meeting recording.** Select the **title** of the meeting recording.

The screenshot shows a list of recordings. The first item, "Live Meeting, Nov. 22, 2017", has a red oval around its title. A green callout bubble points to the recording date "11/22/2017 8:11" with the text "Remember, you are looking at the Recordings view."

Name	Actions	Access	Recording Date
Live Meeting, Nov. 22, 2017	Actions ▾		11/22/2017 8:11

Then, right-mouse click on the “URL for Viewing” to copy the link address.

The screenshot shows the "Recording Information" page for the selected meeting. The URL for Viewing is <https://usfconnect8.stfrancis.edu/p3ae5kz6nwcl>. A context menu is open over this URL, with "Copy link address" highlighted.

Recording Information	
Title:	Live Meeting, Nov. 22, 2017
Type:	Recording
Duration:	00:00:16
Disk usage:	315.2 KB
Permissions:	Same as parent folder
URL for Viewing:	<a href="https://usfconnect8.stfrancis.edu/p3ae5kz6nwcl">https://usfconnect8.stfrancis.edu/p3ae5kz6nwcl</a>
Summary:	optional
Recording Date:	11/22/2017 8:11 AM

Make that link available to your students in whatever manner works best. Some options are:

- Email the link to your students.
- Paste the link onto a Canvas content page.
- Add the link to a course module.