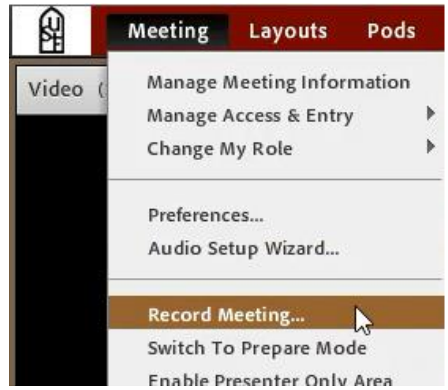
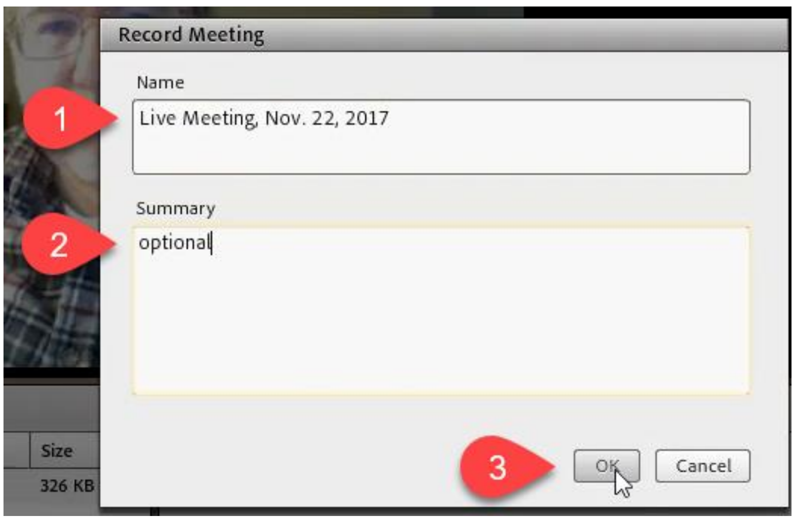
Procedures for Recording and Retrieving an Adobe Connect Meeting

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)



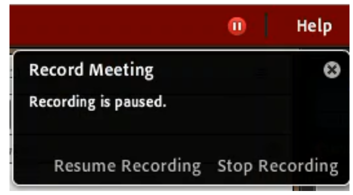
Once you click "Ok", the meeting will begin recording, and will show a recording status message, briefly, in the upper right hand corner of the meeting interface. Note that you can "pause" and "Stop" the recording.

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.

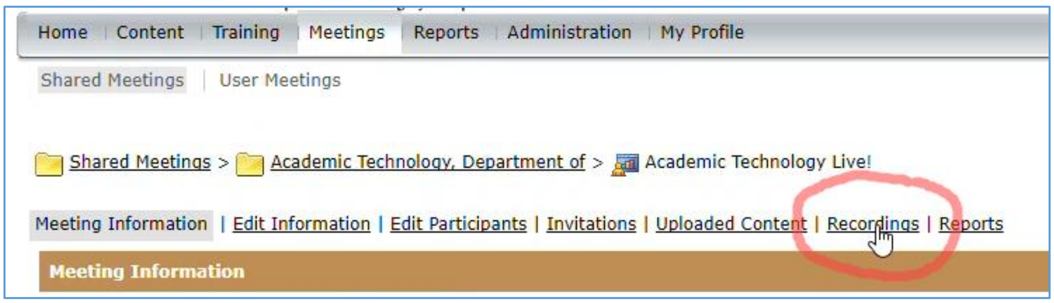
You will see a status indicator that the meeting is paused.

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

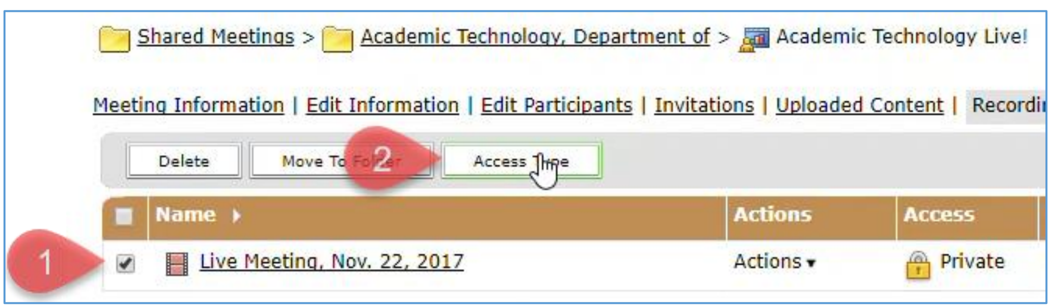


Retrieving the Recording

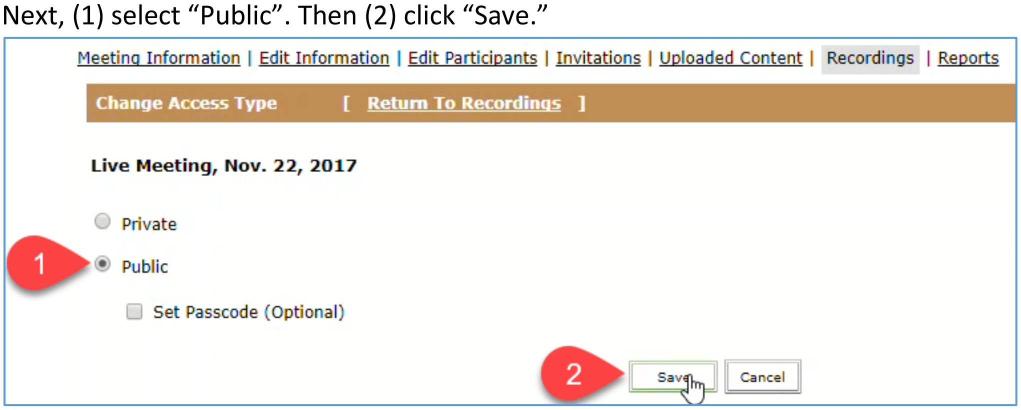
When you want to retrieve the link to the recording and make it available to the student you need to first go to the meeting's information page. These steps assume that you know how to access the meeting's information page, where you will find a link to "Recordings" which you should click.



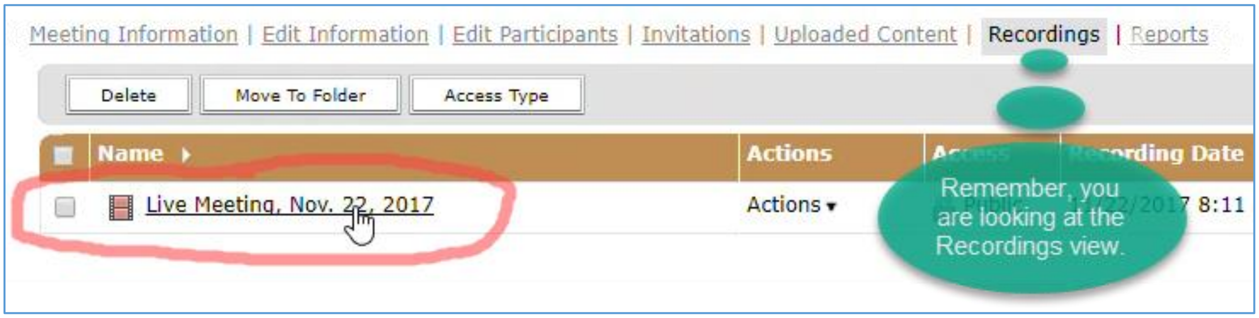
The **default** setting for the meeting recording is **private**. You need to make it public; *or*, public with a password (not recommended). First (1), check the box next to the meeting title; then (2), click "Access Type":



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



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.



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

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.