



## SAS Recording Features

### Quick Reference Guide

As a Moderator, you can record an Elluminate session and play it later by clicking on a link. All activity that occurs in the main room of the session will be recorded except private Chat messages, the Timer and Notes. This guide is designed to highlight the recording settings on the SAS.

### Recording Settings

The recording settings are available for Meetings, Courses and Drop In sessions. Meetings can be created in two ways:

- Schedule a Meeting from the My Elluminate page in the SAS
- Create a Meeting from the Utilities page in the SAS

The settings are available for both methods and for all types of sessions. They can also be set as Meeting/Course/Drop In Defaults so that all sessions created can automatically have your preferred settings. The following screen shots were taken from the Utilities panels.

< RECORDING >

Mode:

Access:

Video Quality:

Options:  Email the recording link  
 Enable Recording Viewer Details

Email:

### Mode

There are three choices for recording mode:

- Manual – enables the recording button on the Moderator's Elluminate *Live!* interface and allows the moderator to turn on and off the recording at anytime during the live session.
- Automatic – the recording automatically starts when a Moderator or Participant enters the Elluminate session and continues until the last participant exits the session.
- Disabled – the session cannot be recorded.

< RECORDING >

Mode:

Access:

Video Quality:

### Access

Access to recordings can be controlled by choosing the appropriate setting. This setting can be defined when creating the session and also the setting can be changed once the recording has been created.

- Private – access to the recording is restricted to the session creator.
- Restricted – access to the recording is restricted to individuals with whom you have shared the link or users who have a SAS account and attended the session will have access to the recording when they log into the SAS.
- Public – access to the recording is unrestricted and available to anyone who has the recording link or your users who have an SAS account

RESTRICTED

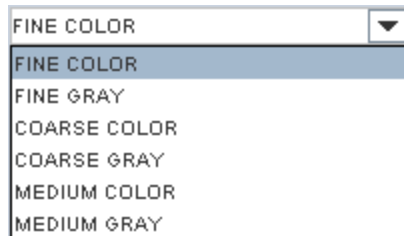
PRIVATE

RESTRICTED

PUBLIC

## Video Quality

The size of the session recording is impacted when live video is used during the session. To decrease the recording file size, choose a video setting less than Fine Color. This will not impact the video quality during the live class.



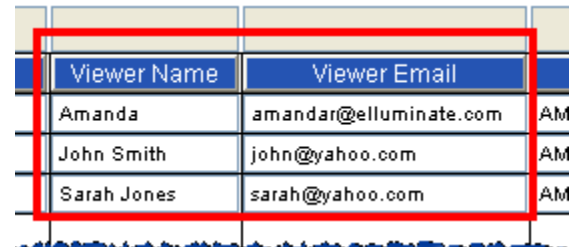
## Options

There are two additional recording options:

- Email the recording link – the SAS will send an email after a session has been recorded to the Moderator and to any of the Participants who were invited to the session through the SAS.
- Enable Recording Viewer Details – the SAS can track who has accessed a recording by requiring the viewer to enter their name and email address before launching the recording.

## Capturing Recording Viewer Information

The SAS will capture the View Name and Viewer Email address if “Enable Recording View Details” is enabled for a Meeting, Course or Drop Ins.



A screenshot of a table with three columns: Viewer Name, Viewer Email, and a third column with 'AM' values. The table is highlighted with a red border. The data rows are:

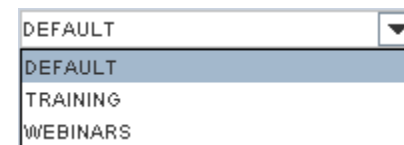
Viewer Name	Viewer Email	
Amanda	amandar@illuminate.com	AM
John Smith	john@yahoo.com	AM
Sarah Jones	sarah@yahoo.com	AM

There are two ways to see the captured viewer information:

1. Go to Utilities > File Management > Recordings. Select a recording and then click Downloads.
2. Go to Utilities > Courses/ Drop Ins / Meetings > Rooms > Recordings > Download.

## Email

By default, a standard email template will be used to send the session recording link. However, multiple email templates can be created and customized and then selected from an available drop-down menu when creating the session as shown in the example menu below.



## Playback Privacy

To protect the privacy of your session participants, you may choose to have their names displayed in the recording as “Participant” instead of the name they used to enter the session. This is done by selecting “Hide Names in Recordings.” The names in the session will be displayed as Participant #1, Participant #2, etc..

Options:

- Notify invitees
- Session is supervised
- Permissions granted on enter
- All participants are Chair
- Follow Chair (Whiteboard)
- Raise hand on enter
- Whiteboard is proprietary
- Allow In-Session Invitations
- Hide Names in Recordings

