



## Retrieving Recording Links in the SAS Quick Reference Guide

The Session Administration System, SAS, is a tool that enables you to manage Elluminate *Live!* users and sessions. As such, it is also the tool you will use to manage recordings and recording URLs. The most common way to access the link for a recorded session is from the email notification the SAS sends to the Chair of the session. If you do not have the email, there are others methods for retrieving the links.

### Retrieving a Recording Link

1. Log into the **SAS** with the account you used to create the session.
2. Click on the **Utilities** tab.



3. From **Session Management**, select the session type: Courses, Drop Ins, or Meetings. For example, select Meetings.



4. Locate the meeting and select it by clicking on the grey box on the left hand column of the table.

	Meeting Session	Start Time
<input type="checkbox"/>	CUSTOMER MEETING	2007-01-05 03:00 AM
<input type="checkbox"/>	DISCUSSION ON NEW HIRES	2006-09-15 03:00 PM
<input type="checkbox"/>	ELEARNING DISCUSSION	2006-09-06 03:00 AM

5. The row will now be highlighted.

	Meeting Session	Start Time
<input type="checkbox"/>	CUSTOMER MEETING	2007-01-05 03:00 AM
<input type="checkbox"/>	DISCUSSION ON NEW HIRES	2006-09-15 03:00 PM

**There are two methods for retrieving the link.**

**Method One**

1. Click the **Rooms** button. This will show you every time you have used the meeting room.

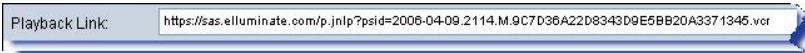


2. The last column will indicate if the session was recorded or not by displaying the text **True** or **False**. Select the desired room, once it is highlighted the **Recording** button will become available.

Rooms					
	Room Name	Opened	Closed	Attendees	Recorded
	JOHN'S VIRTUAL OFFICE	2006-02-26 11:37:34 AM	2006-02-26 11:42:11 AM	2	false
	JOHN'S VIRTUAL OFFICE	2006-02-26 11:45:53 AM	2006-02-26 11:48:11 AM	1	false
	JOHN'S VIRTUAL OFFICE	2006-02-26 11:51:10 AM	2006-02-26 11:53:11 AM	1	false
	JOHN'S VIRTUAL OFFICE	2006-02-26 11:57:47 AM	2006-02-26 11:59:11 AM	2	false
	JOHN'S VIRTUAL OFFICE	2006-04-09 11:14:40 PM	2006-04-09 11:23:03 PM	1	true

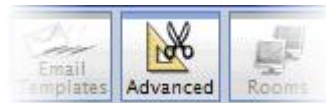


3. Click the Recording button
4. Copy the Playback Link.

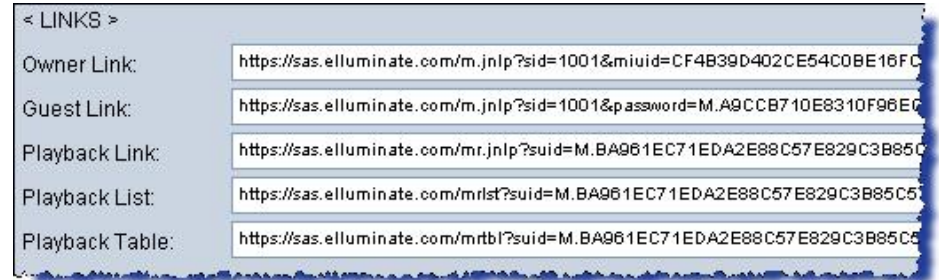


**Method Two**

1. With the meeting selected, click the **Advanced** button.



2. This panel will provide **Links**: Owner Link, Guest Link, Playback Link, Playback List and the Playback Table.



- **Playback Link** - displays a clickable link to the most recent recording for the meeting. Note: though the link to the recording is available prior to the session, the recording will only be available if the session was recorded. Clicking on it prior to a session or if a recording was not made will result in an error.
- **Playback Table** - displays a table of links to all recordings for the meeting room. This is useful if you have an open meeting and have recorded several times in the same room. All of the recording links will be available on this page.
- **Playback List** - displays a plain text list of links to all recordings for the meeting room.

**To retrieve the recording link for a Course:**

- If your session is created as a Course, click on the Course button from the Utilities tab. You can then use a similar process from the session level (Course Templates > Instance > Session > Advanced).

**To retrieve the recording link for a Drop In:**

- If your session is created as a Drop In, click on the Drop In button from the Utilities tab. You can then use a similar process from the session level (Drop In Templates > Drop In Sessions > Advanced).

**Note:** If required to save the .jnlp file, you must click the recording link and save the .jnlp file each time you want to view the recording. Each file has one use only.