Recordings

Quick Reference Guide

As a Moderator, you can record an Elluminate session. The recording will be saved to the Elluminate server and accessible for playback from URL (link). The link can be distributed to those who missed the session or to those who attended but would like to review the session. Sessions may also be created purely for archival purposes.

All activity that occurs in the main room of the session will be recorded, except for private Chat messages, the Timer and Notes. As the recording progresses, Elluminate *Live!* will insert index entries to mark significant events within the session. Anyone viewing the recording can navigate through the recording to points marked with index entries. The moderator can also choose to manually insert index entries during the live session thereby marking specific session activities.

You can start or pause recording at any time during the session. The recording can be erased at any time during the session by the moderator. However, some sessions, when created, may have been set to record automatically. If this is the case, you cannot start, stop or erase the recording.

Starting and Resuming a Recording

The session moderator will be presented with a recording reminder at the beginning of the session. The reminder will also appear if the recording is paused at anytime during the session. Additionally, all participants will here a verbal cue when the recording is started and paused.

The recording controls are at the bottom-left corner of the Elluminate *Live!* interface in the status bar:

To begin recording your session, or to resume the recording if you've paused it:

- Click on the ● Record button.

When the recorder starts, the 🔴 Recording icon in the status bar is displayed in red indicating to everyone in the session that it is being recorded.

Stopping and Pausing a Recording

At any time during your session, you can stop or pause the recording by:

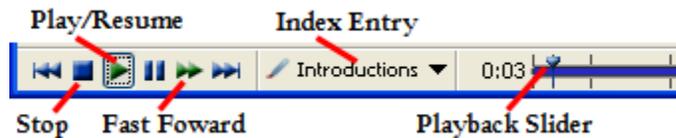- Clicking on the ❚❚ Pause button.

Erasing a Recording

You can erase the content of the recording at any time during the session.

- From the Tools menu select Recorder > Erase Recording.

Playing a Recording

Recordings are typically played by clicking on a recording link. An Elluminate *Live!* window will open. The Playback Controller panel is at the bottom-left corner of the window in the status bar:

To begin playing the recording:

- Click on the ▶ Play/Resume button to begin playing the recording at normal speed.

To stop playing the recording, do one of the following:

- Click on the ⏸ Pause button to stop playing the recording and maintain your current place in the recording.
- Click on the ⏹ Stop button to stop playing the recording and return to the beginning of the recording.

Navigating Within a Recording

When you play a recording, you are not required to play it from start to finish. You can skip ahead or move back to areas of particular interest by navigating through a list of index entries.

There are several ways to navigate within a recording:

1. Click, grab and drag the playback slider

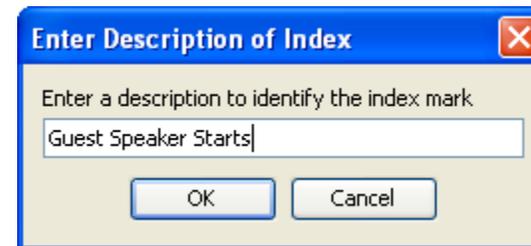2. Click on the Previous or Next Index Entry to jump to an index point.

Manually Adding an Index Entry

As a recording progresses, Elluminate *Live!* inserts index entries to mark significant events within the session. If the automatic indexing does not mark a spot in your session that you want to be able to reference later when you play the recording (such as when you begin a discussion or take a break), you can manually add an index mark.

To manually add an index entry:

1. From the Tools menu select Recorder > Add Index Entry.
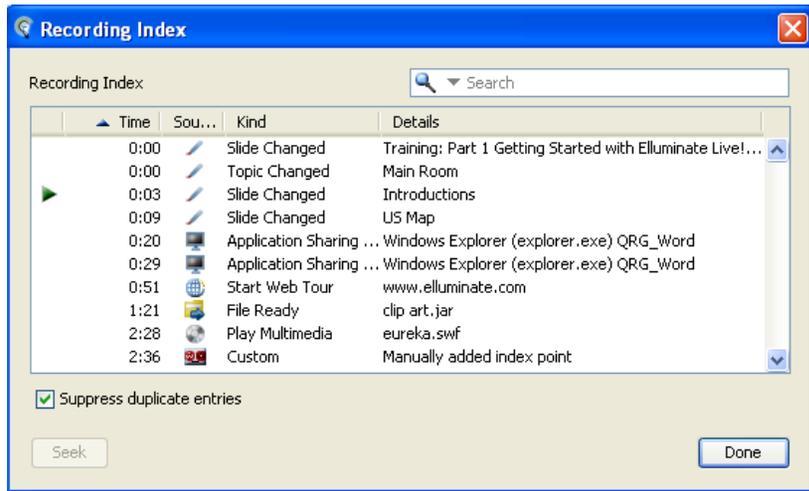
2. Enter a description for your index entry.

3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.

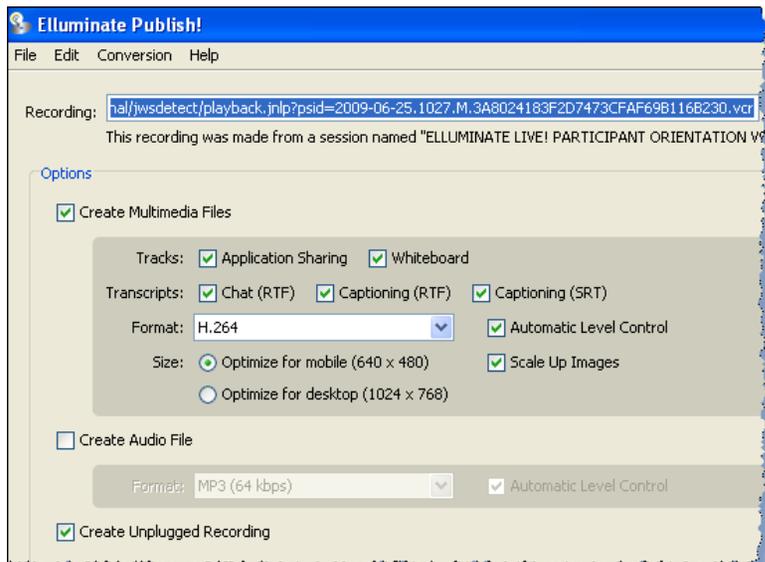**Using the Recording Index**

The Recording Index window displays a complete list of all index entries in your recording. You can navigate to any index entry in the list. To open the Recording Index window, click on the drop down arrow to select the Show Recording Index.

Extending Recordings using Elluminate *Publish!*

To play Elluminate *Live!* recordings while away from your computer, convert them to audio or video podcasts and listen to them on your iPod or other MP3 player. To play full (audio and video) Elluminate *Live!* recordings while not connected to the Internet, create Elluminate *Unplugged!* standalone recordings and play them on your desktop computer or laptop.

- **Format**
  - o H.264 – default setting which is MPEG-4 video with compression.
  - o AVI – Audio Video Interleave – best format if you intend to edit the file using a third party tool.
  - o FLV – Flash Video
  - o MOV - QuickTime
  - o MP4 – MPEG-4 Video
  - o WMV – Windows Media Video

Accessing Recordings

You need to supply Elluminate *Publish!* with either a .vcr file name, a .jnlp file name or a URL of the recording you with to convert.

If you are using the **Session Administration System (SAS),** access the recording URL in the one of the following ways:

- Get the URL from the session creator or a SAS administrator

- Get the URL from the email that was sent to you after the recorded session was completed or when you created the session

- Log in to the SAS and retrieve the URL. See *Retrieving Recording Links in the SAS Quick Reference Guide* for step by step instructions (http://www.elluminate.com/support/docs/sas/administrator.jsp)

If you are using the **Elluminate Live! Manager (ELM)**, save the .jnlp file of the recording to you local computer. This is done by changing a setting in Windows Explorer.

- *Windows Explorer > Folder Options > Tools > File Types.* Find the JNLP file type and click the *Advanced* button. Select *Confirm open after download*. Launch the desired recording and save the JNLP file. See the **Elluminate Publish! User Guide** for more information.