

Working with Adobe Connect Recordings

LatitudeLearning customers who purchase and use the Adobe Connect Virtual Classroom add-on can record their webinars and use multiple methods to provide access to the recordings after the session is completed.

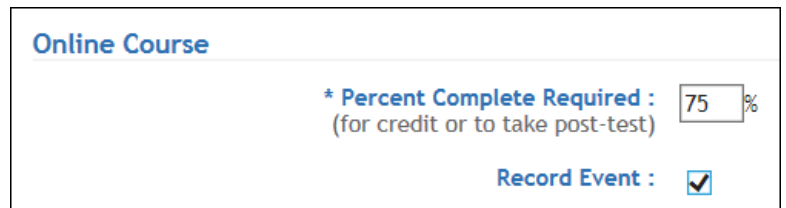
Set Up Recording for Adobe Connect Virtual Classroom Offerings

In order to record a Virtual Classroom Offering (VCO) in Adobe Connect through the LMS, it is important to have recording set up in both applications. This allows users who attend VCO sessions to gain access to a playback of the recording directly via their History tab in the LMS. Setting up recording without including the LMS-side settings will provide the administrator access to the recordings, but only through Adobe Connect. Playback options from within the user’s LMS History would not be available.

LMS Settings for Recording

Recording defaults can be set up at the course level or managed on an offering-by-offering basis.

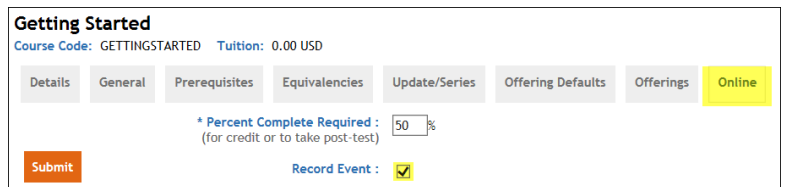
- Courses > Add Course:** When adding a new Virtual Classroom Course, in the Online Course section of the form, enable **Record Event**.
- Courses > Search Course:** When modifying an existing Virtual Classroom Course, open the **Online** tab, select **Record Event**, then **Submit**.
- Courses > Add Offering:** When adding a new Virtual Classroom Offering, in the Online Settings section, select **Record Event** and enter the **Playback Retention Days**. Playback will only be available to users from the History tab up to the 90 day maximum.
- Courses > Search Offerings:** When modifying an existing Virtual Classroom Offering, open the **Online** tab. Select **Record Event** and enter the **Playback Retention Days**. Playback will only be available to users from the History tab up to the 90 day maximum.



Online Course

* Percent Complete Required : %
(for credit or to take post-test)

Record Event :



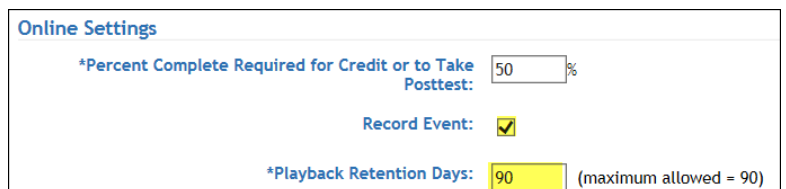
Getting Started

Course Code: GETTINGSTARTED Tuition: 0.00 USD

Details General Prerequisites Equivalencies Update/Series Offering Defaults Offerings **Online**

* Percent Complete Required : %
(for credit or to take post-test)

Submit Record Event :

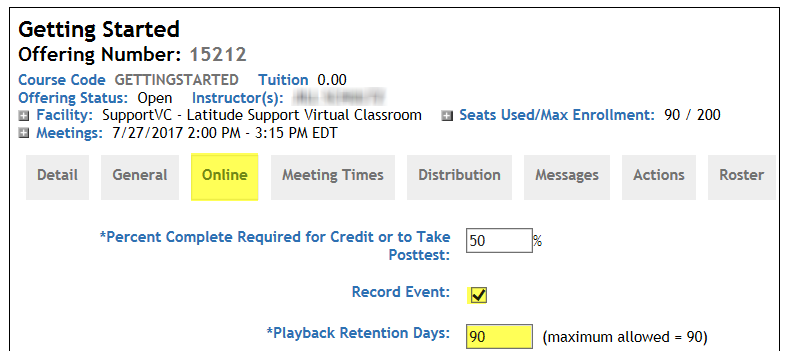


Online Settings

*Percent Complete Required for Credit or to Take Posttest: %

Record Event:

*Playback Retention Days: (maximum allowed = 90)



Getting Started

Offering Number: 15212

Course Code GETTINGSTARTED Tuition 0.00

Offering Status: Open Instructor(s): [REDACTED]

Facility: SupportVC - Latitude Support Virtual Classroom Seats Used/Max Enrollment: 90 / 200

Meetings: 7/27/2017 2:00 PM - 3:15 PM EDT

Detail General **Online** Meeting Times Distribution Messages Actions Roster

*Percent Complete Required for Credit or to Take Posttest: %

Record Event:

*Playback Retention Days: (maximum allowed = 90)

Adobe Connect Meeting Settings for Recording

After you launch the Virtual Classroom Offering from the LMS using the **Launch as Instructor** button, there are settings available to turn on and manage the recording of that session from within the Adobe Connect application.

1. From the **Meeting** menu, select **Record Meeting**.
2. In the **Record Meeting** pop-up window, you have the option to change the **Name** of your meeting and add a Summary for future reference. Click **OK** to proceed. Recording begins immediately.
3. In the upper right corner of the meeting room, view the pop-up **Record Meeting** notification. From this notification, you can toggle between **Pause Recording** and **Resume Recording** or use **Stop Recording** at the end of your meeting to finalize the recording. Active recording is denoted by a red-filled circle. Click the circle to access the Record Meeting notification at any time.



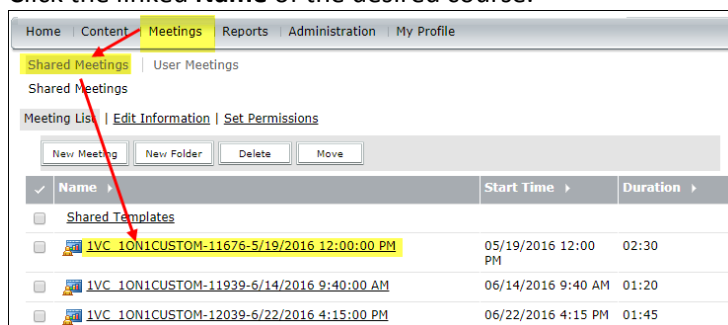
Access Adobe Connect Recordings Outside the LMS

To provide access to the recording outside of the LMS playback option for attendees, perform the following steps:

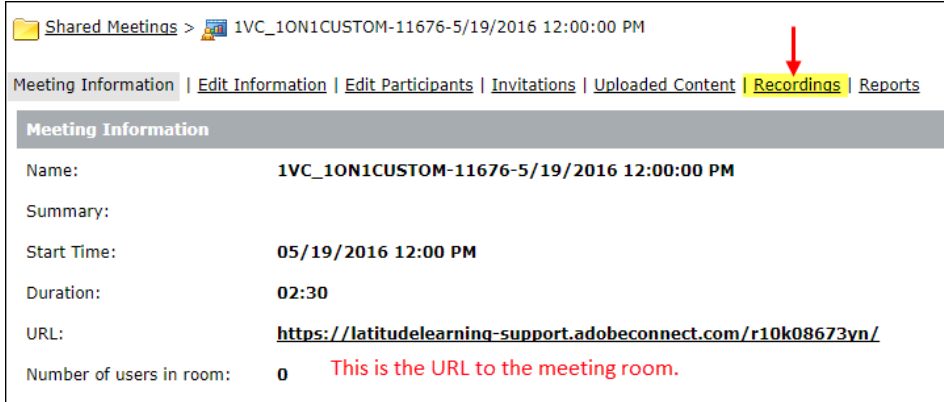
1. Log in to **Adobe Connect Central** as the administrator. If you do not have an administrator account set up for your Adobe Connect account, please contact Latitude ClientCare Support@LatitudeLearning.com to request one.

NOTE: Never reconfigure your Adobe Connect user ID associated with the LMS or you may cause future VCO sessions to fail on launch. Latitude can set up a generic account that all your portal administrators can use. It must be associated with an email address that is NOT being used by any users, instructors, or portal administrators in your LMS. We can also make customizations that tie your VCO integration to user ID rather than email address.

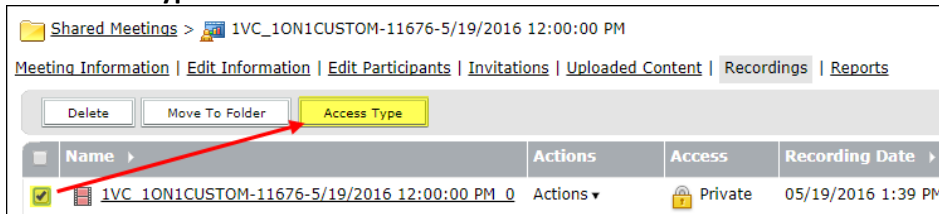
2. Select the **Meetings** option at the top and then select **Shared Meetings**.
3. Find the meeting that represents the course for which you want to access the recording. *Note that the default naming convention is generally [LMSCourseCode]-[OfferingNo]-[OfferingDate/Time] but may vary if the name was changed during the recording setup.*
4. Click the linked **Name** of the desired course.



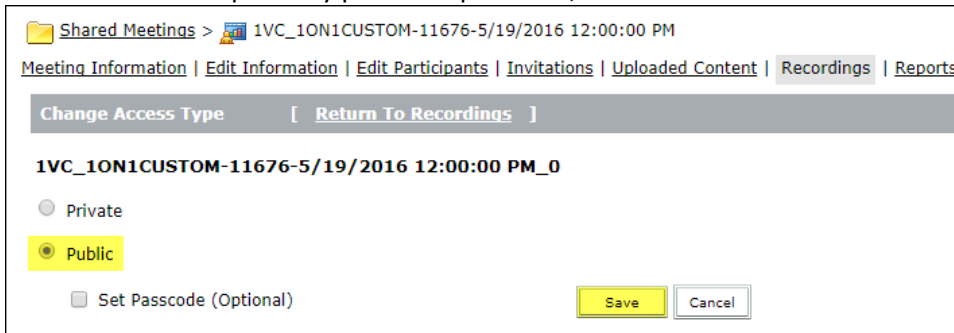
- In the details of the particular meeting, select **Recordings**.



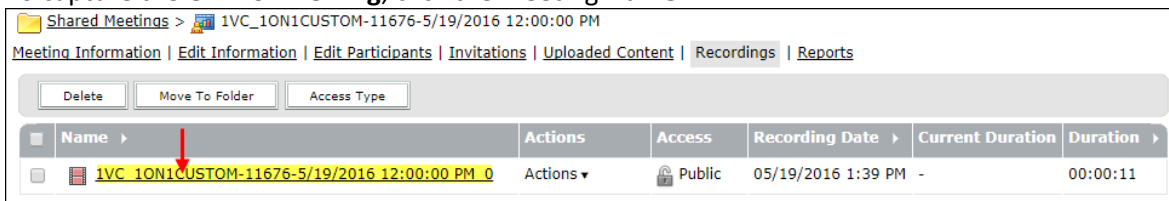
- To make the access to the recording Public, place a check in the box preceding the meeting name and click **Access Type**.



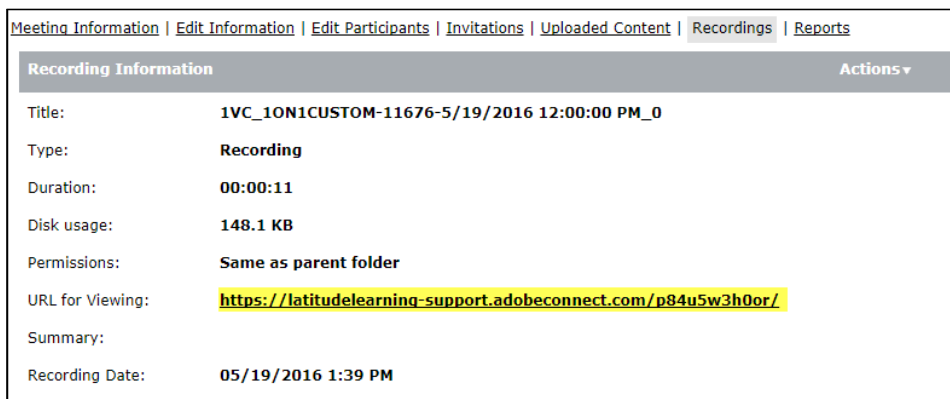
- Select **Public** and optionally provide a passcode, then **Save**.



- To capture the **URL for Viewing**, click the meeting **Name**.



9. Select and copy the **URL for Viewing**. You may also click this link to bring up the recording for immediate review.



Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Recording Information Actions ▾

Title: **1VC_10N1CUSTOM-11676-5/19/2016 12:00:00 PM_0**

Type: **Recording**

Duration: **00:00:11**

Disk usage: **148.1 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<https://latitudelearning-support.adobeconnect.com/p84u5w3h0or/>**

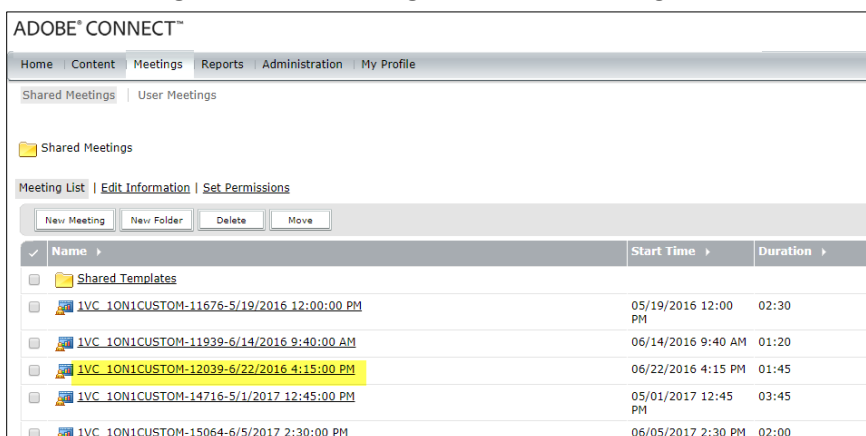
Summary:

Recording Date: **05/19/2016 1:39 PM**

Creating Offline Recordings of Adobe Connect Meetings

The Offline Recording option allows you to convert the recording to an MP4 or FLV format. The conversion time of the process will be the same as the recording time of the original meeting. It is best to run this process on a dedicated workstation without anything else running, including screensavers or sleep mode.

1. Log into your **Adobe Connect Central** administrator account.
2. Under **Meetings > Shared Meetings**, select the meeting with the recording you wish to convert.



ADOBE® CONNECT™

Home | Content | Meetings | Reports | Administration | My Profile

Shared Meetings | User Meetings

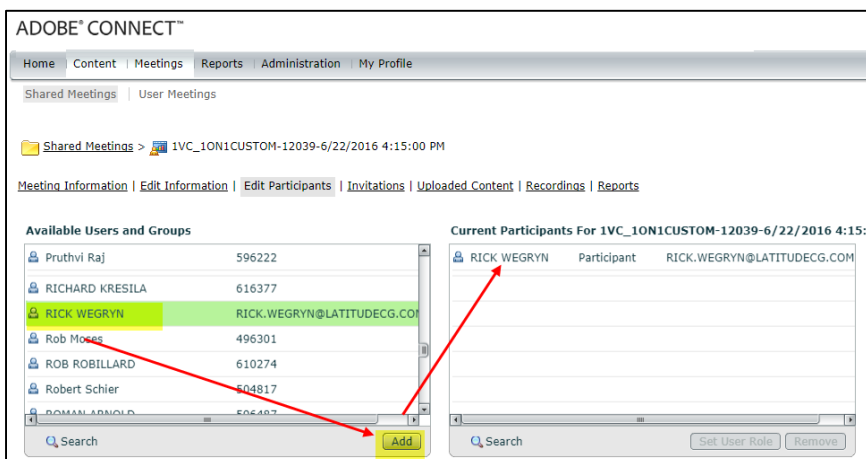
Shared Meetings

Meeting List | Edit Information | Set Permissions

New Meeting | New Folder | Delete | Move

| Name ▾ | Start Time ▾ | Duration ▾ |
|--|---------------------|------------|
| Shared Templates | | |
| 1VC_10N1CUSTOM-11676-5/19/2016 12:00:00 PM | 05/19/2016 12:00 PM | 02:30 |
| 1VC_10N1CUSTOM-11939-6/14/2016 9:40:00 AM | 06/14/2016 9:40 AM | 01:20 |
| 1VC_10N1CUSTOM-12039-6/22/2016 4:15:00 PM | 06/22/2016 4:15 PM | 01:45 |
| 1VC_10N1CUSTOM-14716-5/1/2017 12:45:00 PM | 05/01/2017 12:45 PM | 03:45 |
| 1VC_10N1CUSTOM-15064-6/5/2017 2:30:00 PM | 06/05/2017 2:30 PM | 02:00 |

3. In the meeting details, select **Edit Participants**. Select your administrator user name and then click **Add**. The name should move to the right hand column.



ADOBE® CONNECT™

Home | Content | Meetings | Reports | Administration | My Profile

Shared Meetings | User Meetings

Shared Meetings > 1VC_10N1CUSTOM-12039-6/22/2016 4:15:00 PM

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Available Users and Groups

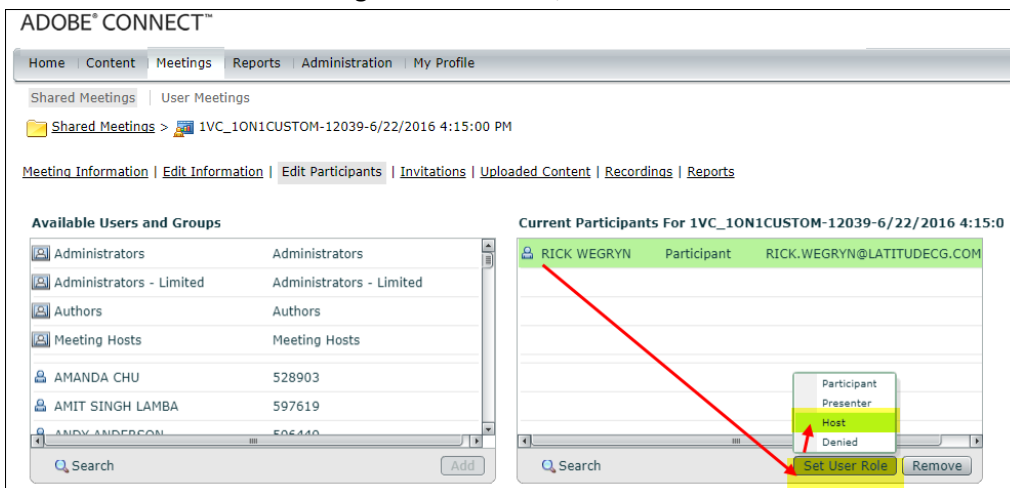
| | |
|-----------------|----------------------------|
| Pruthvi Raj | 596222 |
| RICHARD KRESILA | 616377 |
| RICK WEGRYN | RICK.WEGRYN@LATITUDECG.COM |
| Rob Moses | 496301 |
| ROB ROBILLARD | 610274 |
| Robert Schler | 504817 |
| ROMAN ARNOLD | 506407 |

Current Participants For 1VC_10N1CUSTOM-12039-6/22/2016 4:15:00 PM

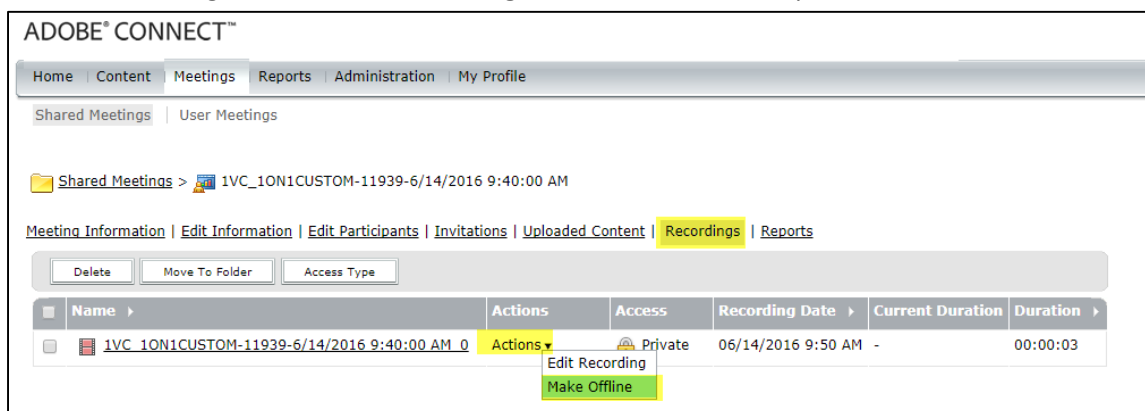
| | | |
|-------------|-------------|----------------------------|
| RICK WEGRYN | Participant | RICK.WEGRYN@LATITUDECG.COM |
|-------------|-------------|----------------------------|

Search [] Add [] Set User Role [] Remove []

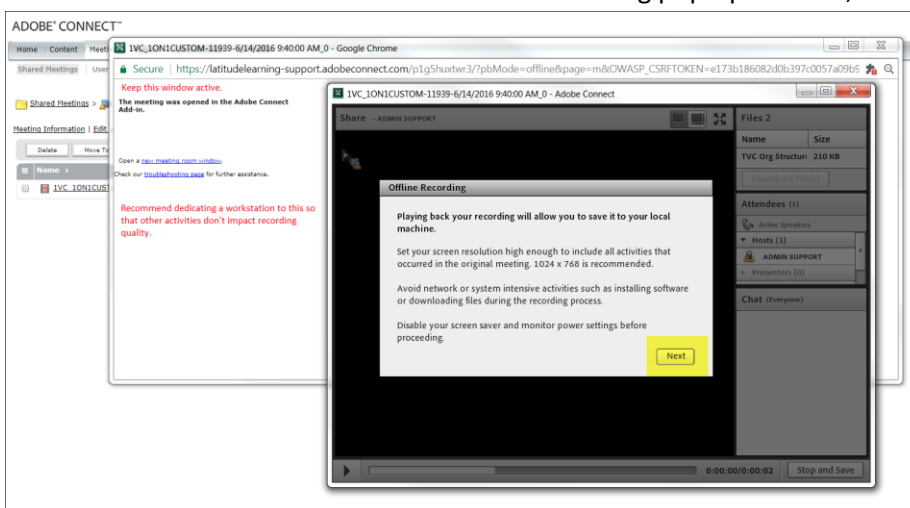
- Select the user name in the right hand column, then **Set User Role**. From the list of roles, select **Host**.



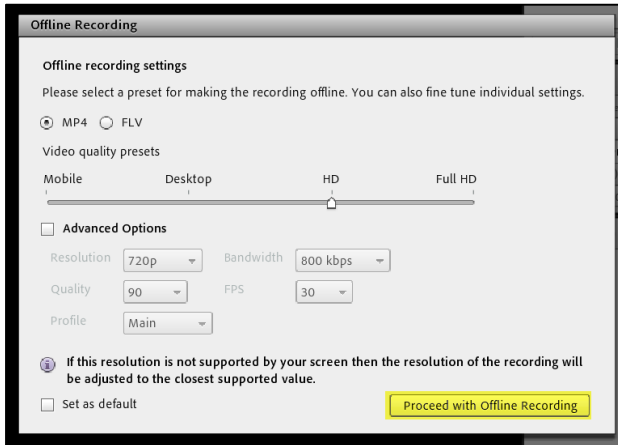
- From the meeting details, select **Recordings**. From the Actions drop-down list, select **Make Offline**.



- Review the recommendations in the Offline Recording pop-up window, and then click **Next**.



7. In the Offline Recording dialog box, make selections to determine the quality and type of your output. Select the file type (MP4 or FLV), choose video quality presets, resolution, and other options. Click **Proceed with Offline Recording** when ready.



8. When prompted, select the file location for saving the recorded output.
9. On the Recording Summary pop-up, click **OK**. Recording will proceed for approximately the length of time of the original meeting, plus any delays due to bandwidth.