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

![Meeting Information](image)

This is the URL to the meeting room.

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

![Meeting Information](image)

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

![Meeting Information](image)

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

![Meeting Information](image)

9. Select and copy the **URL for Viewing**. You may also click this link to bring up the recording for immediate review. Tip: You can place this URL in the Offering Description to provide a ready link for users to view the recording long after the LMS Playback window expires.
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 (e.g. a two hour meeting will require a minimum of 2 hours to render.) It is best to run this process on a fast, dedicated workstation without anything else running, including screensavers or sleep mode, as these can corrupt your video conversion.

1. Log into your Adobe Connect Central administrator account.
2. Under Meetings > Shared Meetings, select the meeting link with the recording you wish to convert.
3. In the meeting details, select Edit Participants. Select your administrator user name (maybe found under the Administrators group folder) and then click Add. The name should move to the right hand column. If there is already a different Host found to the right, you can remove it by highlighting the name and clicking Remove.
4. Select the user name in the right hand column, then **Set User Role**. From the list of roles, select **Host**.

![Set User Role in Adobe Connect](image)

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

![Make Offline in Recordings](image)

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

![Offline Recording Recommendations](image)

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.