

# How to Record UniConnect Meeting and Access the Recording

To get started you must first type the UniConnect URL into a web browser and log in. The URL is:

<http://uniconnect.hud.ac.uk>

Once you are logged in, follow the steps to create a meeting. If you are unsure on how to set up a meeting then please follow the guide on how to set up a meeting in Adobe Connect.

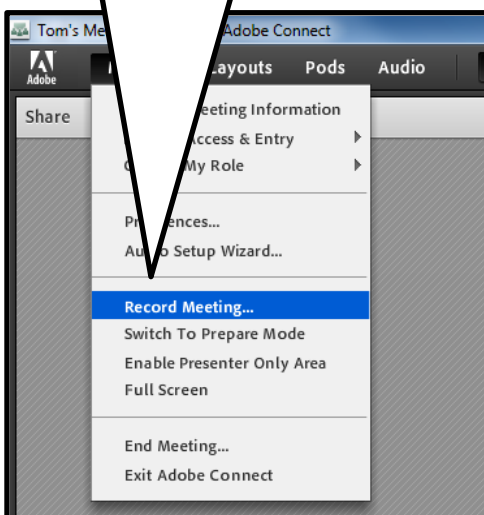
1

Once you have completed the meeting setup enter the meeting by clicking on "Enter Meeting Room."

2

Once you are in the meeting room, the host can record the meeting by going to the meeting tab in the top left of the screen and selecting "Record meeting."

3



You are then able to give the recording a file name and a little description.

4

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You will then be notified that the meeting is being recorded with the option to stop recording.

5

Once you are happy with your recording and have finished hover back to the red dot and the pop up box will appear again where you can stop the recording.

Once you have completed the session simply close the window down and return to the UniConnect homepage.

6

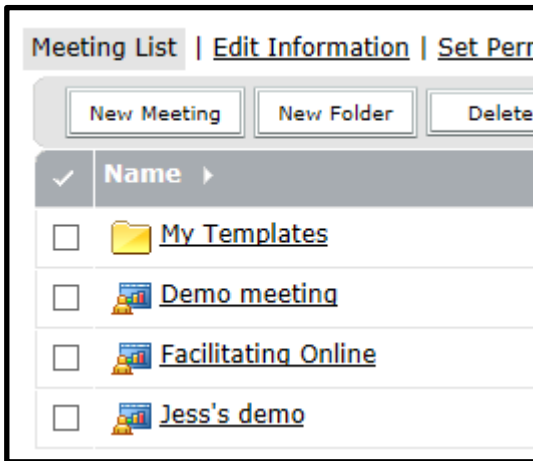
Select meeting from the top of the page.



This will open a new page listing all of the meetings that you have created.

Select the meeting you have just recorded in.

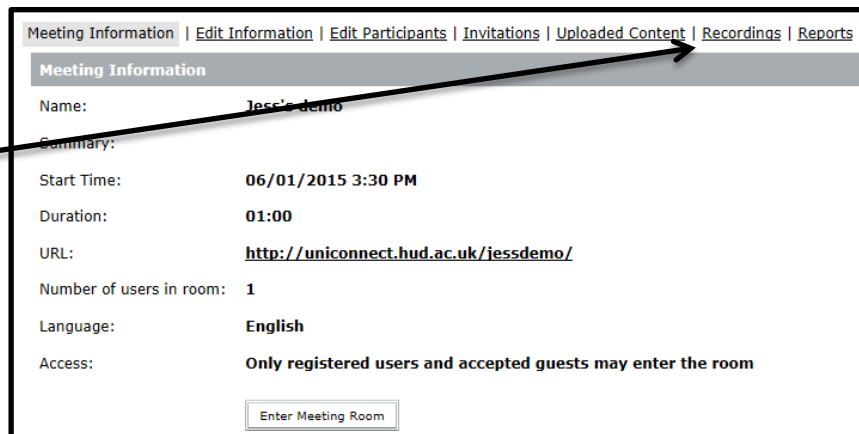
7





You have several options for that particular meeting for example edit Participants and Upload Content.

Click on Recordings.

8





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<input type="button" value="Delete"/> <input type="button" value="Move To Folder"/> <input type="button" value="Make Public"/> <input type="button" value="Make Private"/>								
<input type="checkbox"/>	Name ▶	Edit	View Original	Offline	Access	Recording Date ▶	Current Duration	Duration ▶
<input type="checkbox"/>	 Jess's demo_0	<a href="#">Edit</a>	-	<a href="#">Make Offline</a>	 Private	06/25/2015 10:02 AM -	-	00:00:20

This will show you all of the recordings for that session, as you can see it says private this means that only you can access the recording.



To make it public firstly select the tick box at the beginning of the line.

9

<input type="button" value="Delete"/> <input type="button" value="Move To Folder"/> <input type="button" value="Make Public"/> <input type="button" value="Make Private"/>								
<input type="checkbox"/>	Name ▶	Edit	View Original	Offline	Access	Recording Date ▶	Current Duration	Duration ▶
<input checked="" type="checkbox"/>	 Jess's demo_0	<a href="#">Edit</a>	-	<a href="#">Make Offline</a>	 Private	06/25/2015 10:02 AM -	-	00:00:20

Select the make public button at the top of the page.

10

<input type="button" value="Delete"/> <input type="button" value="Move To Folder"/> <input type="button" value="Make Public"/> <input type="button" value="Make Private"/>								
<input type="checkbox"/>	Name ▶	Edit	View Original	Offline	Access	Recording Date ▶	Current Duration	Duration ▶
<input type="checkbox"/>	 Jess's demo_0	<a href="#">Edit</a>	-	<a href="#">Make Offline</a>	 Public	06/25/2015 10:02 AM -	-	00:00:20

You can see it is now public.

Recording Information [ <a href="#">Edit</a> <a href="#">Return To Recordings</a> ]	
Title:	<b>Jess's demo_0</b>
Duration:	<b>00:00:20</b>
Disk usage:	<b>175.8 KB</b>
Permissions:	<b>Same as parent folder</b>
URL for Viewing:	<b><a href="http://uniconnect.hud.ac.uk/p7s158mru0d/">http://uniconnect.hud.ac.uk/p7s158mru0d/</a></b>
Summary:	
Language:	<b>English</b>
Uploaded on:	<b>06/25/2015 10:03 AM</b>
<input type="button" value="Edit Recording"/> <input type="button" value="Make Offline"/>	

You can now click the recording name and copy the link, you can also do some very basic editing such as cutting the end and beginning.