

The screenshot shows the UniConnect interface. At the top, there are buttons for 'MEETING' and 'CONTENT'. Below that are tabs for 'My Calendar', 'My Meetings', and 'Resources'. The 'My Meetings' tab is active, displaying a table of meetings. To the right, the 'Overview' for 'FOL task 5' is shown, including details like Name, URL, Summary, Start Time, Duration, and Language.

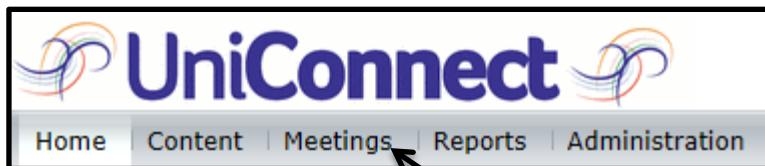
Name	Start T...	Role
FOL task 5	07/10/...	Host
presentation for facilitation course	06/30/...	Host
Facilitating Online Short Webinar - Adria...	06/29/...	Host
Jess's demo	06/01/...	Host
Facilitating Online	11/03/...	Host
Testing UniConnect Session	09/03/...	Host
Demo meeting	09/03/...	Host
TEEE Uniconnect Session	09/03/...	Host
Facilitating online	01/07/...	Host
Follow up session	07/04/...	Host
Main session	07/02/...	Host
Learning Bytes	01/09/...	Host

Overview for FOL task 5:

- Name: FOL task 5
- URL: <http://uniconnect.hud.ac.uk/fol5/>
- Summary:
- Start Time: 07/10/2015 9:15 AM
- Duration: 01:00
- Language: English

Conference Numbers:
Participant Code:

log into UniConnect and you will see all of the meetings that you are associated with.



Along the top of the page you will see a diagonal menu select meetings.

The screenshot shows the 'User Meetings' page. At the top, there are links for 'Meeting List', 'Edit Information', and 'Set Permissions'. Below that are buttons for 'New Meeting', 'New Folder', 'Delete', 'Up One Level', and 'Move'. The main content is a table of meetings.

Name	Start Time	Duration
My Templates		
Demo meeting	09/03/2014 2:00 PM	01:00
Facilitating Online	11/03/2014 3:30 PM	01:00
Jess's demo	06/01/2015 3:30 PM	01:00

You will then see a menu of all of the meetings that you have created yourself.

User Meetings > libria > Demo meeting

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

Meeting Information

Name: **Demo meeting**

Summary:

Start Time: **09/03/2014 2:00 PM**

Duration: **01:00**

URL: **<http://uniconnect.hud.ac.uk/demo/>**

Number of users in room: **0**

Language: **English**

Access: **Only registered users and accepted guests may enter the room**

Once you have selected the correct meeting you will be taken to a screen that shows you all of the information regarding that individual webinar. Along the top is an option for recordings

User Meetings > libria > Demo meeting

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

<input type="checkbox"/>	Name >	Edit	View Original	Offline	Access	Recording Date >	Current Duration	Duration >
<input type="checkbox"/>	Demo meeting_2	Edit	-	Make Offline	Public	03/08/2015 4:25 PM -	-	00:00:38
<input type="checkbox"/>	Demo meeting_1	Edit	-	Make Offline	Private	02/20/2015 9:00 AM -	-	00:00:08
<input type="checkbox"/>	Demo meeting_0	Edit	-	Make Offline	Private	09/03/2014 2:14 PM -	-	00:00:34

This will take you to all of the recordings for that webinar if we select the one we want to share it will display a URL for the recording

User Meetings > libria > Demo meeting > Demo meeting_2

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

Recording Information [[Edit](#) [Return To Recordings](#)]

Title: **Demo meeting_2**

Duration: **00:00:38**

Disk usage: **254.8 KB**

Permissions: **Same as parent folder**

URL for Viewing: **<http://uniconnect.hud.ac.uk/p7f9r1fs4xs/>**

Summary:

Language: **English**

Uploaded on: **03/08/2015 4:26 PM**

Copy the URL.

Search...

If you did not create the meeting you can still get to the recording simply type in their username into the search bar in the top right corner.

Name	Description	Type	Date Created	Date Modified	Hits	Parent Folder	Author
cmsxui		Folder	09/06/2012	09/06/2012		User Content	
cmsxui		Folder	09/06/2012	09/06/2012		User Meetings	
cmsxui-stu1		Folder	12/17/2013	12/17/2013		User Content	
cmsxui-stu1		Folder	12/17/2013	12/17/2013		User Meetings	
cmsxui-stu2		Folder	12/17/2013	12/17/2013		User Content	
cmsxui-stu2		Folder	12/17/2013	12/17/2013		User Meetings	

You will then see a screen that looks like this select the username that is opposite the user meeting

[User Meetings](#) > [cmsxui](#)

[Meeting List](#) | [Edit Information](#) | [Set Permissions](#)

[New Meeting](#)

[New Folder](#)

[Delete](#)

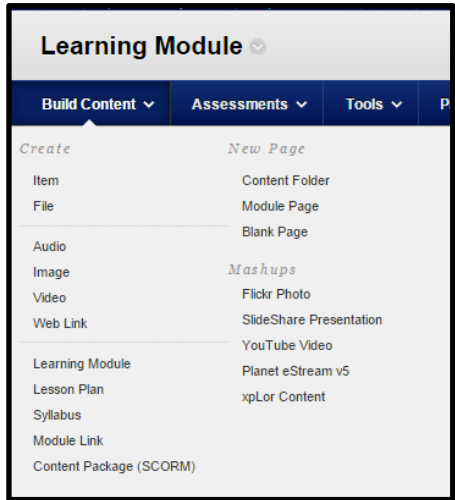
[Up One Level](#)

[Move](#)

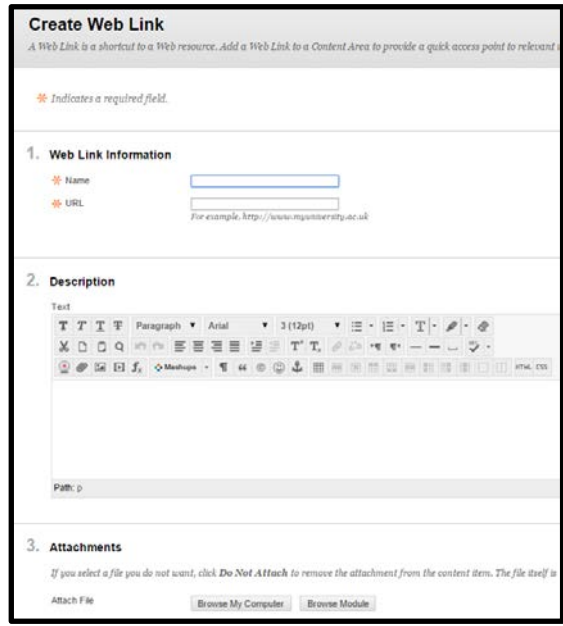
<input checked="" type="checkbox"/>	Name ▶	Start Time ▶	Duration
<input type="checkbox"/>	My Templates		
<input type="checkbox"/>	demo meeting	11/20/2012 11:43 AM	01:00
<input type="checkbox"/>	Follow up session	07/04/2013 1:00 PM	06:00
<input type="checkbox"/>	Main session	07/02/2013 1:00 PM	06:00

This will take you to this screen and you will follow the steps above.

We'll now log into UniLearn and go to the correct module.

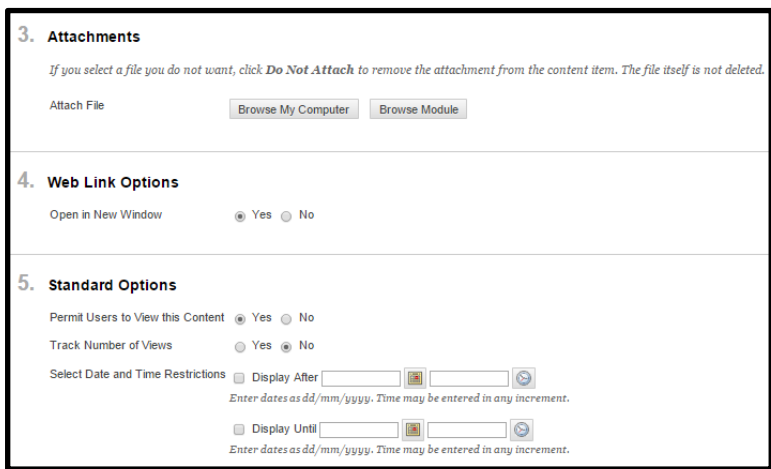


Go to the area you want to put the link into and select build content and from the menu that appears select Web link.

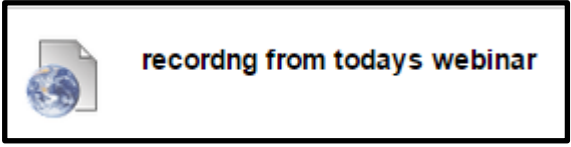


This will bring up the web link creator, type in the name of the link and paste the URL.

You can add a file and choose whether to open it a new window, the final option is the availability of the link



When you are happy select submit.



This is how it will look in your module click play to make sure it works ok.