

The screenshot shows the UniConnect interface. On the left, there is a 'My Meetings' table with columns for Name, Start Time, and Role. The table lists several meetings, including 'FOL task 5', 'presentation for facilitation course', 'Facilitating Online Short Webinar - Adria...', 'Jess's demo', 'Facilitating Online', 'Testing UniConnect Session', 'Demo meeting', 'TEEE Uniconnect Session', 'Facilitating online', 'Follow up session', 'Main session', and 'Learning Bytes'. Each row has an 'Open' button. A callout box points to the 'Open' button for 'Facilitating online'. On the right, there is a detailed view for 'FOL task 5' with fields for Name, URL (<http://uniconnect.hud.ac.uk/fol5/>), Summary, Start Time (07/10/2015 9:15 AM), Duration (01:00), and Language (English). There are also fields for Conference Numbers and Participant Code.

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

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

1

The screenshot shows the UniConnect logo and a diagonal navigation menu with the following items: Home, Content, Meetings, Reports, and Administration. A callout box points to the 'Meetings' item.

Along the top of the page you will see a diagonal menu select **"Meetings"**.

2

The screenshot shows the 'User Meetings' page. At the top, there is a breadcrumb 'User Meetings > librja'. Below that are links for 'Meeting List', 'Edit Information', and 'Set Permissions'. There are buttons for 'New Meeting', 'New Folder', 'Delete', 'Up One Level', and 'Move'. The main content is a table with columns for Name, Start Time, and Duration. The table lists several meetings, including 'My Templates', 'Demo meeting', 'Facilitating Online', and 'Jess's demo'. A callout box points to the 'Facilitating Online' row.

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

3

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**

4

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

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**

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.

Copy the URL.

5



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.

6

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.

7

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

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

<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.

8

Once you have copied the URL navigate to <https://unilearn.hud.ac.uk> and go to the correct module.

Learning Module

Build Content ▾ Assessments ▾ Tools ▾ P

Create New Page

Item	Content Folder
File	Module Page
	Blank Page
Audio	
Image	<i>Mashups</i>
Video	Flickr Photo
Web Link	SlideShare Presentation
	YouTube Video
Learning Module	Planet eStream v5
Lesson Plan	xpLor Content
Syllabus	
Module Link	
Content Package (SCORM)	

Go to the area you want to put the link into and select **“Build Content”** and from the menu that appears select **“Web link”**. **9**

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant

** Indicates a required field.*

1. Web Link Information

Name

URL
For example: <http://www.mquniversity.ac.uk>

2. Description

Text

Rich text editor toolbar with options for Paragraph, Arial, 12pt, Bold, Italic, Underline, Link, Unlink, etc.

Path: p

3. Attachments

If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.

Attach File

This will bring up the web link creator, type in the name of the link and paste the URL. **10**

You can add a file and choose whether to open it a new window, the final option is the availability of the link. **11**

3. Attachments

If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.

Attach File

4. Web Link Options

Open in New Window Yes No

5. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

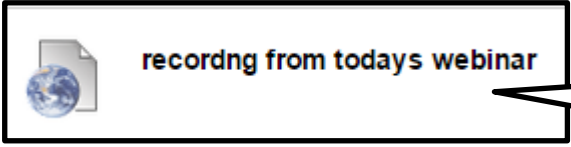
Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

When you are happy select submit. **12**



This is how it will look in your module click play to make sure it works ok. **13**