



Recordings

Quick Reference Guide

As a Moderator, you can record a session and play it later by clicking on a link. You may want to provide the link to those who missed the session or to those who attended but would like to review the session. Or you may want to record sessions for archival purposes.

All activity that occurs in the main room of the session will be recorded, except for private Chat messages, the Timer and Notes. As the recording progresses, Elluminate *Live!* will insert index entries to mark significant events within the session. Anyone viewing the recording can navigate through the recording to points marked with index entries.

You can start or stop recording at any time during the session. You also can erase the recording at any time during the session. However, some sessions, when created, may have been set to record automatically. If this is the case, you cannot start, stop or erase the recording.

Starting and Resuming a Recording

The recording controls are at the bottom-left corner of the Elluminate *Live!* interface in the status bar:



To begin recording your session, or to resume the recording if you've paused it:

- Click on the  Record button.

When the recorder starts, the  Recording icon in the status bar is displayed in red indicating to everyone in the session that it is being recorded.

Stopping and Pausing a Recording

At any time during your session, you can stop or pause the recording by:

- Clicking on the  Pause button.

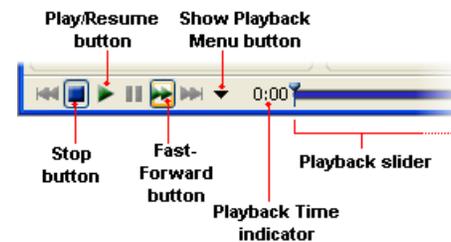
Erasing a Recording

You can erase the content of the recording at any time during the session.

- From the Tools menu select Recorder > Erase Recording.

Playing a Recording

Recordings are typically played by clicking on a recording link. An Elluminate *Live!* window will open. The Playback Controller panel is at the bottom-left corner of the window in the status bar:



To begin playing the recording:

- Click on the  Play/Resume button to begin playing the recording at normal speed.

To stop playing the recording, do one of the following:

- Click on the  Pause button to stop playing the recording and maintain your current place in the recording.
- Click on the  Stop button to stop playing the recording and return to the beginning of the recording.

Navigating Within a Recording

When you play a recording, you are not required to play it from start to finish. You can skip ahead or move back to areas of particular interest by navigating through a list of index entries.

There are several ways to navigate within a recording:

1. Click, grab and drag the playback slider



2. Click on the Previous or Next Index Entry to jump to an index point.



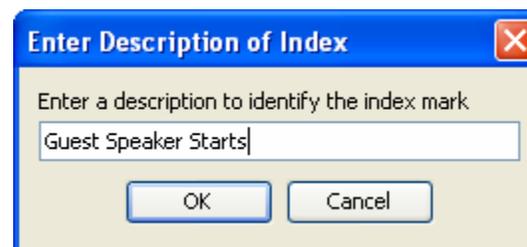
Manually Adding an Index Entry

As a recording progresses, Elluminate *Live!* inserts index entries to mark significant events within the session. If the automatic indexing does not mark a spot in your session that you want to be able to reference later when you play the recording (such as when you begin a discussion or take a break), you can manually add an index mark.

To manually add an index entry:

1. From the Tools menu select Recorder > Add Index Entry.

2. Enter a description for your index entry.



3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.

Using the Recording Index

The Recording Index window displays a complete list of all index entries in your recording. You can navigate to any index entry in the list. To open the Recording Index window, click on the Show Playback Menu button in the Playback Controller panel and select Show Recording Index... from the Playback menu.

