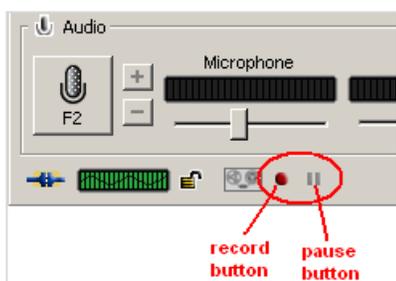


1. **How do I record my session?**
2. **Where is my recording? How can I find my recording?**
3. **Why can't I see my recording on the menu?**
4. **How can I let others know about the recording? How do I find out the URL?**
5. **How do I play the recording?**
6. **Do I have to watch the entire recording? Can I navigate within the recording?**
7. **Can I edit recordings? Can I remove the chat and participant windows from my recording?**
8. **Can I backup my recordings to my PC? Can I reformat my recordings? Can I create podcasts from my recordings?**

1. How do I record my session? You must have moderator privileges to initiate recordings.



Press the record button to start recording and press the pause button to pause recording anytime.

The [Recording Quick Reference Guide](#) has more instructions such as adding index markers within your recording.

Your recording will be created after your session has ended and will be ready to view about 10 minutes after the last person has left the session.

Recordings are named per the session or class.

Figure1

2. Where is my recording? How can I find my recording? The recording is stored on the MacLive server. From the MacLive server main menu, <https://maclive.mcmaster.ca>, click on the recordings tab to display the recordings created for the current day or (see the image below) click This Week, This Month to list accordingly.

The screenshot shows the 'Recordings' page in MacLive. At the top, there are tabs for 'Sessions', 'Recordings', and 'Help'. Below the tabs, the page title is 'Recordings' and it specifies the date range 'for 01/01/2010 to 01/31/2010 (times shown in Eastern Standard Time)'. There is a search box for 'Recording Name' with 'Search' and 'Clear' buttons. Below the search box, there are two red arrows pointing to text: 'Click here to list recordings alphabetically' and 'Click here to list recordings by date, week, month etc.'. To the right, there is a calendar for January 2010 with a red arrow pointing to the 19th. Below the calendar, there are links for 'Today', 'This Week', 'This Month', and 'This Year'. The main content is a table of recordings with columns for 'Time Recorded', 'Recording Name', and 'Size (MB)'. A green arrow points to the title 'Muriel McKay Test 1' with the text 'Click the title to play'. At the bottom, there is a copyright notice: 'Copyright ©2004-2009 Elluminate, Inc. All Rights Reserved.'

Time Recorded ▲	Recording Name	Size (MB)
2010/01/02 8:54 AM EST	KIC Start team meeting	4.5
2010/01/04 10:27 AM EST	Virtual Office - James Dietrich	0.1
2010/01/04 3:22 PM EST	Virtual Office - James Dietrich	0.2
2010/01/06 2:01 PM EST	Nancy Sinclair Virtual Office	0.0
2010/01/15 2:56 PM EST	Muriel McKay's Session	32.9
2010/01/19 4:29 PM EST	Muriel McKay Test 1	1.0
2010/01/20 3:14 PM EST	Virtual Office - Muriel McKay	0.0
2010/01/21 10:06 AM EST	Virtual Office - Muriel McKay	0.0

Figure2

3. Why can't I see my recording on the menu?

Some settings from the original session such as Title, password protections and the option to display publicly, are automatically applied to the recording. Perhaps you opted not to show the original meeting on the public meeting menu thus the recording is not displayed. The public/private display settings of your recordings may be changed at any time.

Publicly Visible	Time Recorded ▲	Recording Name	Size (MB)	Delete
<input checked="" type="checkbox"/>	2010/01/02 8:54 AM EST	KIC Start team meeting	4.5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2010/01/04 10:27 AM EST	Virtual Office - James Dietrich	0.1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2010/01/04 3:22 PM EST	Virtual Office - James Dietrich	0.2	<input type="checkbox"/>
<input type="checkbox"/>	2010/01/05 1:25 PM EST	Nursing Anatomy/Physiology - Dr. Campbell's office	5.3	<input type="checkbox"/>

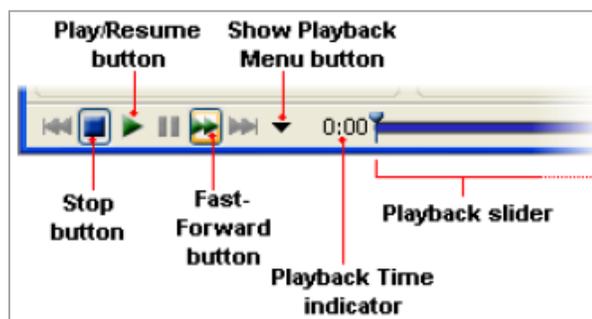
Logon to <https://maalive.mcmaster.ca> with your moderator ID. Click on the recording tab and click to adjust your display settings.

4. **How can I let others know about the recording? How do I find out the URL?** You can link to the recording from your course web site (on ELM or other) or you can send the recording link in an email to your participants. To determine the URL of your recording, right mouse click on the recording title (see Figure2 Recording Name column), select **Copy Shortcut** (or **Copy Link Location**- the terminology depends on your browser) and then paste this into an email.

N.B. Recording URLs are often lengthy and subject to line-breaks when forwarded in emails. You could use tinyurl.com to convert a long URL to a shorter URL to prevent this.

5. **How do I play the recording?** See Figure 2 - Simply click on the recording name (Title) to start playing, or if you received the URL of the recording in an email click within your email or cut and paste the link into a web browser. The recording will have the same password protection as the original meeting or session. An *Illuminate 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.

Figure4

6. **Do I have to watch the entire recording? Can I navigate within the 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

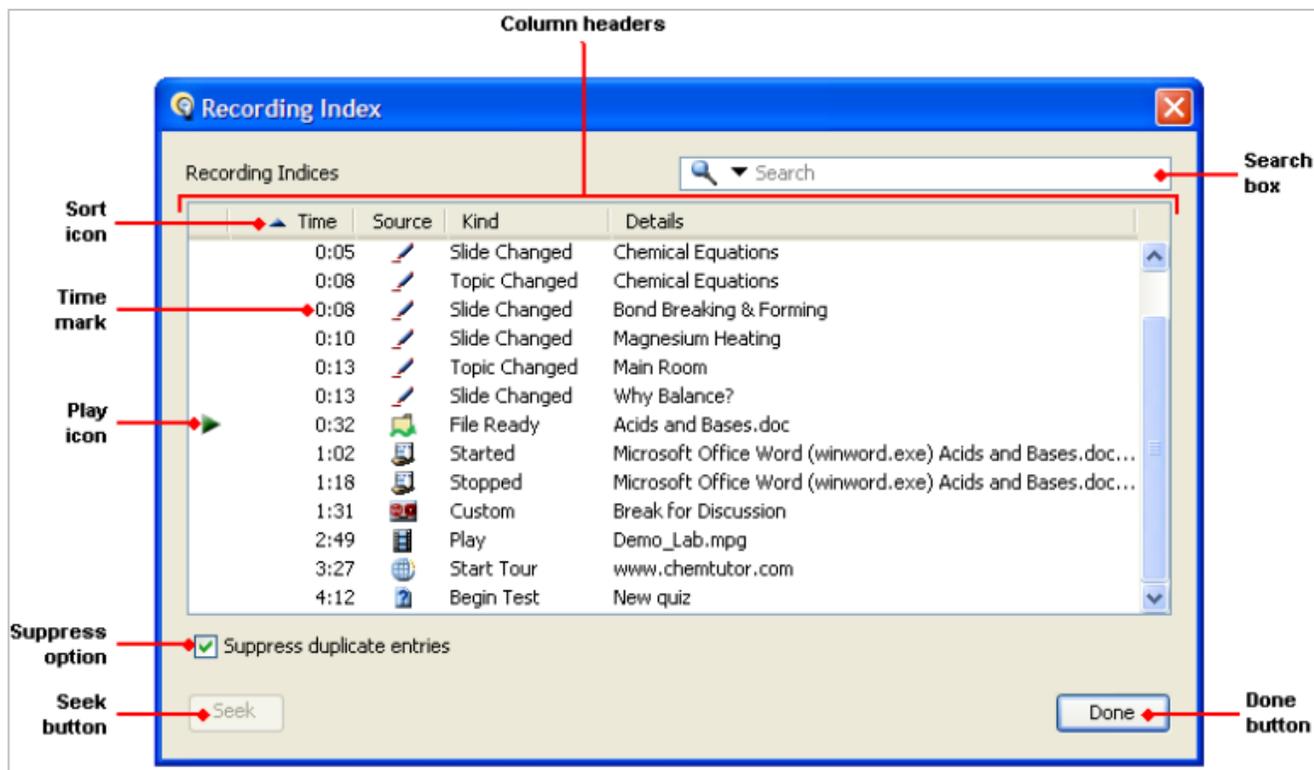


2. Click on the Previous or Next Index Entry to jump to an index point.



3. Use 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 (see figure4) and select Show Recording Index... from the



Playback menu.

7. Can I edit recordings? Can I remove the chat and participant windows from my recording?

You cannot edit the original recording, however, using Elluminate Publish you can edit the output files from Publish v2 with commercially available applications. Other output options in Elluminate Publish allow you exclude certain portions of the recording. As well, you may select to hide the attendees names from the recording when you setup your sessions.



8. Can I backup my recordings to my PC? Can I reformat my recordings? Can I create podcasts from my recordings? Yes, Elluminate Publish will input your recording jnlp file and outputs in various formats such as .jar (the complete recording including transferred files) .mov .flv .mp3 .wmv .avi .

<http://elluminate.com/products/publish/index.jsp> has more information on Elluminate Publish. Download a 30 day trial software from Elluminate.com

Contact support.maclive@cll.mcmaster.ca for McMaster University license information.