

# Recording and Sharing Online Lectures Using Adobe Connect

A step-by-step guide to recoding and sharing lectures online

## Getting Started

Adobe's Connect application allows you to set up virtual meetings that take place on your personal computer. Both PC and Mac users can join a Connect session, sharing audio, video as well as any application running on their computer!

Connect was designed as a tool for online meetings. But it also works great as a tool for setting up and recoding lectures.

This allows an instructor to use their computer, equipped with a Web camera and microphone, to quickly and easily record a lecture, complete with PowerPoint and other supporting media! This document will take you through the process of recoding a lecture, saving it and then sharing the link with your students.

To get comfortable with the process, we suggest that you follow each of the steps carefully the first time and record a sample lecture. You can always go back later and delete any recording you don't need. Once you are comfortable with the process, then you can "go live," recording lectures and including them in your online courses.

And, of course, any time you have questions, please [contact CU Online](#). We are here to help.

### 1. Log into Connect

Access Connect from any Mac or PC Web browser at:  
<https://connect.cuonline.edu/>

Don't have a username and password? [ContactCU Online](#) to be set up.

**Important: Students and other meeting attendees do not need a login to join a meeting or view a recording.**

### 2. Create New Meeting

The first time you enter Connect, you will need to set up a

### More On Connect Meeting Types

A Connect meeting includes one or more people logged onto

new meeting. Once you have a meeting set up, you will have the option to reuse that meeting again for live events, or to record several different lectures.

Click on Create: New Meeting



the same Connect sessions at the same time. So, a Connect meeting could be:

- \* Two people conferencing together in real time
- \* A lecture given to one or more students in real time.
- \* A lecture given to "the camera" and recorded for later viewing.

Also, you can record any meeting for later playback. Connect also offers Events. Events are scheduled meetings with an RSVP list.

### 3. Name your meeting

You can name your meeting anything you like. The name of the meeting will show up in listings of your meetings, as well as on the meeting screen.

Because you can use the same meeting room for multiple meetings, you might want to give your meeting a generic name, such as the name of your course or your name. For example:

- David Thomas's Meeting
- The History of Digital Media

### 4 Add a Custom URL

This optional step allows you to customize the URL meeting attendees will use to access a live Connect session.

For example, a Custom URL named "Mymeeeting" would be accessed through the

URL: <https://connect.cuonline.edu/mymeeeting>

**Note:** You do not access recorded meetings through the custom URL.

Custom URLs cannot contain spaces or special characters such as "!@ ?"

Be sure that your custom URL is easy to remember and unique.

### 6. Add a summary

This optional step allows you to add a short description of your meeting. It appears in listings of your meetings, but not in the meeting itself.

### **About Start Time And Duration**

Because you control when to open and close meetings, you do not need to set a start time or a duration. Simply leave the defaults.

The start time and duration fields are primarily used when you run multiple meetings hosted by different people and need to maintain a catalog of meetings.

### **7. Select Template**

In most cases, select the default meeting template.

The meeting template determines the initial set up of your meeting software. All template layouts can be customized once you enter the meeting.

### **8. Set meeting Access**

You may allow anyone to access your meeting, or restrict it to registered users. Keep in mind, students generally will not have Connect logins, so setting access to "Only registered users and accepted guests may enter the room," may prevent your students from using the room. In most cases, select, "Anyone who has the URL for the meeting can enter the room."

**\*\*\*\*\* Important Note:** Setting a meeting access to "registered users only" will prevent non-registered users from accessing the recorded lectures!.

### **9. Select Audio Conference Settings**

To record your lecture using audio. Make sure the default setting of "Do not include any audio conference with this meeting." is selected

Selecting "Include audio conference details with this meeting" does not add telephone audio conferencing to your meeting. It only lists the relevant information in the meeting listing.

### **10. Click Finish**

If you select "Next" you will go through a series of screens where you select participants for the meeting and can send invitations.

In most cases, your students and meeting attendee will not have Connect accounts, and will attend meetings as guests.

### **11. Review Meeting Information and Enter Meeting**

Once you click Finish, you will see the meeting information screen. You can review and edit any of the meeting information you previously entered. To access the meeting—

**Note:** Upon entering Connect for the first time you will be asked to Install the "Adobe Connect Add-in" It is a short simple process. Once complete you will not have to install this

whether to start up a live meeting session or to initiate a recorded lecture, click on the “Enter Meeting Room” button. The Connect application will start and place you in the meeting as the meeting host, with full control!

again. This plugin allows you to accomplish advanced Connect tasks such as screen and document sharing.

**From here you can now RECORD A LECTURE, HOST A MEETING or ONLINE CLASS**

## Reusing a Meeting

In many cases, you will want to reuse a meeting you have already set up rather than go through the trouble of setting up a new meeting each time you want to host an online gather or record a virtual lecture

Think of a new meeting as a meeting room. You can conduct a number of activities in the same room at different times.

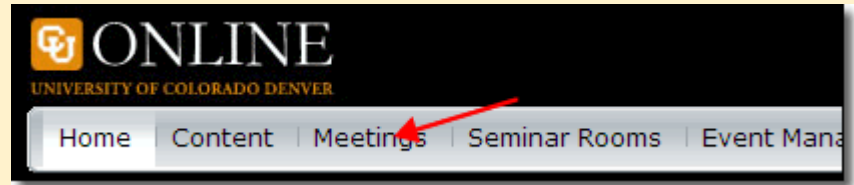
Set up new meetings only when you need to organize material—such as setting up different meetings for two different classes.

### **1. Log into Connect**

Access Connect from any Mac or PC Web browser at:

<https://connect.cuonline.edu>

**2. Click on "Meetings" at the top of the screen**



**3. Select the meeting you want to use and click "Enter Meeting Room"**

You will see a list of all meetings that set up. You can use any of these meetings to record a lecture!

Once you click "Enter Meeting Room", the Connect application will start and you will be in the meeting.

**From here you can now RECORD A LECTURE, HOST A MEETING or ONLINE CLASS**

## **Record a Lecture**

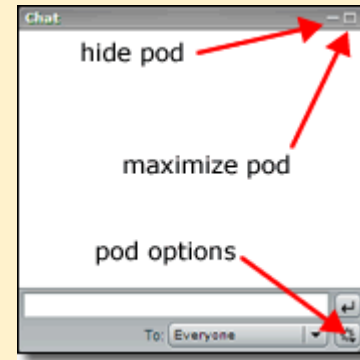
Recording a lecture in Connect is the same thing as recording a meeting. You can choose to deliver your lecture live to students connected to Connect. Or you may prefer to simply record the lecture with no one else in the meeting room!

### **Getting Started**

If you have not already done so, follow the steps for **Setting Up a Meeting or Recording**

### 1. Close un-needed pods

Connect refers to the small windows inside the Connect application as pods. Each pod has a small buttons for hiding, maximizing and accessing pod options. Close the Chat, Notes and Attendee List pods by clicking on the Hide button.



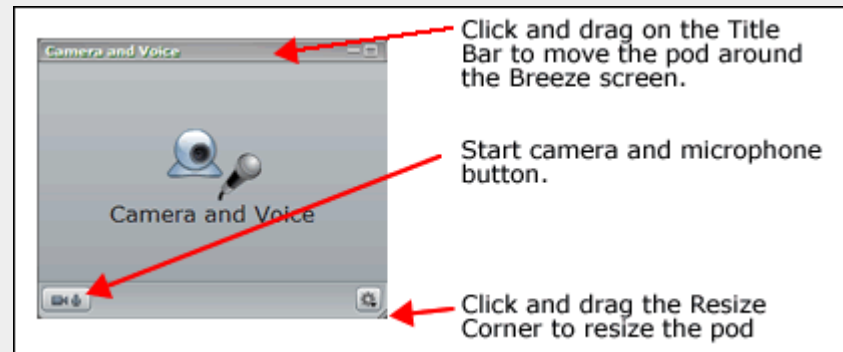
### 2. Rearrange and size pods

You can size and move most pods in Connect. Think about how you want to screen to look to your students. Will you share PowerPoint applications? Do you want that pod to dominate the screen? Or would you rather make the Share pod smaller so you can broadcast a larger video pod?

Arrange and size your pods to meet your needs.

Keep in mind that a small video of the instructor talking is usually sufficient for the students. The Share pod is where you will share PowerPoint and application screens. So, usually, this is the pod you will want the biggest!

Also, you can overlap pods if you like.



### 3. Start your camera and microphone

Click on the Start Camera and Microphone button to allow Connect to access your camera and microphone.

Connect will ask you if you want to allow the application to access your camera and microphone. Select "Allow." If

If you need help selecting, installing or configuring a Web camera and microphone for your computer, [contact CU Online](#).

Also, you may choose to use only voice when recording a lecture. In this case, you will not see a video image, but

rather, an icon of a person with your name underneath.

everything is working correctly, you will see a video image in the Camera and Voice pod.

You can pause your video stream on a still shot by clicking on the camera icon. Do this when you want to save on bandwidth usage.



#### 4. Select Content to Share

The Share pods allows you to include PowerPoints, Web pages, whiteboards and applications running on your computer inside your Connect lecture.

Determine what you will share during your recorded lecture.

Based on what you choose to share, you may skip some of the following steps

You may choose to Share one or more things during a recorded lecture. In most cases, you will probably want to share a PowerPoint presentation. Even if you are recording a short introductory lecture, it's a good idea to share a one-page PowerPoint to add some visual variety to the screen.

#### 4.a. Share a PowerPoint

In the Share pod, click on the Documents pull down and chose Select from My Computer. Browse for a PowerPoint stored on your computer. Once you select it, Connect will upload it and encode it.

Once the PowerPoint loads you can page through it by either using the left and right arrows on your keyboard, or using the forward and backward buttons on the Connect interface.

**Note:** Many PowerPoint animations and transition will not work after the PowerPoint slides have been uploaded to Connect.

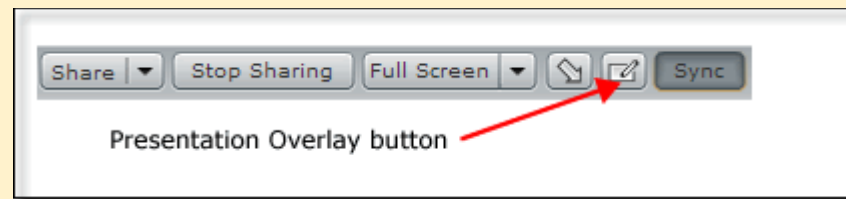
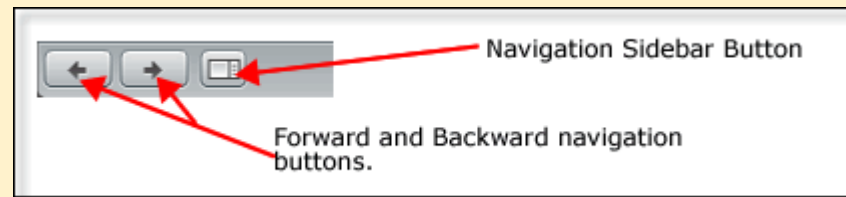
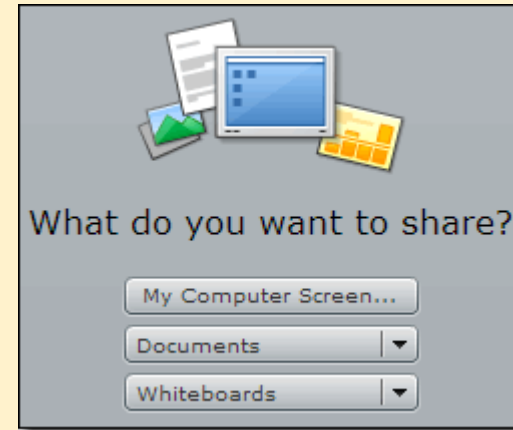
You may also show the Navigation Sidebar. This Sidebar panel allows you to select slides by name or to search for content in a PowerPoint presentation.

When you want to close the PowerPoint in the Connect window, simply click on the Stop Sharing button,

The Full screen option will cause the PowerPoint to fill up the entire Connect screen. In some cases, you might want to use this feature.

The Overlay button allows your to "telestrate" on your presentation.

The Synch button only works with timed PowerPoints.



#### 4.b. Share an Application

Be sure you have the application you want to share running. Click on the "My Computer Screen" option under the "What Do You Want to Share" screen.

**Note:** If you are currently sharing something else, click the Stop Sharing button to return to the Sharing select screen.

Connect will prompt you for what you want to share.

Select Desktop if you want to display only your computer's desktop.

Select Application to show just a single application. Or,

Select Window to only show a single window.

When sharing Applications in a live meeting, you can allow meeting participants to control the application remotely!

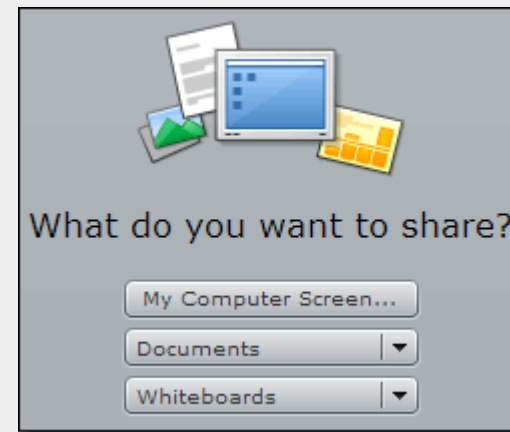
#### IMPORTANT

When sharing an application or window, you will not be able to see the Connect application.

For example, if you choose to share your Microsoft Word program, Connect will bring Word to the front, hiding the Connect application. Switching back to Connect will prevent your students from seeing Word (since it then would be behind the Connect screen!).

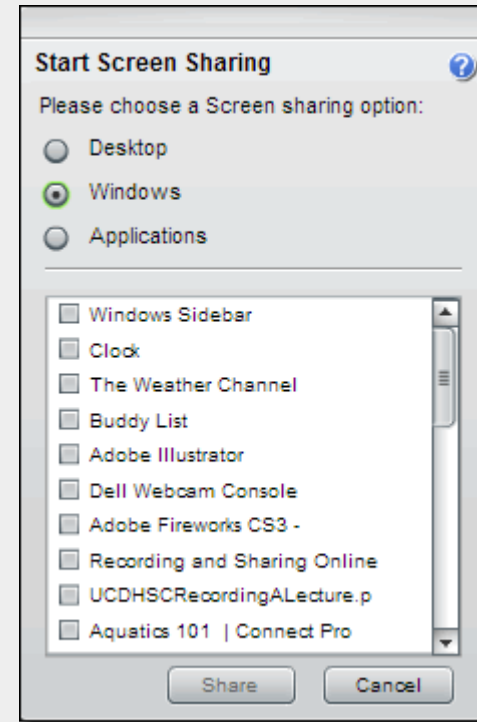
As a result, while sharing an application, leave the application in the front of any other running programs!

Click Stop Sharing when you have finished sharing the



application, window or desktop

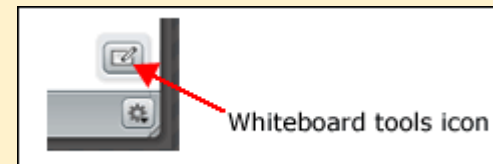
**Note:** You will need to return to the Connect application to access this button.



#### 4.c. Share a Whiteboard

You can draw on a digital whiteboard inside of Connect. From the "What Do You Want to Share?" screen, select "Whiteboard"

**Note:** If you are currently sharing something else, click the Stop Sharing button to return to the Sharing select screen.



Once the whiteboard loads, click on the Whiteboard Tools icon to access the drawing tools

Click Stop Sharing when you want to close the whiteboard.

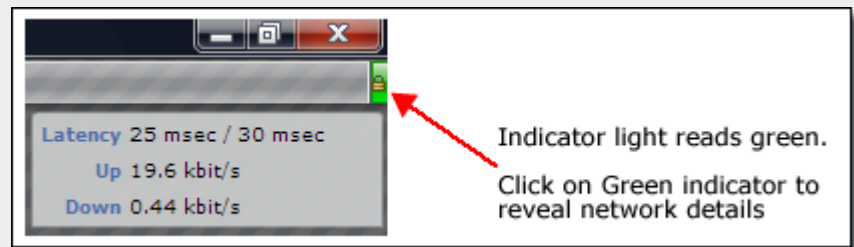
**Note:** During the meeting, you can start sharing the whiteboard again. This will restore the whiteboard with any illustrations that you had create before you closed it before.

### 5. Prepare to record your lecture

Once you have prepared your materials and are ready to record your lecture, check to be sure that your network is running fast enough to handle the recording. Click on the network status indicator in the top right side of the screen. It should be green. You can click on the indicator for additional details about your network's performance.

If your network is running slow, try these tips:

- If you are on a wireless network, move closer to the wireless router
- Interference can effect any wireless network. Try connecting directly to the Internet through an Ethernet connection.
- Plan on recording your Connect sessions during low use times for the network such as weekends



### 6. Record your meeting

From the Meeting menu, select Record Meeting...

Connect will prompt you to enter a meeting name and a meeting description.

Once you click on OK, the recording will start.

**Note:** You cannot pause a recording! You can only stop it when you are done. If you make a mistake, you will need to start a new recording, and delete any incomplete recordings.

Use descriptive names and summaries to help you organize your recordings. Including a date or a version number will help you sort different recordings made in the same meeting room. For example:

History of Digital Media Lecture 1, Jan 12, 2008

**Note:** You should not select "record audio from the phone." This option only works when teleconferencing is integrated with Connect.

## 7. Stop recording

Once you have completed your lecture, click on the "stop recording" button in the top left of the Connect window.

When you place your cursor over the stop recording button, the status of the meeting recording will show and a link to stop recording will appear. You may click on either the stop recording button on the Stop Recording link.

**Note:** you may start a new recording in the same meeting. Each recording will save to a different file with a unique name and playback URL.



## Playing Back a Recorded Lecture

Playback of recorded lectures only requires a link to the recording. This link can be shared in email, on a Website or, most typically, in an eCollege course.

### 1. Log onto Connect

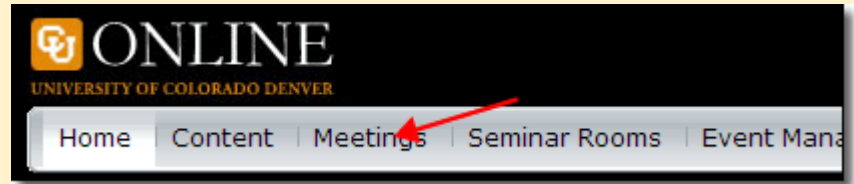
Access Connect from any Mac or PC Web browser at:  
<http://connect.cuonline.edu>

### 2. Locate Recording URL

Breeze stores each recording with its own unique URL. You need to look up this URL inside the Connect Web interface.

### 2.a. Select Meetings

From the Connect Web interface, select the Meetings link



### 2.b. Select Meeting

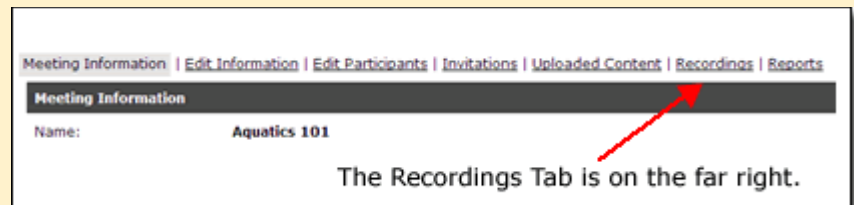
From the list of meetings, select the meeting name that you used to created your recording.

Remember, recordings are always recording of specific meetings. So, your recordings will always be organized under the meeting you were in when you created the recording.



### 2.c. Select the Recording Link

From the Meeting Information screen, select the Recordings link.



### 2.d Select Recording

In the recordings section, you will see a list of all recordings of that particular meeting listed by the recording titles you used when making the recording.

If you do not see your recording, be sure that you selected the correct meeting. Remember, recordings are organized under the meetings you used when making the recording,

Also, it takes the Connect server a few minutes to compile and

Click on the recording name to access information about that recording.

archive a recording. If you do not see a recording immediately after completing it, give Connect a few minutes before checking for the recording link.

### **2.e. Preview Recording or Copy Link**

The recording information screen shows information about the recording, including its length (duration), record date and URL.

You can copy the link by right-clicking on the URL for Viewing link and selecting "copy link," or by highlighting the link and selecting copy from the edit menu.

Click on the URL for Viewing link to view the recording. Or, copy the link for use in email, Blackboard or eCollege.

### **3. Paste link**

paste into email, Blackboard or eCollege.

If you need assistance with the Blackboard or eCollege interface, please [contact CU Online](#).