SAS Recording Settings and Link Management Quick Reference Guide

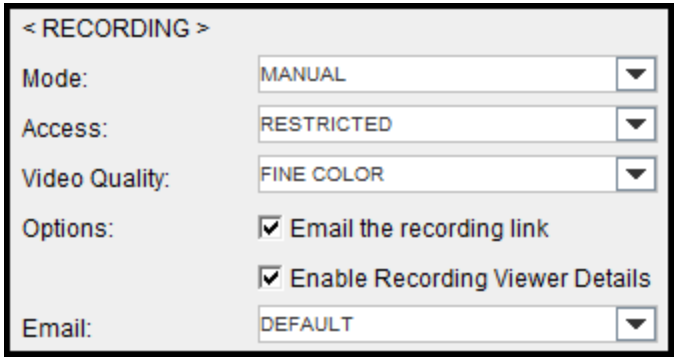
As a Moderator, you can record web conferencing session and play it later by clicking on a link or logging into the SAS and locating the recording. All activity that occurs in the main room of the session will be recorded except private Chat messages, the Timer and Notes. This guide is designed to highlight the recording settings on the SAS and the methods for retrieving recording links.

Recording Settings

The recording settings are available for Meetings, Courses and Drop In sessions. Meetings can be created in two ways:

- Schedule a Meeting from **My Schedule**
- Create a Meeting from **Utilities**

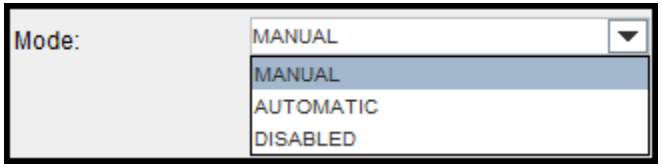
The settings are available for both methods and for all types of sessions. They can also be set as Meeting, Course, or Drop In Defaults so that all sessions created can automatically have your preferred settings. The following screen shots were taken from the **Utilities** panels.



Mode

There are three choices for recording mode:

- **Manual** – enables the recording button for the Moderator in the web conferencing session. It the Moderator to turn on and off the recording at anytime during the live session.
- **Automatic** – the recording automatically starts when the first Moderator or Participant enters the session and continues until the last participant exits the session.
- **Disabled** – the session cannot be recorded.



Access

Access to recordings is controlled by choosing the appropriate setting. This setting is selected when creating the session. It can be changed once the recording has been created if desired.

- **Private** – access to the recording is restricted to the session creator.

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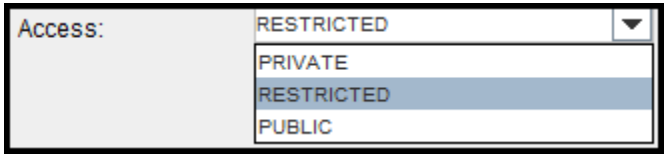
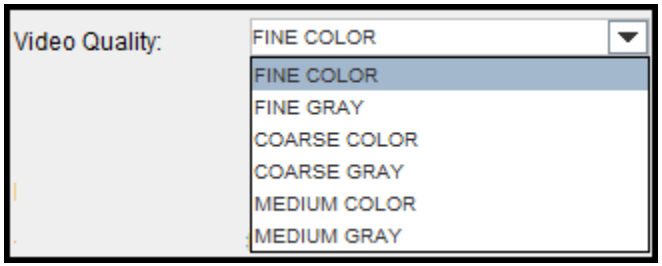
- **Restricted** – access to the recording is restricted to individuals with whom you have shared the link or users who have a SAS account and were registered for the session.
- **Public** – access to the recording is unrestricted and available to anyone who has the recording link or users who have a SAS account.



Video Quality

The file size of the recording is impacted when live video is used during the session. To decrease the recording file size, choose a video setting less than Fine Color. This **will not** impact the video quality during the live class.



Options

There are two additional recording options:

- **Email the recording link** – the SAS will send an email after a session has been recorded to the Moderator and to any of the Participants who were invited to the session through the SAS.
- **Enable Recording Viewer Details** – the SAS can track who has accessed a recording by requiring the viewer to enter their name and email address before launching the recording.

Capturing Recording Viewer Information

The SAS will capture the View Name and Viewer Email address if "Enable Recording View Details" is enabled for a Meeting, Course or Drop In. The following information will be captured:

- Date recording was requested
- Date recording was accessed i.e. launched
- IP Address of person who requested it
- Viewer Name as input by the requester
- Viewer Email
- Room Name
- Number of session attendees

There are two ways to see the captured viewer information:

- Go to Utilities > File Management > Recordings. Select a recording and then click Downloads.
- Go to Utilities > Courses/ Drop Ins / Meetings > Rooms > Recording > Download.

Email

By default, a standard email template will be used to send the session recording link. However, multiple email templates can be created and customized and then selected from an available drop-down menu when creating the session.

Playback Privacy

To protect the privacy of your session participants, you may choose to have their names displayed in the recording as

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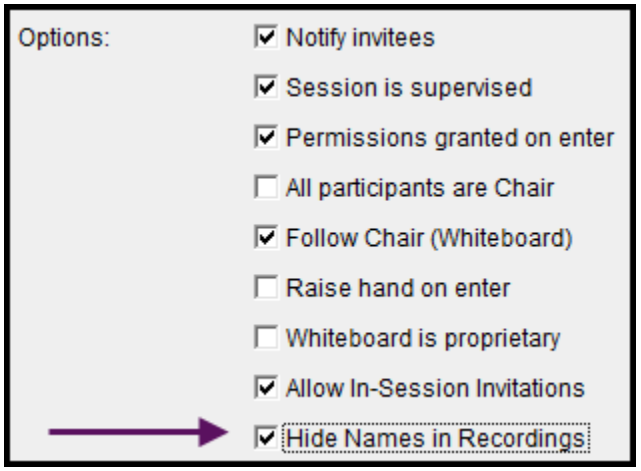
"Participant" instead of the name they used to enter the session. This is done by selecting **Hide Names in Recordings**. The names in the session will be displayed as Participant #1, Participant #2, etc.

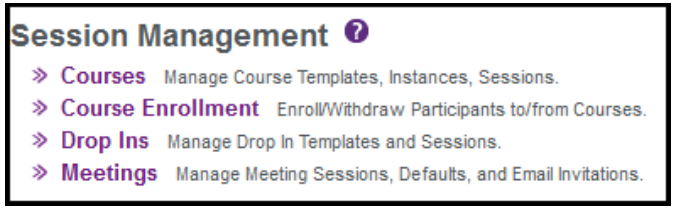


Retrieving Recording Links

The most common way to access the link for a recorded session is from the email notification the SAS sends to the Chair of the session. If you do not have the email, there are others methods for retrieving the links.

Retrieving a Recording Link

1. Log into the **SAS** with the account you used to create the session.
2. Click **Utilities**.
3. From **Session Management**, select the session type: Courses, Drop Ins, or Meetings. For example, select Meetings.



4. Locate the meeting and select it by clicking on the grey box on the left hand column of the table.

	Meeting Session	Start Time	End Time
	STUDY GROUP ROOM - HISTORY	2011-08-10 11:45 AM	2011-08-10 12:45 PM

5. The row will now be highlighted.

	Meeting Session	Start Time	End Time
	STUDY GROUP ROOM - HISTORY	2011-08-10 11:45 AM	2011-08-10 12:45 PM

There are two methods for retrieving the link.

Method One

1. Click the **Rooms**

button. This will show you every time you have used the meeting room.
2. The last column will indicate if the session was recorded or not by displaying the text **True** or **False**. Select the desired room; once it is highlighted the **Recording** button will become available.

Room Name	Opened	Closed	Attendees	Recorded
STUDY GROUP ROOM - HISTORY	2011-08-10 11:49:47 AM	2011-08-10 11:52:06 AM	1	true

3. Click the Recording

button.

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4. Copy the Playback Link or click the Playback

button. .

Method Two

1. With the meeting selected, click the **Advanced**

button. The panel will provide **Links:** Owner Link, Guest Link, Playback Link, Playback List and the Playback Table.

Links Explained:

- **Playback Link** - displays a clickable link to the most recent recording for the meeting. It is important to point out that the link to the recording is available prior to the session, however the recording will only be available if the session was recorded and all attendees have left the session. Clicking on it prior to that will result in an error message.

- **Playback Table** - displays a table of links to all recordings for the meeting room. This is useful if you have an open meeting and have recorded several times in the same room. All of the recording links will be available on this page.

- **Playback List** - displays a plain text list of links to all recordings for the meeting room.

To retrieve the recording link for a Course:

- If your session is created as a Course, click on the Course button from the Utilities tab. You can then use a similar process from the session level (Course Templates > Instance > Session > Advanced) to located recording.

To retrieve the recording link for a Drop In:

- If your session is created as a Drop In, click on the Drop In button from the Utilities tab. You can then use a similar process from the session level (Drop Ins Templates > Drop In Sessions > Advanced) to located the recording.

Note: If required to save the JNLP file, you must click the recording link and save the JNLP file each time you want to view the recording. Each file has one use only.

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