

Using Adobe Connect to Record Your Class Session

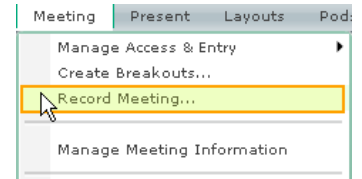
Create an Adobe Connect Meeting

Adobe Connect is a great way to record class lectures for students to access at a later date. You first need to be designated as a **Meeting Host** to create a meeting. Email connectsupport@jhu.edu to request Meeting Host access. Once you have been granted meeting host permissions...

1. Go to <http://connect.johnshopkins.edu>.
2. Enter your JHED ID and Password.
3. Go through the Meeting wizard by clicking Meetings from the Menu bar and then the New Meetings button.

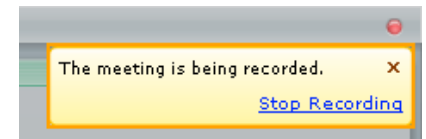
Recording a Meeting

1. Once you have created a meeting room and logged in, Click Meeting from the menu bar.
2. Next Select Record Meeting.
3. Enter a descriptive name and summary for the recording.
4. Do not check the option, Record audio from speaker phone. JHU only supports voice-over-IP (VOIP) and the audio is automatically recorded.
5. Click OK.
 - a. Note: A message appears in the main menu bar letting attendees know that the meeting is being recorded.
 - b. **Note: If you do not see a small red circle appear in upper right corner of your meeting you are not recording. Please repeat the steps above.**



6. To stop recording, hover over the red recording circle and Click the **Stop Recording** link in the notification window.

Note: Each time you stop recording a new recording file is created. It is good practice to break in between lectures so that recordings are not too long.
7. To start recording again, repeat the steps above.



Retrieving Your Recording

1. Login to the Connect Pro Administrative Portal at <http://connect.johnshopkins.edu>.
2. Select **Meetings** tab from the Connect Pro menu bar.
3. Select the meeting from the Meeting list that you recorded.
4. Click the **Recordings** link.
5. Locate the recording title you wish to access check the box next to it.
6. Click the **Make Public** button at the top of the list.
 - a. Note: The Access icon should have changed to Public. This will allow your participants to easily access a link to the recording.
7. Click on the Recording Title to open the Recording Information window.
8. You can now copy the URL to your recording and paste it into your course for students to access.
9. Repeat this process for additional recordings.

Recording Information [Edit Return To Recordings]	
Title:	Test Room_0
Duration:	00:00:34
Disk usage:	140.6 KB
Permissions:	Same as parent folder
URL for Viewing:	http://connect.johnshopkins.edu/p54015095/
Summary:	test
Language:	English
Uploaded on:	08/12/2009 10:55 AM

*For technical support visit:

<https://supportcenter.embanet.com/jhu/main.asp>
or call 1-866-311-6658.

*For training opportunities visit:

<http://www.ep.jhu.edu/trainingcalendar> or email training@ep.jhu.edu

