Chapter 19  Interactive Recordings

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 personal Notes. As the recording progresses, Elluminate Live! inserts index entries to mark significant events within the session (see Using the Recording Index on page 306 for further details). 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.

Some sessions, when created, may have been set to record automatically. If this is the case, you cannot start, stop or erase the recording. See your System Administrator if you wish to control the recording of your session.

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

As a Moderator, you can use all the available Indexed Recordings features. Participants cannot record sessions, but they can play them.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Moderators</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record a session (start, pause, resume and stop)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Erase a recording while in a session</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Manually add an index entry to a recording</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Play, pause, resume and stop a recording</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

48 Only the activity in the main Elluminate Live! room will be recorded. Anything that occurs in a breakout room will not be recorded.
49 If the session creator disables recording or sets up the session to record automatically, you will not see these controls.
Moderator’s Guide – Interactive Recordings

<table>
<thead>
<tr>
<th>Feature</th>
<th>Moderators</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate through a recording using the Playback control buttons, the Playback menu and the Recording Index window</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search for a recording Index Entry using the Recording Index window</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Recording Your Sessions

The Recording Reminder Dialog

When you launch into a new session, if the session is not configured to be recorded automatically, by default you will be prompted to record the session:

![Recording Reminder Dialog](image)

This dialog is presented to every Moderator. When you dismiss this dialog, you dismiss it for yourself only – other Moderators will continue to see it until they dismiss their own dialogs.

To turn this reminder off for future sessions, select the option *Don’t remind me again* and close the Recording Reminder dialog. You can turn the reminder back on for future session, using the Preferences dialog:

1. Open the Preferences dialog in one of the following ways:
   - From the Tools menu, select Preferences… (Windows, Linux & Solaris)
     From the Elluminate Live! menu, select Preferences (Macintosh)
   - Enter Ctrl+Comma (Windows, Linux & Solaris)
     Enter \#, (Macintosh)

2. In the left pane of the Preferences dialog, select Recorder > Reminder. The Recorder preferences panel appears.
3. Select the option *Always remind me to start the session recording*.

4. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you change preferences, Elluminate *Live!* will remember the settings each time you launch future sessions.

### Starting a Recording

To begin recording your session, do one of the following:

- ✔ Click on the **Start** button in the Recording Reminder dialog (if it is presented to you).
- ✔ Click on the **Record** button.
- ✔ From the Tools menu, select Recorder > Record.

Session attendees will be able to tell that recording has begun in two ways:

- ✔ The Recording icon in the status bar changes from **gray** to **red**.
- ✔ The audio notification “Recording started” is played to everyone in the session. (Those using the telephone for audio communications will not hear it.)

> Those who join the session after recording as already resumed will hear the audio notification “Recording in progress.”

### Resuming a Recording

To resume the recording if you’ve paused it, do one of the following:

- ✔ Click on the **Record** button.
- ✔ From the Tools menu, select Recorder > Record.
**Stopping and Pausing a Recording**

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

- Click on the **Pause** button.
- From the Tools menu, de-select Recorder > Record.

Session attendees will be able to tell that recording has stopped in two ways:

- The Recording icon in the status bar changes from **red** to **gray**.
- The audio notification “Recording stopped” is played to everyone in the session. (Those using the telephone for audio communications will not hear it.)

You can start and stop the recording as many times as you like during your session.

> Frequently starting and stopping a recording can cause the recording file to be larger than the file created when you simply allow the recording to run uninterrupted. The recording also may play back slower.

**Manually Adding an Index Entry**

As a recording progresses, Elluminate Live! inserts index entries to mark significant events within the session (see Using the Recording Index on page 306 for further details). 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 entry.

1. Open the Enter Description of Index dialog box in one of two ways:
   - From the Tools menu select Recorder > Add Index Entry.
   - Enter Ctrl+Shift+I (⇧⌘I on Macintosh)

![Enter Description of Index Entry](image)

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.

> The index entry is created when you click on **OK** – not when you open the Enter Description of Index dialog.
**Erasing a Recording**

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

1. From the Tools menu select Recorder > Erase Recording. A dialog box appears, asking you to confirm that you want to erase the recording.

2. Click on OK to erase the recording or Cancel to keep the recording.

**Playing a Recording**

Recordings are played by clicking on a recording link. The access to your recordings will be dependent on your organization’s administrative interface. Please contact your administrator for more information on accessing recording links.

Use the Playback Controller panel (at the bottom-left corner of the window in the status bar) to start, stop, pause/resume and navigate through the recording:

![Playback Controller panel]

Follow the steps below to play a recording:

1. Click on the 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:

2. To begin playing the recording, do one of the following:

   - Click on the Play/Resume button to begin playing the recording at normal speed.
   - Click on the Fast-Forward button to play the recording at an accelerated speed.

   Video and Multimedia are not displayed when you fast-forward through a recording. The Video window will be blank and the Multimedia file window will not open. Also, Audio is muted when fast-forwarding.
As the recording advances, the Playback Time indicator, the Current Index Entry Mark and the Playback slider will show your progress through the recording.

3. To cease 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. (To begin playing where you left off, click on the **Play/Resume** button.)
   - Click on the **Stop** button to stop playing the recording and return to the beginning of the recording.

**Names Hidden in Recordings**

If, when viewing a recording, you see session attendee names replaced by the generic “Participant” or “Moderator” (such as in the Chat panel and Participants list), this means that the session creator configured the session to hide attendee names. This is done to protect the identity of session attendees.
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. When Elluminate Live! is recording a session, it automatically creates index entries for the following events:

- Change slide in the Whiteboard
- Change topic in the Whiteboard
- Start a Web Tour
- Start an Application Sharing session
- Stop an Application Sharing session
- Start playing a Multimedia file
- Load a file for transfer
- Start a Quiz
- Show the Graphing Calculator
- Hide the Graphing Calculator
- Connect session to teleconference
- Disconnect session from teleconference

You also can manually enter an index entry (see Manually Adding an Index Entry on page 302).

There are four ways to navigate within a recording:

<table>
<thead>
<tr>
<th>To...</th>
<th>Use...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to a general area within the recording, not associated with an index entry</td>
<td>Playback slider</td>
</tr>
<tr>
<td>Move to the previous or next index entry</td>
<td>Previous Index Entry and Next Index Entry buttons or Playback slider</td>
</tr>
<tr>
<td>Move to a nearby index entry</td>
<td>Playback slider or Prior Index Entries and Upcoming Index Entries menu options in the Playback menu</td>
</tr>
<tr>
<td>Move to any index entry by selecting it from, or searching for it in, the Recording Index</td>
<td>Recording Index</td>
</tr>
</tbody>
</table>

Regardless of which method you use, it may take several seconds for the recording to reach the specified location – especially if moving backward in the recording.
Knowing Where You Are

You can always see where you are in a recording by viewing the Playback slider or seeing where the Play Icon is located in the Recording Index (see Using the Recording Index on page 307).

The Current Index Entry also provides an indication of where you are in the recording. It displays the icon and description representing the closest index entry within a +/- 30 second range. If there is no index entry within that range, there will be no Current Index Entry displayed.

In the example below, the recording is currently at or near the point where a web tour of www.thermodynamics.ca is being started.

Using the Playback Slider

If you don’t need to move to a specific index entry but just want to move back or ahead in the recording to some undefined place, you can do so using the Playback slider. Simply grab the slider with your cursor and move it to the left or right.

Using the Previous and Next Index Entry Buttons

If you want to move to the previous or next index entry, click on the Previous Index Entry button or the Next Index Entry button.

Using Prior Index Entries and Upcoming Index Entries

If you want to move to a specific index entry, you can select it from one of two sub-menus: Prior Index Entries and Upcoming Index Entries.

1. Click on the Show Playback Menu button in the Playback Controller panel. The Playback menu will open.

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50 The description normally is the same as the text in the Details column of the Recording Index. If there is no “Details” text, the text will be the same as that in the Kind column of the Recording Index.
2. From the Playback menu, select either Prior Index Entries or Upcoming Index Entries.

3. Select the desired 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.

**Opening the Recording Index**

To open the Recording Index window, do one of the following:

- Click on the **Show Playback Menu** button in the Playback Controller panel and select Show Recording Index… from the Playback menu.
- From the Session menu, select Show Recording Index…

You can resize the Recording Index window by grabbing a side or corner and dragging it. The columns will automatically adjust themselves.
The Recording Index has five columns:

- **Play icon column**: is the left-most column (it has no text in the column header). It is used to hold the Play icon, which indicates the current playback position in the recording.
- **Time column**: lists the times in the recording that index entries were created, either automatically by Elluminate Live! or manually by you.
- **Source column**: shows the icon of the Elluminate Live! module being used when the index entry was created. For manually created index entries, the column will show the Recording icon.
- **Kind column**: gives a description of the event that triggered the index entry.
- **Details column**: describes the specific screen, file, application or web address associated with the event that triggered the index entry.

The Source, Kind and Details columns can be resized. Move your cursor over a column divider between two column headers. The cursor will change to a double arrow. Drag the column divider to the desired position.

### Moving to an Index Entry

From the Recording Index, you can move to any place in the recording that is marked by an index entry. You can do so in one of two ways:

- Double-click on the desired index entry.
- Select the desired index entry (by clicking on it or using the Up and Down Arrow keys) and click on the Seek button.

The recording will begin playing at the point you specified. (If the recording was in a paused state when you selected an index entry, you will have to click on Play to resume playback.)

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> It may take a few seconds for the recording to reach the specified location.

> Video and Multimedia may not be displayed when you are navigating to an index entry. The Video window will be blank and the Multimedia file window will not open – unless you are specifically moving to the index for the Multimedia file, in which case it will open and start playing.
Sorting the Recording Index

The Recording Index can be sorted by the Time, Source, Kind and Details columns.

- **Time:** sorts numerically by time mark
- **Source:** sorts by grouping all entries related to the same modules (with the same Source icon) together
- **Kind:** sorts alphabetically
- **Details:** sorts alphabetically

The sort direction is indicated in the column header by the ✷ ascending and ◀ descending Sort icons. To sort by a column, click on the column header. Each successive click on the same header advances the sorting status through a sequence of ascending, descending and unsorted.

The default sort order is by Time, in ascending order – chronologically from the beginning of the recording to the end.

Click on the Kind column header to sort by Kind in ascending alphabetical order.

Click on the Kind column header again to sort by Kind in descending alphabetical order.

Click on the Kind column header again to stop sorting by Kind and return to the default sorting order (Time in ascending order).

🔍 You can sort by one column only – there is no secondary sorting on a second column.
Filtering the Recording Index

Sometimes in a session you might rapidly repeat events, such as quickly skipping through presentation screens in the Whiteboard. You have the option of filtering from view any consecutive duplicate index entries (entries of the same Kind and from the same Source) that occur within a couple of seconds of each other. Filtering can help you eliminate “noise” from your Recording Index.

In the example to the right, a number of index entries were triggered by slide changes in the Whiteboard. The duplicates are highlighted in yellow.

To filter out the duplicate index entries in the Recording Index, select the option Suppress duplicate entries.

In the example to the right, the index entries that were highlighted in yellow above are no longer shown.

Searching for an Index Entry

If you have a large recording, it may not be easy to find a particular index entry by scrolling through the list in the Recording Index. You can quickly find index entries by searching for specified text in the Kind and Details fields of the index entry.

To search for an index entry, type your search term in the Search box. For example, if you want to search for index entries containing the term “reaction”, start typing the word in the Search box.
Note that the search begins almost immediately as you type, so you will start getting matching index entries before you have finished typing the word. (Note the highlight areas in the example to the right.) Keep typing until you get the results you desire.

To search immediately, without the one or two second delay, enter your text and immediately press either Return or Enter.

The Recording Index keeps a history of your recent searches so you can go back and repeat the searches. You can select a past search term from the History pop-up menu.

Search strings must be at least three characters long to be retained in the History pop-up menu.

You can open the History pop-up menu in one of several ways:

- Click on the History menu icon
- Click on the Search icon
- Right-click (^Click on Macintosh) anywhere in the Search box
- Click in the Search box and Press Down Arrow, Insert or Page Down on your keyboard

Mac users will see a standard Mac search field rather than the Elluminate search field.
To select a search term from the History pop-up menu, do one of the following:

- Click on the search term.
- Navigate to the search term using your Up and Down Arrow keys and then press Enter or Return.

The text you select from the pop-up menu will replace whatever text was in the Search box and the matching index entries will be listed, just as if you had manually entered the search term.

To clear the Search box and end your search, do one of the following:

- Click on the Close icon
- Press Escape