

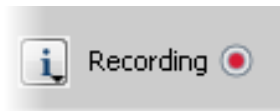
ARCHIVES – PLAYBACK AND NAVIGATE RECORDINGS

Moderators can record sessions and provide you with a link to the recording so you can play the recording. This is useful for those who have missed a session or to those who attended but would like to review the session.

All activity that occurs in the main room of the session will be recorded, except for private Chat messages, the Timer and personal Notes. (Only the activity in the main Blackboard Collaborate Web Conferencing room will be recorded. Anything that occurs in a breakout room will not be recorded.) As the recording progresses, Blackboard Collaborate inserts index entries to mark significant events within the session (see *Using the Recording Index* for further details). Anyone viewing the recording can navigate through the recording to points marked with index entries.

You can tell that a session is being recorded in two ways:

- A red Recording icon appears in the Collaboration toolbar.

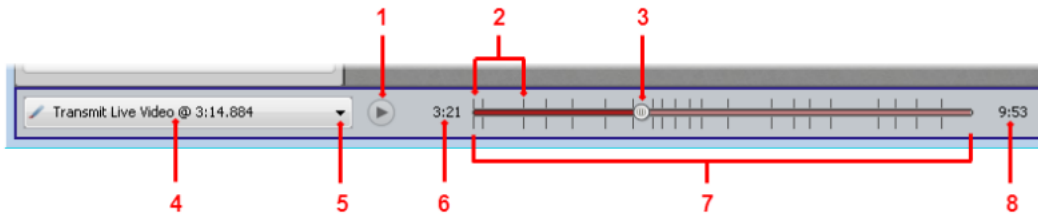


- The audible notification “Recording started” is played.

Playing a Recording

A recording is played by clicking on a recording link. Access to recordings will be dependent on your organization’s administrative interface. Please contact your administrator for more information on accessing recording links.

To open the recording, click on the recording link. A Blackboard Collaborate Web Conferencing window will open. Use the Playback Controller panel at the bottom the window to start, stop, pause/resume and navigate through the recording.



- | | |
|-----------------------------|--------------------------------|
| 1 Play/Pause button | 5 Show Index Entry Menu button |
| 2 Index Entry marks | 6 Playback Time indicator |
| 3 Playback Slider indicator | 7 Playback slider |
| 4 Current Index Entry | 8 Total Recording Time |

To play a recording or resume a paused a recording:

Click on the  **Play** button (to play at normal speed).

- From the *Playback* menu, select *Player* and then *Play* (to play at normal speed).
- From the *Playback* menu, select *Player* and then *Fast Forward* (to play at an accelerated speed).

Note: Video, Multimedia, Web Tour and File Transfer are not displayed when you fast-forward through a recording. Also, Audio is muted when fast-forwarding.

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 Blackboard Collaborate Web Conferencing 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

Moderators also can manually enter custom index entries.

There are four ways to navigate within a recording:

To...	Do...
Move to a general area within the recording, not associated with an index entry	<ul style="list-style-type: none"> ■ use the Playback slider (see <i>Using the Playback Slider</i>)
Move to the previous or next index entry	<ul style="list-style-type: none"> ■ use the Playback slider (see <i>Using the Playback Slider</i>) ■ use the Index Entry menu (see <i>Using the Index Entry Menu</i>) ■ from the Playback menu (in main toolbar), select <i>Skip Back</i> and <i>Skip to Next</i> menu options
Move to any index entry	<ul style="list-style-type: none"> ■ use the Playback slider (see <i>Using the Playback Slider</i>) ■ use the Index Entry menu (see <i>Using the Index Entry Menu</i>)
Move to any index entry by selecting it from, or searching for it in, the Recording Index	<ul style="list-style-type: none"> ■ use the Recording Index (see <i>Using the Recording Index</i>)

Note: 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.

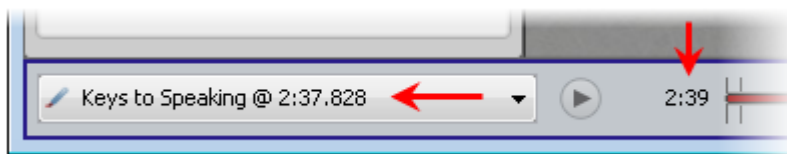
Knowing Where You Are

There are two ways you can determine your current position in a recording:

Playback Slider: When you move your cursor over the slider you will see a tool tip containing the name of the index entry over which you are hovering and the associated time in the recording. If you are not hovering over an index entry, the tool tip will display the text “Drag indicator to move within the recording” followed by the time.

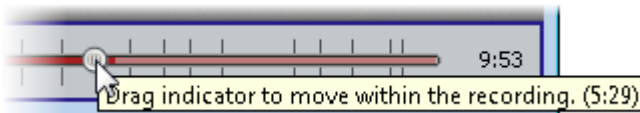


Current Index Entry and Time: The Current Index Entry and Current Time are displayed in the Playback Controller panel. The Current Index Entry displays the icon and name of the closest index entry within a +/- 30 second range. (The index entry normally is the same as the text in the Details column of 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.) 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 the whiteboard page "Keys to Speaking" is being displayed and 2 minutes and 39 seconds into the recording.



Using the Playback Slider

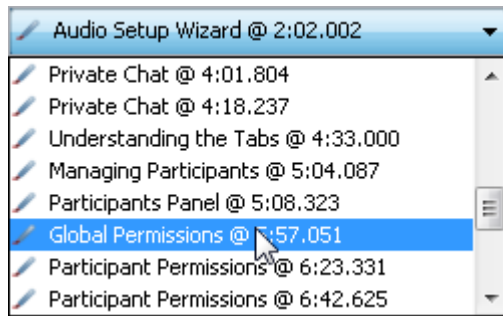
You can move to a specific index entry or just move randomly backward or forward in the recording using the Playback Slider. Grab the Playback Slider Indicator with your cursor and drag it to the left or right to the desired location in the recording.



Using the Index Entry Menu

If you want to move to a specific index entry, you can select it from the Index Entry menu.

- Click on the ▼Show Index Entry Menu button in the Playback Controller panel. The Index Entry menu will open.
- From the Index Entry menu, scroll to and click on the desired index entry.

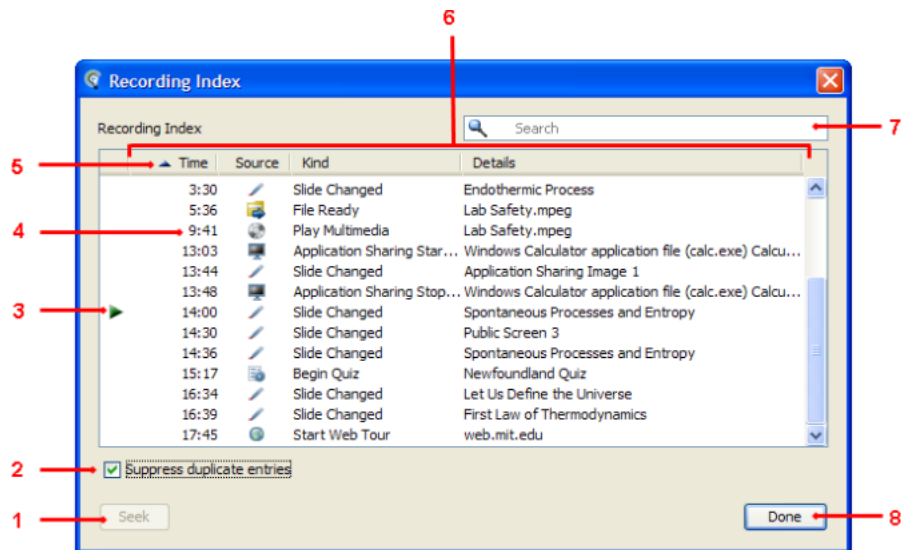


Using the Recording Index

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, select *Show Recording Index...* from the *Playback* menu (in the main toolbar).



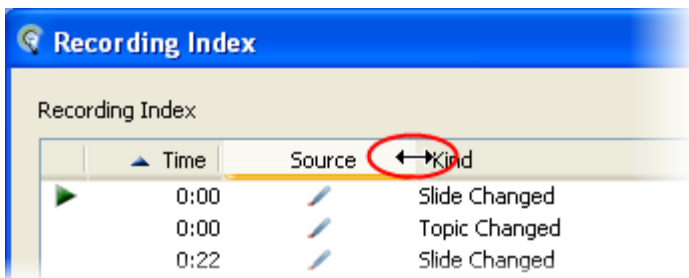
- | | |
|-------------------|------------------|
| 1 Seek button | 5 Sort icon |
| 2 Suppress option | 6 Column headers |
| 3 Play icon | 7 Search box |
| 4 Time mark | 8 Done button |

Tip: 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 Blackboard Collaborate Web Conferencing or manually by you.
- **Source column:** shows the icon of the Blackboard Collaborate 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.)