



## RECORDINGS – PREPARING A RECORDING FOR PLAYBACK

Moderators can record sessions and provide instructions to allow playback of 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 CCC Confer room will be recorded. Anything that occurs in a breakout room will not be recorded.) As the recording progresses, indexes are inserted to mark significant events within the session. 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.

Follow archiving instructions located on our CCC Confer website:

- Go to [www.cccconfer.org](http://www.cccconfer.org) > SUPPORT > FEATURES > Archive – Telephone Users **or** Archive – Telephone & VoIP Users **or** Archive - VoIP Users

As a Moderator, you can use all the available Interactive Recording features. Participants cannot record sessions, but they can play them. In the table below, a checkmark indicates which functions can be performed by Moderators and which can be performed by Participants.

Feature	Moderators	Participants
<b>Live Recording Features</b>		
Record a session (start, pause, resume and stop)	✓	
Erase a recording while in a session	✓	
Manually add an index entry to a recording	✓	
<b>Playback Features</b>		
You are neither a Moderator nor a Participant when you play a recording, so your role is not relevant during playback.		
Play, pause, resume and stop a recording	✓	✓
Navigate through a recording using the Playback control buttons, the Playback menu and the Recording Index window	✓	✓
Search for a recording Index Entry using the Recording Index window	✓	✓

### Recording Your Sessions

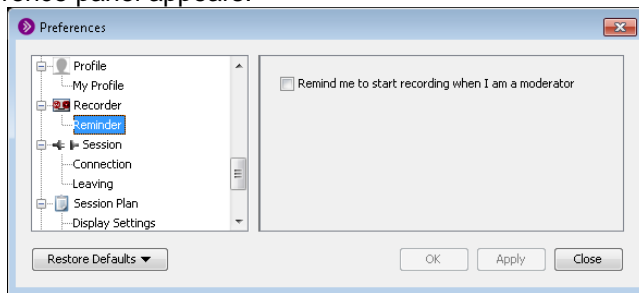
Z:\Bb Collaborate\Bb CLIENT SUPPORT\V12 - Features - MyConfer - Quick Reference Guides\Features\RECORDINGS - RECORDING FOR PLAYBACK.docx

When you launch into a new session by default you will be prompted to record the session.



This dialog is presented to every Moderator. When you dismiss this dialog, you dismiss it for you 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 by doing the following.

1. Open the Preferences dialog in one of the following ways:
  - From the *Edit* menu, select *Preferences...* (Windows & Linux)  
From the Blackboard Collaborate Web Conferencing menu, select *Preferences* (Mac OS X)
  - Enter Ctrl+Comma (Windows & Linux)  
Enter Command-Comma (Mac OS X)
2. In the left pane of the Preferences dialog, select *Reminder* under *Recorder*. The Recorder preference panel appears.



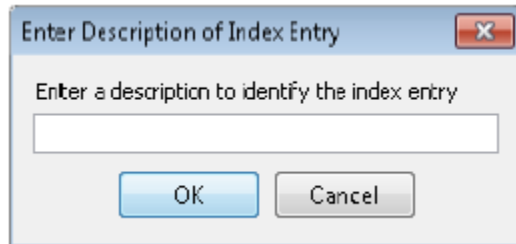
3. Select the option *Remind me to start recording when I am a moderator*.
4. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you configure preferences, CCC Confer will remember the settings each time you join another session on the same computer.

## Manually Adding an Index Entry

As the recording progresses, CCC Confer inserts index entries to mark significant events within the session. (Slide changes, Application Sharing, etc.) 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 mark.

1. Open the Enter Description of Index dialog box in one of two ways:
  - From the Tools menu select Recorder > Add Index Entry.
  - Enter Control+Shift+I (⌘+Shift+I on Macintosh)
2. Enter a description for your index entry.



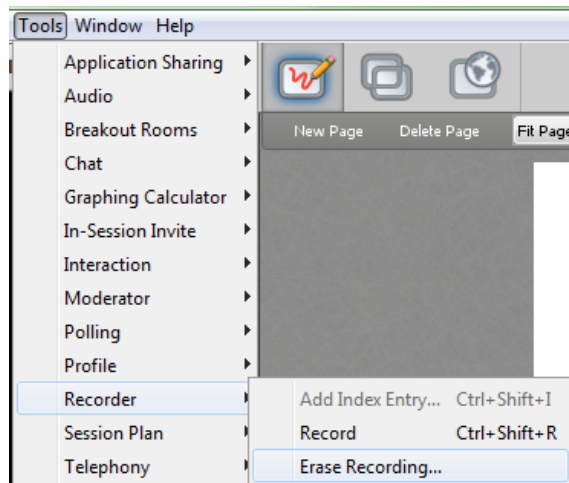
3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.  
*The index entry is created when you click on OK – not when you open the Enter Description of Index dialog.*

## Erasing a Recording

(To begin recording again or erase recording entirely – **This must be done before you exit your room.**)

At any time in the session, you can erase the content of the recording up to that point.

1. From the *Tools* menu select *Recorder* and then *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.