

## Viewing a recording

The Collaborate activity is reached via a link to the Join Session page. After the meeting, the recording appears as a link on this page. You can edit the label for the recording and hide it if you wish to delay making it available.

Clicking the recording link starts Collaborate, just as if it were a live meeting, but once in the meeting the bottom line of the display shows a progress bar. You can move forwards and backwards within the recording, or advance to a particular bookmark.

## Bookmarks

These show on the progress bar as vertical lines. A caption identifying the bookmark is shown to the left of the progress bar.

Bookmarks are added automatically for major events during a meeting e.g. whenever a slide changes or an application is shared. However, if you want to add a bookmark during a meeting you can use Tools->Recorder->Add Index Entry (or type Ctrl-Shift-I) to create a bookmark and add its label.

## Podcasting Collaborate recordings

Having generated suitable files from the recording, the files can be made available to the class using the Podcast activity in Learn, which automatically keeps students up to date.

## Some legalities

Making a recording available to members of the class who were (or should have been) at the meeting is straightforward, and it is courtesy to inform meeting participants that a recording is being made.

However, some participants may have perfectly justifiable concerns about allowing others (e.g. Prospective students) to view these archives. If there is a problem, the link to the meeting may be hidden from non-class members by defining a group containing the class, then making the meeting available only to the group. Also, each recording can be individually hidden to control its availability.

A comprehensive consideration of potential problems with recording teaching events can be found in a JISC Legal article at: <http://www.jisclegal.ac.uk/ManageContent/ViewDetail/tabid/243/ID/1608/Recording-Lectures-Legal-Considerations-28072010.aspx>

## Further support and advice

The institutional administrator of the Collaborate system is Bryan Dawson, in the e-Learning Team in the Teaching Centre ([b.r.dawson@lboro.ac.uk](mailto:b.r.dawson@lboro.ac.uk)) who should be your initial contact to get a copy of Publish!

If you need further support or advice in using Collaborate, you can:

- ◆ Ask your e-Learning Officer
- ◆ Look at the online support materials on Learn itself (there are pointers to this from the Staff Room on Learn).

# Making the most of Collaborate archives

One of the most valuable features of Collaborate is the recordings of sessions which can be replayed on demand, with most of the interactivity preserved.

Whether as a recruitment tool, a revision aid or simply as reinforcement for concepts that students always find difficult to grasp, having an audio-visual explanation is known to be beneficial for learning and understanding.



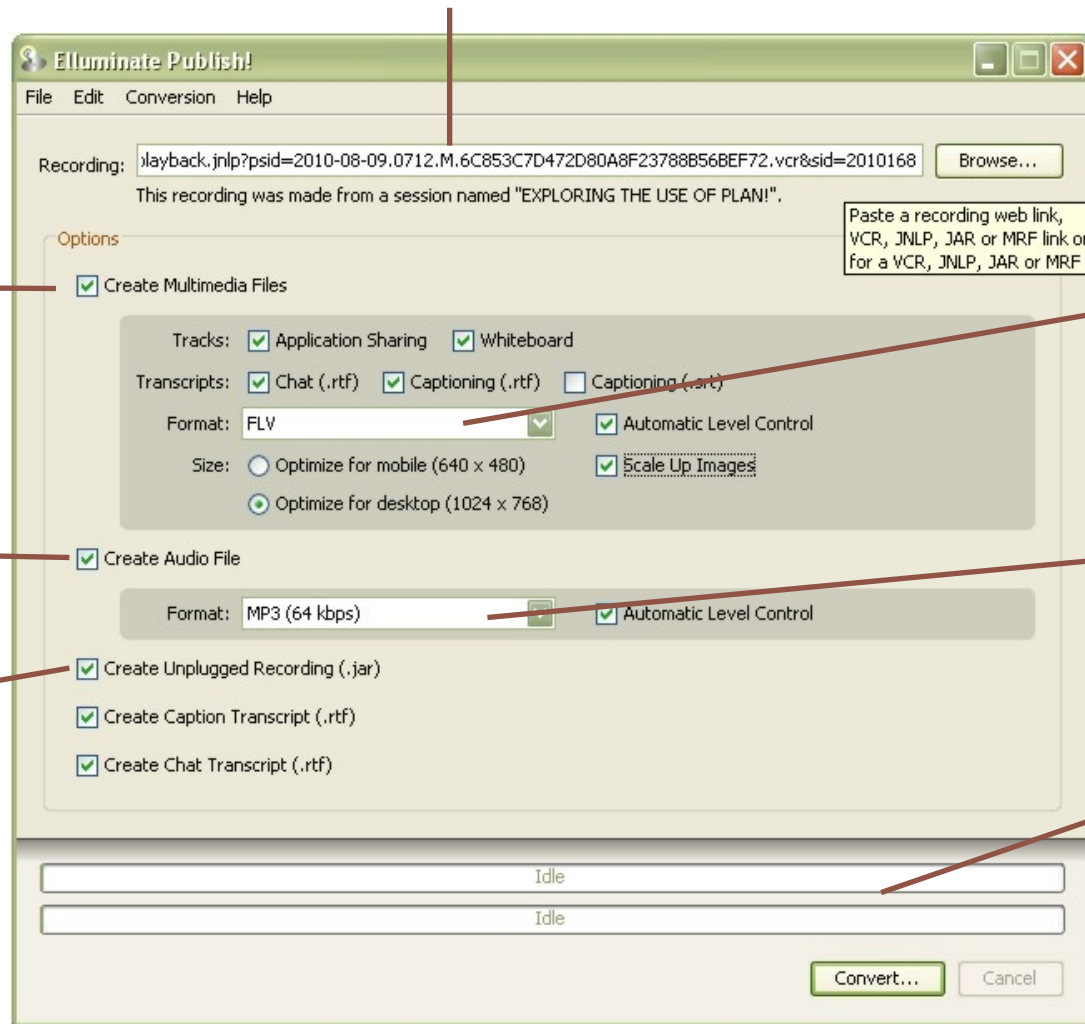
For most sessions, recording is controlled manually at the discretion of the host, who would normally only start recording when everybody has arrived and the substantive part of the session starts.

Recording continues until either it is manually stopped, or the last person leaves the meeting. Bookmarks can be added during recording to highlight significant points.

A link to the recording appears on the meeting's Join Session page about 40 minutes after the recording has stopped.

Archives can be improved by using the Publish! Utility, shown overleaf.

The unique URL for the recording is the URL used by Learn to replay the session  
(Start the replay within Learn and capture the URL from your browser)



The video file generated here won't (ironically) contain the video channel content of the meeting! If there is no whiteboard content or application sharing, the video is blank.

If the meeting was audio-only, this may be all you need

This is the standalone replay of *everything* in the meeting, including the video channel.

Paste a recording web link, VCR, JNLP, JAR or MRF link or browse for a VCR, JNLP, JAR or MRF file.

Available formats include AVI, FLV, MOV, WMV and H.264

Available formats include MP3, WAV, Ogg Vorbis

Creating a full set of archive files can take as long as the meeting lasted

When an archive is replayed, the status line changes to a progress bar, with vertical lines indicating bookmarks in the session.  
Click on the progress bar or select a bookmark to go straight to that point in the recording.

