

How to add an Adobe Connect recording to a Moodle space

Please note: Only hosts can make an Adobe Connect recording available in a Moodle space. If you are not a host please contact the Adobe Connect administrator (email cs-mediaworkshop@brookes.ac.uk) and ask them to do this for you.

Click on the link to the Adobe Connect room in your Moodle space and click on the link that says **See server meeting details**.

Meeting Name
Media Workshop Training Room
Meeting URL
<https://vlecture.brookes.ac.uk/443/r7m07cz718m/>
[More meeting details](#)
[See server meeting details](#)
Meeting start time
Wednesday, 26 February 2014, 14:10
Meeting end time
Wednesday, 26 February 2014, 16:10
Meeting Summary
<http://www.sas.upenn.edu/computing/AdobeConnect/FAQ>

[Join Meeting](#) [Assign roles](#)

This will open a new tab/window and take you into the Adobe Connect admin interface. Click on the **My Meetings** tab (in the second row of text) and click on the title of the meeting room that you want to access the recording for.

ADOBE® CONNECT™

Home Content Meetings Reports Administration My Profile
Shared Meetings | User Meetings | **My Meetings** | Meeting Dashboard

Meeting Information

Name:
Summary:
Start Time: -
Duration: -
URL: <http://vlecture.brookes.ac.uk>
Number of users in room: 0
Language:
Access: **Only registered users and accepted guests**
Allow participants to opt out from Engagement Tracking: **No**

[Enter Meeting Room](#)

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User Meetings > p0072476

Meeting List | [Edit Information](#) | [Set Permissions](#)

[New Meeting](#) [New Folder](#) [Delete](#) [Up One Level](#) [Move](#)

Name	Start Time	Duration
My Templates		
Digital Services Training Room	02/26/2014 2:10 PM	02:00
Epidemiology Classroom 2015	09/17/2015 10:15 AM	02:00
International Exchanges	12/03/2014 9:25 AM	02:00
International Office Meeting Room	05/18/2015 9:50 AM	02:00
Library Resources	05/28/2015 8:55 AM	02:00
Live Advice Session	06/17/2015 1:15 PM	02:00
LMS vendor presentations	05/28/2015 11:55 AM	02:00
Locating information webinar	06/11/2014 11:55 AM	02:00
U50001 Resit Meeting Room	06/19/2014 11:10 AM	02:00
Virtual Helpdesk	03/17/2015 2:05 PM	02:00

Click on the **Recordings** tab

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | **Recordings** | Reports

Meeting Information

Name: Digital Services Training Room

Summary:

Start Time: 02/26/2014 2:10 PM

Duration: 02:00

URL: <http://vlecture.brookes.ac.uk/r7m07cz718m/>

Number of users in room: 0

Language: English

Access: Anyone who has the URL for the meeting can enter the room

Allow participants to opt out from Engagement Tracking: No

Enter Meeting Room

Put a tick in the checkbox next to the title of the recording that you want to make available and then click on the **Access Type** button.

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Delete Move To Folder **Access Type**

Name	Actions	Access	Recording Date	Current Duration	Duration
<input checked="" type="checkbox"/> TOOC2015wk5assessment	Actions	Public	04/14/2015 1:15 PM	-	00:17:06
<input type="checkbox"/> Media Workshop Training Room_2	Actions	Public	11/25/2014 2:26 PM	-	00:00:06
<input type="checkbox"/> Media Workshop Training Room_3	Actions	Private	06/24/2014 11:50 AM	-	00:00:26
<input type="checkbox"/> RADAR 6.2 webinar	Actions	Public	05/21/2014 10:04 AM	-	00:30:52
<input type="checkbox"/> Media Workshop Training Room_0	Actions	Public	03/06/2014 11:24 AM	-	00:00:41

Choose the **Public** radio button and then click on the **Save** button. Click on the title of the recording again to access the recording URL which you should then add to your Moodle space in the usual way (via the Add an activity or resource menu).

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Home Content Meetings Reports Administration My Profile

Shared Meetings | User Meetings | My Meetings | Meeting Dashboard

User Meetings > p0072476 > Digital Services Training Room

Meeting Information | Edit Information | Edit Participants | Invitations | Uploaded Content | Recordings | Reports

Recording Information

Title: Media Workshop Training Room_3

Type: Recording

Duration: 00:00:26

Disk usage: 315.5 KB

Permissions: Same as parent folder

URL for Viewing: <http://vlecture.brookes.ac.uk/p58ktob1e8a/>

Summary:

Recording Date: 06/24/2014 11:50 AM

Change Access Type [Return To Recordings]

TOOC2015wk5assessment

Private

Public

Set Passcode (Optional)

Save Cancel