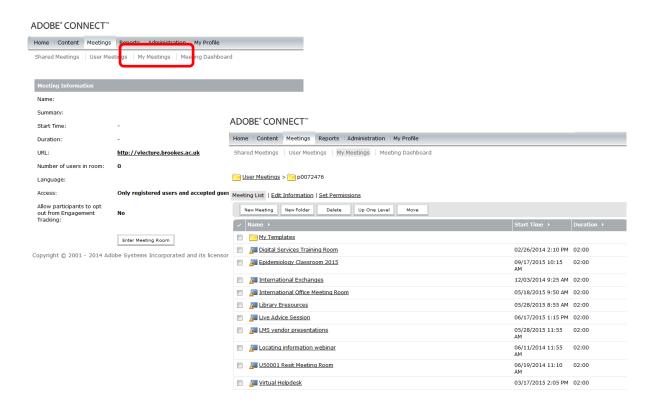
How to add an Adobe Connect recording to a Moodle space

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**.



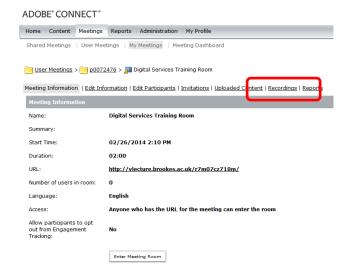
This will open a new tab/window and take you into the Adobe Connect admin interface. Click on the **My Meetings** tab (in the second row of text) and click on the title of the meeting room that you want to access the recording for.



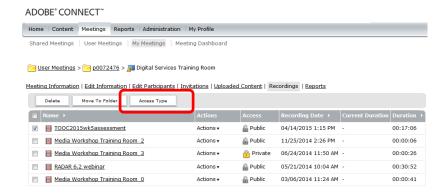




Click on the Recordings tab



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.



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).

