

HOW TO...




Access a Playback (Recorded Session)

e-CLASSES sessions are often recorded by the Leader or Co-Presenter to make them available for review at a later date. Participants can refer back to topics, discussions and recall details easily with this e-CLASSES tool. Anyone enrolled in the session can access the Playback.

To Access a Playback

1. Login to e-CLASSES www.eclasses-contactnorth.ca
2. On the “My Schedule” page, select the **Recordings** tab and locate the session that you wish to view.
3. If the session leader has recorded and published the session, there will be a **Playback** option located in the event line.

Recording	Start Time ▼	Duration
 Accounting 101 (DHP301685)	8/29/14 11:00 AM	1h 00m
	Playback Browse Content	

Click on **Playback**. The following options will appear on your screen:

Playback: *Accounting 101*

Duration: 00:00:05

Playback Now

The file will be streamed from the server. You can launch it in the desktop client.

[Launch on Desktop](#)

Download the Playback File

The file is a self-extracting executable which includes the recording and the software necessary to view the recording. Some event features such as Evaluations are not supported when viewing recordings offline.

Instructions:

1. Download the file to your computer.
2. Find and run the file.

Duration: 00:00:05

[Download](#)

Launch on Desktop

will open the recording. **Caution:** Unless you click **Log Attendance and Exit** in the bottom, right corner, your *viewing time* of the recording will **not** be included in the Report that is available to the session leader.

Download

will download and save the recording to your own computer. (Your viewing will **not** be included in the Report that is available to the session leader). After downloading, double-click the file to begin the playback. Not available on Mac computers.

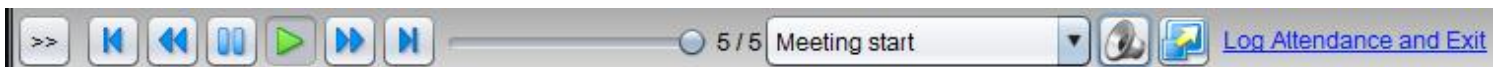
For Mobile

“Played Back” will be included in the Report that is available to the session leader, however with Mobile the *amount of viewing time is not included*.

Note: Some institutions have requested that downloading not be made available to participants.

Using the Playback Toolbar

The playback controls, index points, and counters (current playback and total time) are located on the playback toolbar. Use the playback controls to select index points, pause, forward, and play the recording.



Expand Navigation Panel to see the People Panel and webcam video



Go to the beginning of the current index point



Rewind



Pause the recording.



Play the recording.



Fast forward

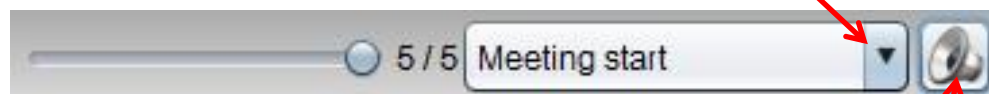


Go to the next index point.



Go to Full Screen view

Additionally, you can select the index point from the dropdown list located at the bottom centre of the window:

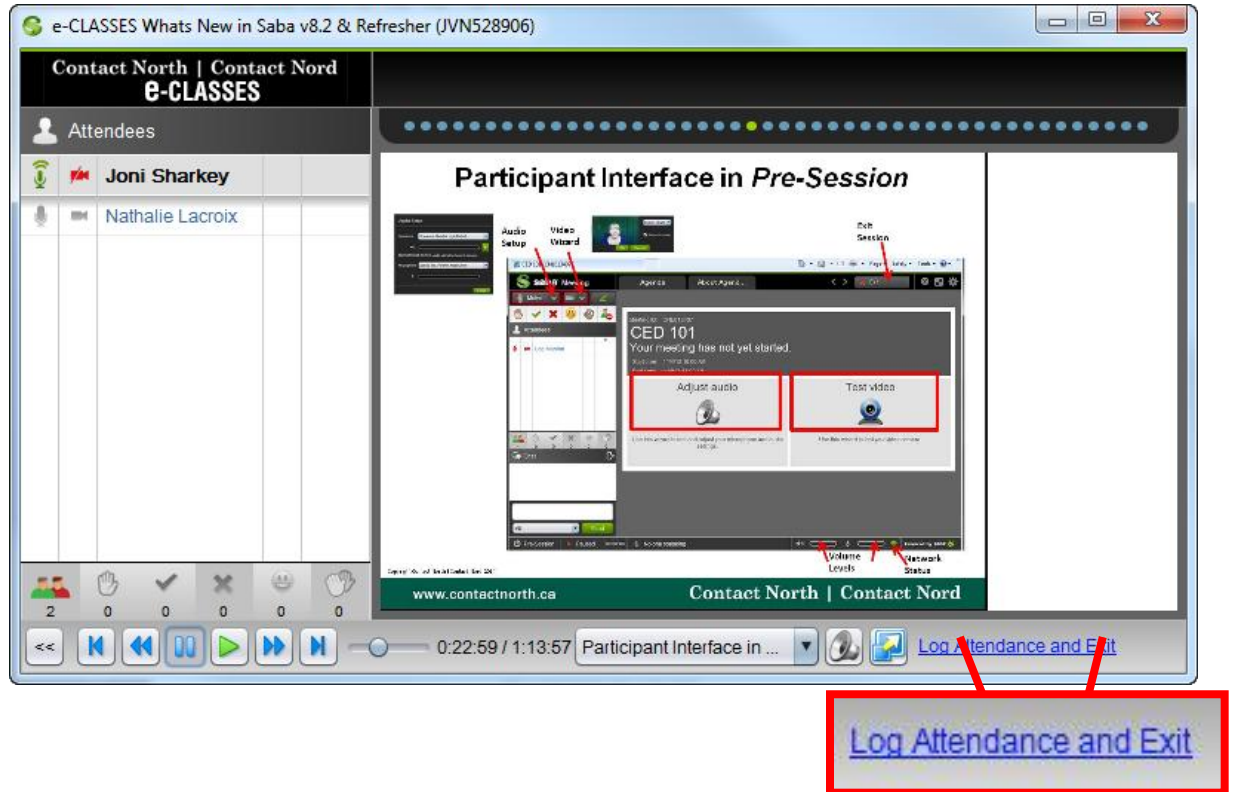


Audio Setup

To End Viewing a Playback

To record your Playback time be sure to select *Log Attendance and Exit*.

If your attendance time does not need to be recorded simply click the red X in the top, right corner:



MOBILE VERSION: Click the X to end viewing the Playback.

