# HOW TO…

Record Your e-CLASSES Session

This document is intended for the following e-CLASSES users: leaders and co-presenters.

Easily Review Your Online Session Later with the Record Tool and Playback Option

Use the Record Tool to make e-CLASSES online sessions available for review at a later date. Refer back to important topics, discussions and decisions, and recall important details with this easy to use e-CLASSES tool.

1. ***Begin your session*** – Click the **Start button**

   to begin the session. When you begin your e-CLASSES session recording begins automatically (if you have specified recording on the booking form). Check the bottom left corner of the Saba window to ensure that you are *In Session* and that *Recording* has started.
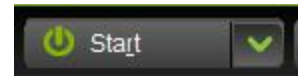
   - To manually control the recording feature during your session, use the Pause option from the drop down menu on the Start/End button. Clicking the Start icon again will Resume recording.
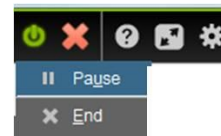
   - To confirm that the recording feature is turned on, check the recording status display at the bottom left of the session window, it will state either
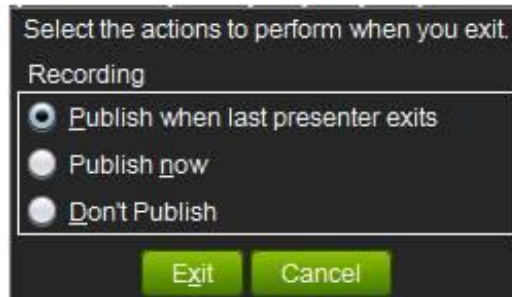
   .
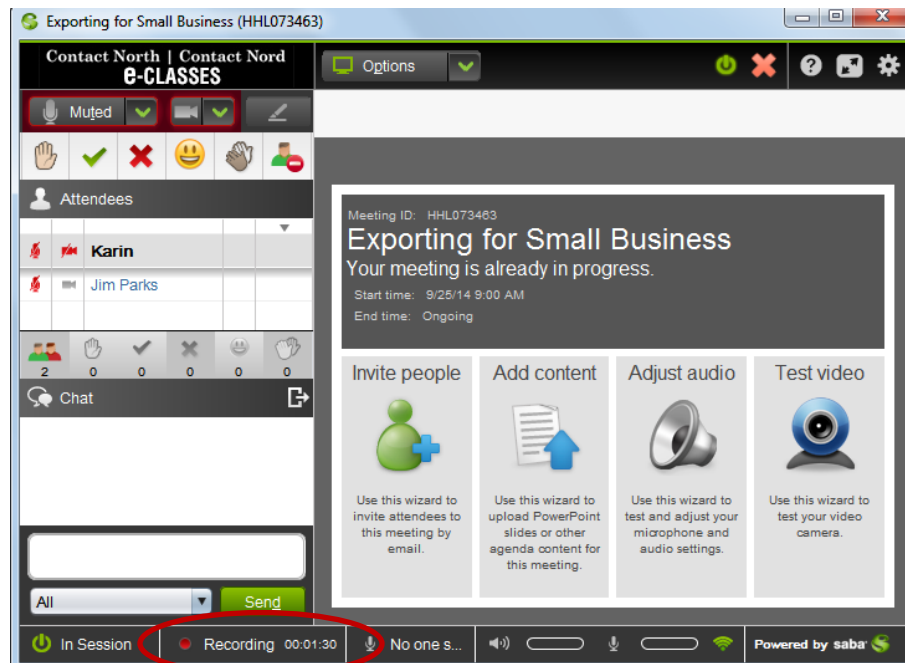
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2. ***Save your recording*** – When you exit the session you will be prompted to select a publishing option for the recording. Publishing will make the recording available for Playback from participants' **My Schedule** page. You can also ask your co-presenter to save the recording.

Select "Publish <u>n</u>ow" and Click Exit.

Publishing the recording to the server may take several minutes, depending on the length of the recording and the content used.

In an *Ongoing* session, if there is an existing recording already published to that event, the newest recording will be the one that is selected on Playback.

TIP: Unpublished recordings *may* be retrievable upon request to Technical Help Desk 1-888-850-4628

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When using the Record Tool, consider the following:

- Only the session's leader and/or co-presenters can use the Pause and Record features on their toolbar to stop and resume the recording.

- Recording will pause when Breakout Rooms are in session.

- Recording re-starts when the Breakout session ends.

- Text Chat is not recorded.

- Webcam video can be recorded and included in a Playback. Request to ***Include live video in recording*** on the booking form.

- Every time you transition to a tool or slide change, an index point is created in the recording file. It is recommended that there are no more than 400 index points in a recording file.

- It is important to publish the recording at the end of the session or your recording may be lost.

TIP: You should always inform participants and co-presenters that the meeting is being recorded.