How can Hosts edit recordings _Basic Functions?

Introduction
Hosts are able to edit the recordings in a:

- basic or
- more advanced manner

but need to comply with the Privacy of information provided.

Privacy of Information

Online Meetings may be recorded and chat viewed by others who were not participants in the session.
Hosts must inform participants how their personal information will be used.
Hosts should also be aware of the:

- need to ensure that if the recordings are to be:
  - made Public (so they can be viewed by persons other than those listed in the list of meeting participants found under the “Edit Participants” tab);
  - shared with persons other than those who participated in the meeting;

then they have a legal obligation to:

- use the editing function to make the names of the attendees anonymous; OR
- keep the recordings as Private;

to fulfill the obligations of the:


First things to do

1. First Hosts need to read the section Privacy of Information above.

2. Now watch the short (10min 26s) YouTube clip.

Accessing recordings in Adobe Connect Central

3. Currently there are two ways Hosts can gain access to Adobe Connect Central:

   i. From their Online Meeting room.
      Hosts enter their Online Meeting room with user name and Adobe Connect password or select “Forgot your password?” link as shown in the following screen grab with highlighted “Forgot your password?” link as the 3rd dropdown under user name and Adobe Connect password.

      ![Screen grab of logging in to Online Meeting room with highlighted “Forgot your password?” link as the 3rd dropdown under user name and Adobe Connect password.](image1)

      Hosts then choose “Manage Meeting Information” which is the first item in the dropdown “Meeting” menu accessed at the top left hand side of the room.

      ![Screen grab of Adobe Connect Meeting menu with highlighted “Manage Meeting Information” which is the first item in the dropdown “Meeting” menu accessed at the top left hand side of the room.](image2)

      The “Manage Meeting Information” option will take Hosts into Adobe Connect Central in a Browser window.

   ii. From Adobe Connect Central.
      Hosts log into Adobe Connect Central at [http://connect.csu.edu.au](http://connect.csu.edu.au) with user name and Adobe Connect password (details of Forgot Password link above).

      Once in Adobe Connect Central, Hosts select the relevant meeting room information from the “Meetings”, “My Meetings”, “Meeting List” tab, as shown in the following screen grab.
4. When the relevant meeting is selected, Hosts can select the “Recordings” link from the Meeting Information breadcrumb as shown in the following screen grab.

All recordings will by default be Private

1. All recordings will by default be Private. To allow those not in Participant list to view the recording Hosts can change this Access to Public by selecting the recording and choosing “Access Type” as shown in the following screen grab.

See also “How does a Host make an Online Meeting recording public?”
**Editing Functionality**

1. Each recording also has a set of Actions options:
   - Edit recording;
   - Make Offline; (this Action allows an Mp4 to be made)
   - View Original (only available if editing has already occurred)
   
   that a Host can choose as shown in the following screen grab

2. Selecting the Actions for a particular recording gives Hosts an extra choice of “Edit Information”. Each recording then has a set of Actions options:
   - Edit Information;
   - Edit recording;
   - Make Offline;
   - View Original (only available if editing has already occurred)

   as in screen grab.

3. Selecting the “Edit Recording” Action takes the Host straight into the editing functionality.
Basic Editing Functions

Basic editing of recordings involves:

- Protecting the privacy of attendees.
- Topping a recording.
  Topping removes any sections at the beginning before the real session starts.
- Tailing a recording.
  Tailing removes any sections at the end after the session ends.

Protecting the privacy of attendees

1. To protect the privacy of participants Hosts select the “Settings” cog in the bottom left hand corner of the edit screen.

   ![Figure 8: Screen grab of a recording with Highlights showing the “Settings” cog icon](image)

2. Please note Hosts may need to maximize the edit recording screen to see this “Settings” cog.

   ![Figure 9: Screen grab of a recording with Highlights showing selecting “Settings” cog.](image)

3. Once the Settings cog is selected Hosts can protect participants’ privacy by selecting, in the screen that pops up, to hide the:
   - names of attendees during playback;
     This occurs by changing the names to Users.
   - Chat pod;
   - Attendees pod hiding the names of their attendees;
   - Q&A pod.

4. To do this Hosts:
   i. tick the boxes to hide the:
     - names of attendees during playback;
• Chat pod;
• Attendees Pod;
• Q&A Pod;

ii. select “Done” as shown in the following screen grab.

Figure 10: Screen grab of the “Settings” options with a Tick in the Box to “Hide the names of attendees during playback” and “Done “highlighted.

iii. save the changes as highlighted in the following screen grab.

Figure 11: Screen grab of a recording with Highlights showing Note to “Remember to select the “Save” icon to save your editing changes”.

**Topping a recording:**

Topping involves cutting unwanted sections from the start of the recording.

- To top a recording listen to the recording and:
- use the bottom triangle markers to indicate the section to delete;
- select the “Scissors” icon to cut the unwanted section out;
- select the “Save icon to save your changes, as shown in the following screen grab.

If Hosts decide to revert back to the original recording they can do this by selecting “Revert to Original.”
Tailing a recording:

Tailing involves cutting unwanted sections from the end of the recording. To tail a recording Hosts listen to the recording and:

- use the bottom triangle markers to indicate the section to delete;
- select the “Scissors” icon to cut the unwanted section out;
- select the “Save” icon to save your changes, as shown in the following screen grab.

If Hosts decide to revert back to the original recording they can do this by selecting “Revert to Original.”

Please Note:

Hosts can use the editing functions even after they make recordings available.
Advanced editing of recordings

Advanced editing involves the ability to:

i. **edit out unwanted voice sections anywhere in the recording.**
   Hosts follow the same steps as in basic editing (See Topping and/or Tailing of recording);

ii. **edit within the navigation panel of the recording** to add:
   - Bookmarks;
   - Chapter headings;
   - Titles for presentation slides which don’t have a title.

For Advanced editing Functions see “How can Hosts edit recordings _Advanced Functions?”

**Online Self Help**

- [CSU Online Meeting help (Adobe Connect)]
  See also
  - “How do Hosts get to recordings?”
  - “How can Hosts make recordings public?”
  - “How do Hosts download recordings as mp4?”
  - “How can Hosts edit recordings _Advanced Functions?”

- [Adobe Connect Help and Support]
- [Adobe ConnectPro]
- [Interact 2 Online Meeting Tool Summary]