



Recording iLinc Sessions Student Guide

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DOCUMENTATION

We welcome your comments or suggestions about this documentation. Please send such information to: jduvall@ilinc.com. Courseware by Janet Duvall.

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Module 1: Introduction to Recording iLinc Sessions

With iLinc's suite of products - LearnLinc, MeetingLinc, ConferenceLinc, and SupportLinc – you can record your online sessions for later playback. By recording online sessions, you can quickly create asynchronous content from a live meeting, class, conference, or support session. This is a great way to save sessions for playback, allowing others to benefit from the session even though they were not in attendance.

Student Guide Overview

This Student Guide describes how to record, edit, and post iLinc recordings using the iLinc Recorder, Player and Recording Editor.

Objectives of This Course

- Downloading the iLinc Recorder
- Recording a Session
- Editing Recordings
- Distributing Recordings
- Best Practices & Tips
- Performance Lab

Prerequisites

Anyone taking this course should have taken an iLinc QuickStart class and have a basic familiarity with iLinc products.

Module 2: Getting Set Up

iLinc recordings are files created in iLinc's proprietary **.lrc** file format by the iLinc recorder. The recorder is used to record live sessions, thereby allowing playback later. These saved recordings are excellent for product demonstrations, archival of important corporate training sessions, etc.

These files include all the viewable content (such as Application Sharing, Whiteboard and passing the floor) as well as audio from a recording computer. Recordings are typically started within session, by clicking on **Tools**->**Record Session**, from the menu located from within the Tool Panel.

Complete, recorded sessions can be launched via a link, web page or inside an iLinc session by just double-clicking on the appropriate icon from the **Agenda** list. The result is that the iLinc Player launches for everyone. The recording will first "buffer" for a short period, and then will begin to play.

Downloading the Recorder

Before you can record a session, you must first download the iLinc recorder. To do so, perform the following steps:

1. Go to your iLinc Communications Center and click on **Help**. A secondary window will appear.

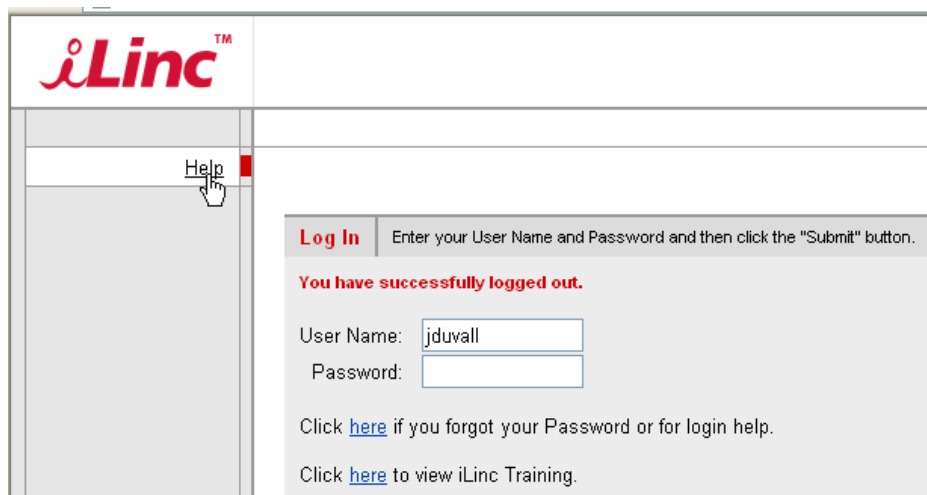


Figure 1: Help Link at Communications Center Home Page.

Note: To access Help and downloads you do not need to "log into" the Communications Center. Simply go to your Home page, and click on the **Help** link from there.

2. Click on the [here](#) link, next to ... **To access downloads...**

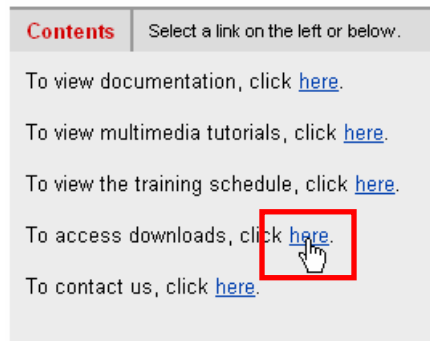


Figure 2: Download Link.

3. Click on the **iLinc Recorder** link.

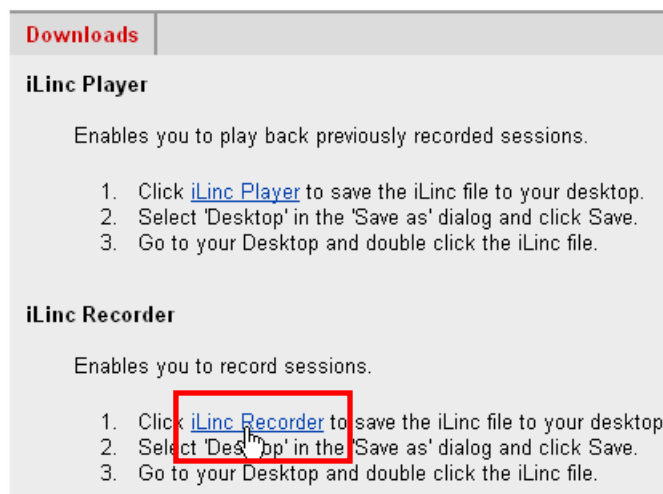


Figure 3: iLinc Recorder Download Link.

4. Click on **Run**.

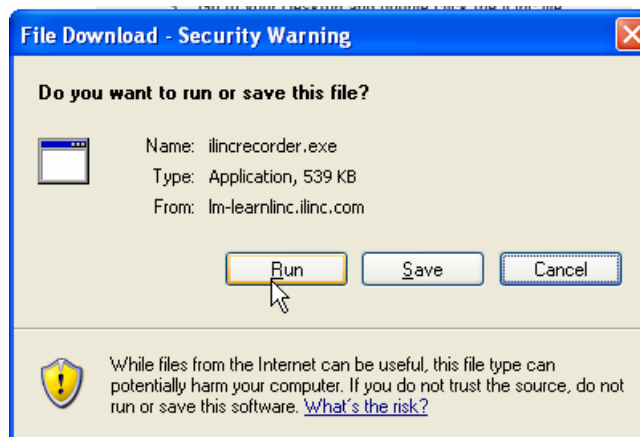


Figure 4: Download "Run" Button.

5. You will be prompted to install the iLinc Recorder. Click **Yes**.

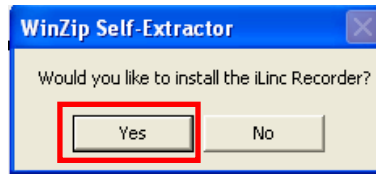


Figure 5: Recorder Extraction "Yes" Button.

6. You will see an install meter. When properly installed you will get the following message:

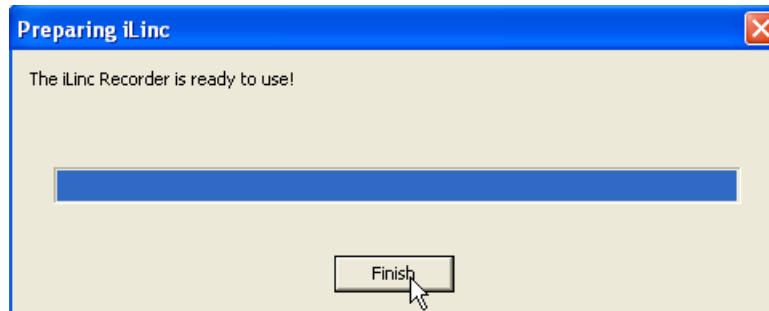


Figure 6: Installation Finish Status.

7. Click on **Finish**. Join an iLinc session and from the Tool Panel, you will now see **Tools→Record Session**.

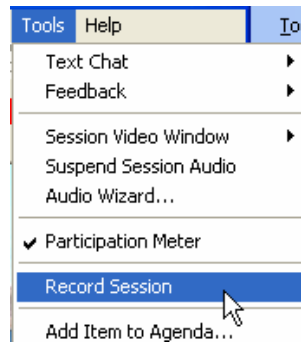


Figure 7: Record Session - From Tools Menu.

8. If you are using **Voice over the Internet**, you will not need any additional equipment to record both web and audio. Simply select **Tools, Record Session** to begin recording. If you are using the phone to record your audio, you can purchase a third-party device to send your phone audio into your computer. You can purchase this device from any company. We have used a device from Dynametric located at <http://www.dynametric.com/cassetterecorderpatch.asp>.

Module 3: Recording Live Sessions

Starting the Recording

Once you have downloaded the Recorder, you will have recording capabilities from within your session. To begin recording a session, perform the following steps:

1. Join an iLinc session.
2. Double-click your name in the **People** list (or click the Take Floor button).
3. From the Menu, click **Tools→Record Session**. An **iLinc Recorder** dialog box appears and remains on top of all applications until you “start” the recording.



Figure 8: iLinc Recorder Start.

4. Make all other settings/changes in the session that you wish to make before starting the recording (i.e., start appropriate applications; maximize, minimize or restore windows, etc.)
5. When you are ready to start the recording, click **Start Recording**. The Recorder minimizes to the task bar, and your session will begin to record.
6. Restore the recorder from the task bar to **Pause** or **Stop** the recording. The Recorder pauses and the Recorder window reappears.



Figure 9: Stopping the iLinc Recorder.

7. Click on **Stop** to end the recording or **Resume Recording** to continue it.

Saving the Recording

1. After clicking **Stop**, you are taken to a **Save As** dialog box. Notice that the name of your session automatically populates in the **File Name** field.

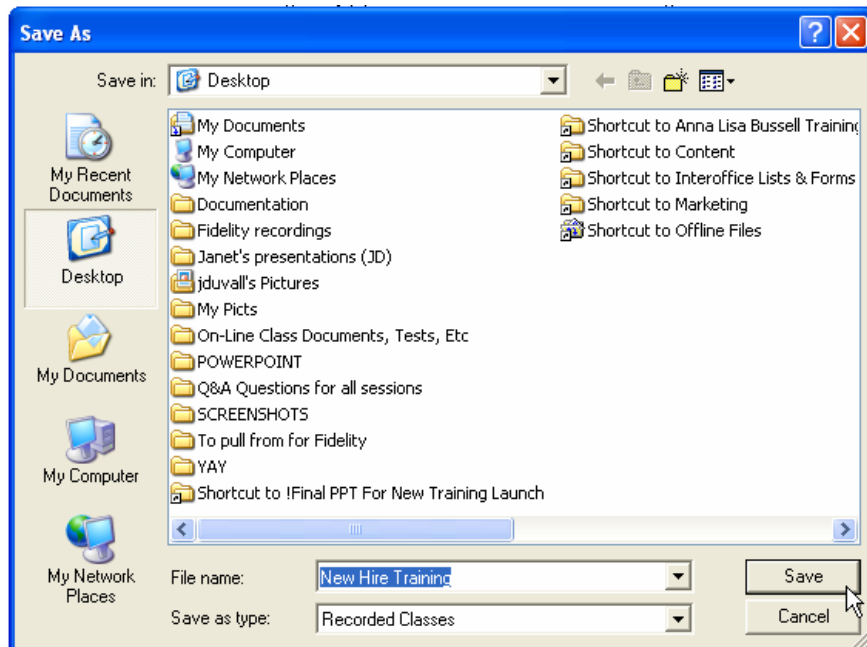


Figure 10: Saving Your Recording.

2. After saving the file, you will be prompted to upload the recording to your iLinc web site. Click **Yes** to upload your recording to the iLinc server or **No** if you do not want to.

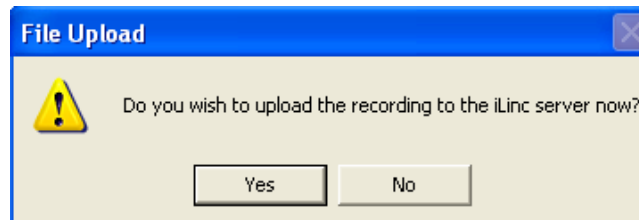


Figure 11: Upload to Server Dialog Box.

3. If you choose to add the recording to the server, it will place it both as a Material item and as an Agenda item, associating it directly to the session.



Figure 12: Upload Complete Status Message.

Making a Clean Recording

Remember that the iLinc recorder captures **all** movements on the screen of the person recording the session. This includes anything that opens on screen such as instant messaging pop-ups, email notifications and activated screensavers. To ensure a clean recording:

- Make sure you turn off external applications that might pop up on screen (like Instant Message and Outlook).
- Be aware of your iLinc text chat. If a leader is recording the session, all interactivity on their screen is captured (including private text chat). If private chat is critical to the session, consider having a participant record the session from their view (vs. the leader's view).

Module 4: Editing Recordings

The Recording Editor is available as part of your iLinc Recorder Download. With the editor, you can cut, crop, and copy any portion of the recording. You can also Index the recording allowing viewers to jump to specific index marks (similar to a table of contents) throughout the recording.

To edit a recording, perform the following steps:

1. To open the Editor, from your **Start Bar**, click on **Start → Programs → iLinc → Recording Editor**.

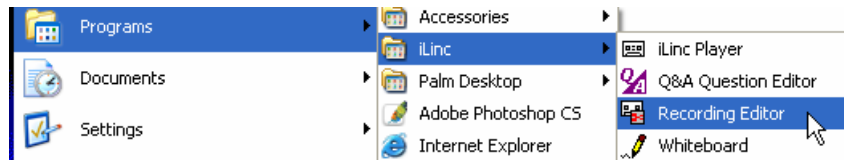


Figure 13: Launching the Recording Editor

2. The iLinc Recording Editor will launch, (see below).

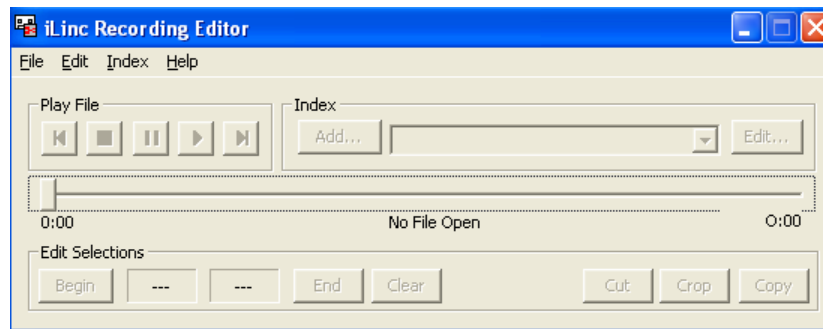


Figure 14: Recording Editor.

3. Open your recording by clicking on **File→Open**. Navigate to the recording you wish to edit and click **Open**.
4. Click the **Play** button to begin playing the recording for editing.



TIP - Before you begin editing, **ALWAYS** make a backup copy of your original recording. This way, if something is inadvertently cut or cropped, you can always revert back to your original recording and begin again.

Copying & Pasting

If you want to copy the selection and paste elsewhere, perform the following steps:

1. In the **Edit Selections** area, click **Begin**. Click on **Play**. The recording begins to play in the background.
2. When you reach the end of the selection click **End**.
3. Click **Copy** – the selected frames are temporarily copied to your Windows clipboard.
4. Select the location where you want to paste the frames by playing the file and clicking **Pause** when you reach the location, or by dragging the slider to the desired location. If you want to paste the frames into a different file, open the new file and select the desired location.
5. Click **Paste**. The frames are pasted into the new location.

Cropping

You can use the editor to edit-out unwanted content in a recording, or to re-use content between recordings. Cropping allows you to quickly create one file from selected frames.

1. In the **Edit Selections** area, click **Begin**. Click on **Play**. The recording begins to play in the background.
2. When you reach the end of the selection click **End**.
3. Click **Crop** – the selected frames (between the **Begin** and **End** points that you manually selected) are saved and the rest of the file is deleted.

Cutting

You can use the editor to cut out certain content in a recording, or to re-use content between recordings. Cutting allows you to remove only certain sections from your recording.

1. In the **Edit Selections** area, click **Begin**. Click on **Play**. The recording begins to play in the background.
2. When you reach the end of the selection click **End**.
3. Click **Cut**. The selected frames are deleted.



TIP - You can **UNDO** your changes at any time by clicking on **Edit→Undo** if you have not yet saved the recording file.

Index Marks

Adding Index Marks

1. Select and open the recording you want to edit. The name of your file appears in the editor's title bar, and the play and fast forward buttons become "active".
2. In the **Play File** section, click the **Play** button. The recording begins to play in the background.

When you reach the point in the recording that you would like to add an index mark to, click the **Pause** button. The recording will pause in the background.

In the **Index** section, click **Add**. The **Add Index Mark** dialog box appears. Type a description for the Index Mark and click **OK**.

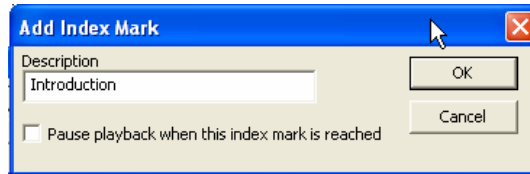


Figure 15: Adding an Index Mark.

3. If you want the recording to pause during playback when the Index mark is reached, select "Pause playback when this index mark is reached."

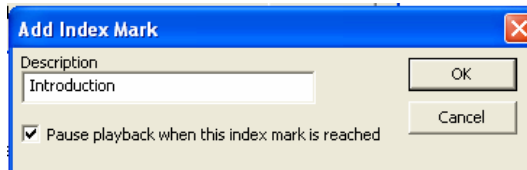


Figure 16: Pause Playback Message.

4. Click **OK**. The Index mark appears in the Recording Editor, (see below) ...



Figure 17: Visible Index Mark (From Recorder View).

and in the iLinc Player, (see below).

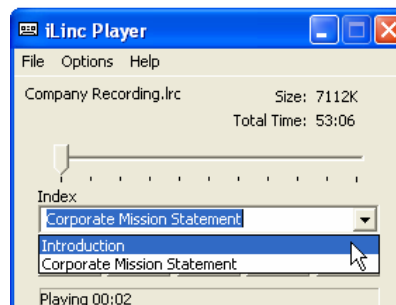


Figure 18: Visible Index Mark (From Player View).

Editing Index Marks

1. Select the index mark from the drop-down list in the editor.
2. Click **Edit**. The **Edit Index Mark** dialog box appears. Make changes to the description or the “pause during playback” settings.
3. Click **OK** to save your changes, or if you choose, click **Delete** to delete the Index mark.

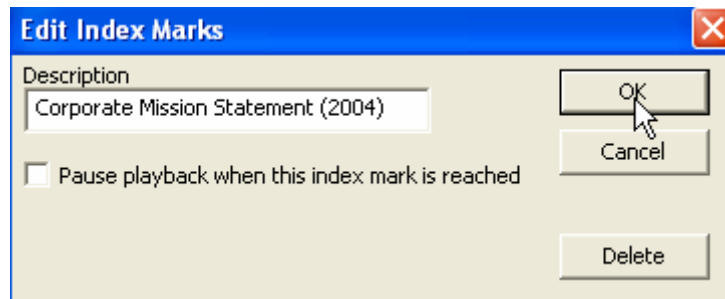


Figure 19: Editing Index Marks.

Module 5: Distributing Recordings

Once you have recorded a session you can make it available for others to view. There are several ways to make it accessible for others.

Posting at the Communications Center:

If you chose to upload the file to your Communications Center, it is then available as a Material Item associated with that meeting, class, conference, or support room. Users can log into the Communications Center to launch or you can make the material item available on your **Public Events** page. This allows viewers to go to a public URL to launch the recording. When distributing the recording with this method, the iLinc Player will automatically load when a viewer clicks on the link.

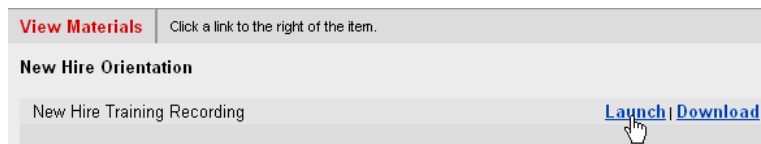


Figure 20: Launch Link From Communications Center.

Sending a Link

If you are using **LearnLinc**, you can send viewers a link directly to the recording. Add the recording as an activity by going to your Communications Center home page and performing the following steps:

1. From within LearnLinc, click **Add New Activity**.
2. Change the **Activity Type** to **iLinc Recording**.

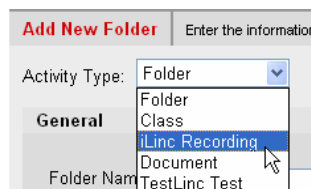


Figure 21: Changing Activity Type to "iLinc Recording".

3. Title the recording, browse to the file, select it and click on **Open**. Under the **Location** area, choose where you want to save the recording to and click **Submit**.
4. After the recording is added, a **Send Invite** link will appear on the homepage of your Communication Center next to the recording title. Use this link to invite people to launch this recording. Once a guest receives the link and clicks on it, they will be asked for their name and email address. After submitting their information, the recording will launch.



Figure 22: Send Invite Link.



TIP - When distributing recordings with this method, you can run a report to see who has viewed the recording and for how long. *See next page.*

Sending the Recorded File

You can also send the recording file itself via email or other means. Remember that the recording is in a proprietary format. If the recording is hosted outside of the Communication Center, the player does not automatically load. Therefore, viewers will need to download the iLinc Player.

Viewing a LearnLinc Activity Report

This report shows how many users launched content or joined a LearnLinc session, during a given date range. To view a LearnLinc Activity (Recording) Report, perform the following steps:

1. Click on **Reports** in the left-hand Navigation bar.
2. Under **Report Type**, verify that **Activity Report – LearnLinc** is selected.
3. In the **Date Range** area, choose a date range from which you want to see launched recording activity. Filters of **Date Range** and **Status** are used within the report
4. Under the **Activities** area, select the recording(s) you wish to report on, by clicking the respective checkbox, next to the name of the recording.

Janet Duvall, Welcome to the iLinc Communications Center 09/27/2004

Reports

Report Type: Activity Report - LearnLinc

Criteria

Date Range: Any Launch/Join from 09/27/2004 to 09/27/2004

Activities

Status: Active

- Anna Lisa's iLinc Courses
- iLinc Product Training
- Janet's Training Course
- Janet's Open Classroom
- New Hire Orientation

Figure 23: Selecting Criteria Within an Activity Report - LearnLinc.

5. Click **Submit**. A secondary internet window will appear, producing your report.

LearnLinc™

Date Range: Any Launch/Join between 09/27/2004 and 09/27/2004

	Status	Score	Time (hh:mm)	Launch Count
New Hire Orientation			00:01	1
Janet Duvall (jduvall)	Launched		00:01	1

Figure 24: Launch Activity Report.

Module 6: Best Practices & Tips

While In-session

- If you enter your session and wish to record, yet find under your Tools menu the Record Session option is unavailable, you must exit the session, download the recorder and enter your session again. You will find Tools→Record Session is now available.
- Remember, once you have completed a recording, ALWAYS make a backup of the recording prior to performing any edits on it. That way, if something is accidentally cut out, etc., you can revert back to the original recording and begin again.
- Remember that the iLinc recorder captures all movements on the screen of the person recording the session.
- Make sure you turn off external applications that might pop up on screen (like Instant Message and Outlook).
- Be aware of your iLinc text chat. If a leader is recording the session, all interactivity on their screen is captured (like private text chat).
- If private chat is critical to the session, consider having a participant record the session from their view (vs. the leader's view).
- If a viewer has attended any live iLinc sessions, the iLinc Player is automatically downloaded as part of their initial client download. They will not need to download again.
- If you have LearnLinc and use the Send Invite option to distribute your recording, you can run a report to see who accessed the recording and how long they viewed it.

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Appendix C: Performance Lab

Scenario:

You have been asked to record a 5-minute session using LearnLinc, MeetingLinc, etc. Once you have recorded your session, you find you need to index, crop and cut portions of your recording. You are then asked to “post” the recording so others can access it.

From your computer, perform the following steps:

1. Enter an iLinc session.
2. Create a 5-minute recording. Utilize functionality such as launching a whiteboard, annotating on the whiteboard, etc. End your recording.
3. Using the Recording Editor, index portions of your recording.
4. Crop portions of your recording.
5. Practice posting or distributing your recording.

- END OF TASK -