1

00:00:00,000 --> 00:00:04,000

Alright, so lets go ahead and end the meeting, and then get into how we set up

2

00:00:04,000 --> 00:00:08,000

the information for the recording, for other people to view it

3

00:00:08,000 --> 00:00:12,000

after we close the recording, again you have a couple of different options

4

00:00:12,000 --> 00:00:16,000

you can click on the meeting tab, and you can hit the record meeting right there

5

00:00:16,000 --> 00:00:20,000

and it will stop, or you can hit the red button right here, and you can say stop recording

6

00:00:20,000 --> 00:00:24,000

no more red button, so we aren't recording anymore

7

00:00:24,000 --> 00:00:28,000

people are still in the meeting though, we just stopped the recording

8

00:00:28,000 --> 00:00:32,000

so just keep in mind, that you still have participants in here they are going

9

00:00:32,000 --> 00:00:36,000

to be in the meeting until you end the meeting, so

10

00:00:36,000 --> 00:00:40,000

click on end meeting, you can add a little message here saying "hey thanks for joining

11

00:00:40,000 --> 00:00:44,000

please join us next time, same time, same

12

00:00:44,000 --> 00:00:48,000

channel" that type of thing if you would like, and you have right here, open this URL

13

00:00:48,000 --> 00:00:52,000

for everyone if you would like to, you can open the URL, don't worry about

14

00:00:52,000 --> 00:00:56,000

that too much, because we are going to go into farther detail later on, so

15

00:00:56,000 --> 00:01:00,000

hit OK, and this will pop up

16

00:01:00,000 --> 00:01:04,000

if you want to get back in real quick, you can by hitting start meeting, if not

17

00:01:04,000 --> 00:01:08,000

you can just go ahead and exit out, and then you can go down to your

18

00:01:08,000 --> 00:01:12,000

bar and find these

19

00:01:12,000 --> 00:01:16,000

other, the other

20

00:01:16,000 --> 00:01:20,000

windows that had popped up that I had told you to minimize earlier

21

00:01:20,000 --> 00:01:24,000

alright, this guy

22

00:01:24,000 --> 00:01:28,000

you do not need, you can go ahead close that out because that dealt with the meeting

23

00:01:28,000 --> 00:01:32,000

and so we are back into this one, again

24

00:01:32,000 --> 00:01:36,000

if you are still logged in, you can go ahead and

25

00:01:36,000 --> 00:01:40,000

hit the home button, let it refresh, okay because you have been out of it for a while

26

00:01:40,000 --> 00:01:44,000

then, what you need to do, is you can go to meeetings

27

00:01:44,000 --> 00:01:48,000

here, not create new, because you have already done it, but we need to go to our meetings

28

00:01:48,000 --> 00:01:52,000

once you go into the meetings you will see the other

29

00:01:52,000 --> 00:01:56,000

classes, what I did here was I have already set up a few

30

00:01:56,000 --> 00:02:00,000

so you have Connect 101, Connect 205, Connect

31

00:02:00,000 --> 00:02:04,000

800, but we are in

32

00:02:04,000 --> 00:02:08,000

Connect 205, so if you select Connect 205

33

00:02:08,000 --> 00:02:12,000

here is where you see if you need to edit that information

34

00:02:12,000 --> 00:02:16,000

you can, again you can change the name, you can

35

00:02:16,000 --> 00:02:20,000

give it a different summary, if you would like, anyone that has the URL can enter the room if you want to change

36

00:02:20,000 --> 00:02:24,000

that access, but you cannot change the URL

37

00:02:24,000 --> 00:02:28,000

just keep it mind, but go ahead and go back to the meeting information

38

00:02:28,000 --> 00:02:32,000

here is where you

39

00:02:32,000 --> 00:02:36,000

well let me back up, say you are going

40

00:02:36,000 --> 00:02:40,833

your next recording session, for your next maybe live meeting

41

00:02:40,833 --> 00:02:44,833

go back to 205, go to enter room, do not set up a new one

42

00:02:44,833 --> 00:02:48,833

always stay within that course name, and go

43

00:02:48,833 --> 00:02:52,833

back into that meeting, so you would hit enter meeting and it would pop up

44

00:02:52,833 --> 00:02:57,433

and give you this, it would say "has entered the meeting" but since you are the host

45

00:02:57,433 --> 00:03:01,433

you can always start the meeting, keep that in mind

46

00:03:01,433 --> 00:03:05,433

but we do not want to do that right now, we aren't going to record it, we are going to end the meeting again

47

00:03:05,433 --> 00:03:09,433

hit okay, that is going to pop up, and we can click

48

00:03:09,433 --> 00:03:13,433

close that out, we can close that one out, okay so we are back

49

00:03:13,433 --> 00:03:18,233

here, again, what I would do now

50

00:03:18,233 --> 00:03:23,033

is go to recordings, this is where you need to go

51

00:03:23,033 --> 00:03:27,033

to find the previous one we had just done

52

00:03:27,033 --> 00:03:31,033

if you hit recordings, that is where Connect 205 week 1 is

53

00:03:31,033 --> 00:03:35,866

and so if we would of recorded that one we just went into you know you can name it week

54

00:03:35,866 --> 00:03:39,866

2 or give it a name of a different lecture, and so forth

55

00:03:39,866 --> 00:03:43,866

that is where you would have multiple weeks, okay, and that is how you record them

56

00:03:43,866 --> 00:03:49,299

here is the thing, right now they cannot view them if they have this URL

57

00:03:49,300 --> 00:03:54,100

right here, this is the unique one for that specific recording they would not be able to play it

58

00:03:54,100 --> 00:03:58,100

because we have not made it public

59

00:03:58,100 --> 00:04:03,200

see right here it is still set as private, what happens is, what we need to do

60

00:04:03,200 --> 00:04:07,966

is make it public, which all we need to do is go to select the box

61

00:04:07,966 --> 00:04:11,966

"Make Public" and you will see that change and now the recording

62

00:04:11,966 --> 00:04:16,766

are accessible to all, if we want to make it public again

63

00:04:16,766 --> 00:04:24,999

or private, click on there, and it says here "The private setting however are accessible to the edit participants list

64

00:04:25,000 --> 00:04:29,000

and that is where you go, edit participants

65

00:04:29,000 --> 00:04:33,000

notice that only me, and our facilitator

66

00:04:33,000 --> 00:04:37,000

people are allowed to actually view it, nobody

67

00:04:37,000 --> 00:04:41,000

else would have it, you can edit the information

68

00:04:41,000 --> 00:04:46,100

here if you wanted to rename it, again, sorry that

69

00:04:46,100 --> 00:04:50,100

is for the actual meeting, okay, see how I kinda got lost

70

00:04:50,100 --> 00:04:55,366

right there, perfect example, I'm just gonna go home and start over again, so go to meetings

71

00:04:55,366 --> 00:04:59,366

205, then go to recordings

72

00:04:59,366 --> 00:05:03,366

I want to make it public, so I go ahead

73

00:05:03,366 --> 00:05:07,366

and select that box, make public

74

00:05:07,366 --> 00:05:12,532

alright, and once I click on it, okay this

75

00:05:12,533 --> 00:05:16,533

is the link that for an on demand lecture

76

00:05:16,533 --> 00:05:20,533

or say someone missed that live meeting and they want to go back to it

77

00:05:20,533 --> 00:05:25,733

Your like "okay, let me send you that link." Here is the link that you would use, okay? Copy paste it

78

00:05:25,733 --> 00:05:31,733

in an email, this is the link that if you want to show them the meeting or that

79

00:05:31,733 --> 00:05:36,666

lecture within e-college, and actually have it embedded into e-college

80

00:05:36,666 --> 00:05:40,666

this is how you would do so, and I'll show you that also coming up

81

00:05:40,666 --> 00:05:46,366

okay, so this is where you would actually enter in the recorded meeting that you

82

00:05:46,366 --> 00:05:50,366

saw, you can go in there, click on it

83

00:05:50,366 --> 00:05:54,366

and, give it a minute to upload for you and

84

00:05:54,366 --> 00:05:59,799

there you go, you can see this is the host, at that time when we are starting the meeting

85

00:05:59,800 --> 00:06:04,966

we weren't sharing anything, we can move into there, we can advance it

86

00:06:04,966 --> 00:06:08,966

see how I am messing around with the chat button right now, chat pod, and

87

00:06:08,966 --> 00:06:12,966

earlier you saw the note pad, so I am moving things around

88

00:06:12,966 --> 00:06:16,966

so that is where you can view the recording

89

00:06:16,966 --> 00:06:22,099

again, for on demand, or if someone missed it, they can go back to it. You can put this into e-college

90

00:06:22,100 --> 00:06:26,100

you can email out the link, just close that out

91

00:06:26,100 --> 00:06:30,100

Say you needed to edit the recording, alright? So if you editted

92

00:06:30,100 --> 00:06:34,100

the recording, all you have to do is hit "edit recording".

93

00:06:34,100 --> 00:06:39,033

Go there, it will open up the meeting, and it will give you a few extra

94

00:06:39,033 --> 00:06:43,033

little features, it is a very simplistic editting.

95

00:06:43,033 --> 00:06:47,033

It is in-point out-point type of editing

96

00:06:47,033 --> 00:06:52,833

and down here, here is your cursor for your time, you move it back and forth and you see

97

00:06:52,833 --> 00:06:56,833

right over here, your time actually moving, alright

98

00:06:56,833 --> 00:07:00,833

and these are little triangle buttons

99

00:07:00,833 --> 00:07:06,899

this is where, say we don't want. Let me go ahead and pause. Say we

100

00:07:06,900 --> 00:07:10,900

don't want to start until a minute into it

101

00:07:10,900 --> 00:07:17,633

Okay, so you go to the minute, well this is your beginning point

102

00:07:17,633 --> 00:07:24,433

and here is your out point, see how I am dragging it and it is making a different color, a little shade of blue, you can see your time

103

00:07:24,433 --> 00:07:29,399

is moving, so lets go ahead and go to a minute

104

00:07:29,400 --> 00:07:33,400

Alright, so you have that highlighted, and you

105

00:07:33,400 --> 00:07:38,666

have set your in and out points. Well, then you are able to cut. Alright

106

00:07:38,666 --> 00:07:44,032

and then once you have cut, you can move those, and see how that blue still stays there

107

00:07:44,033 --> 00:07:50,233

that is going to be a cut spot, so say we don't want the last

108

00:07:50,233 --> 00:07:54,233

minute, two seconds. So that would mean we would need to go

109

00:07:54,233 --> 00:07:58,233

to thirty five

110

00:07:58,233 --> 00:08:04,899

and set that, now see how I dragged that, now that

111

00:08:04,900 --> 00:08:10,866

that is going to be cut, if I hit cut right now, so I need to readjust my end point

112

00:08:10,866 --> 00:08:14,866

and so my end point is going to be right at

113

00:08:14,866 --> 00:08:18,866

that marker on the cursor, which is about thirty five

114

00:08:18,866 --> 00:08:24,499

oh two. Thirty five will work. And so

115

00:08:24,500 --> 00:08:28,500

there we go, so we are going to cut off that, so what you do is since you set it

116

00:08:28,500 --> 00:08:32,500

you hit the cut button, and you can adjust, see how again now we have

117

00:08:32,500 --> 00:08:36,500

in-points, out-points, you can do it in the middle as well. Say we don't want

118

00:08:36,500 --> 00:08:40,500

this part right there, go ahead and cut that, alright?

119

00:08:40,500 --> 00:08:44,500

Notice, we have not hit the save button yet and you can also

120

00:08:44,500 --> 00:08:48,500

do an undo, if you need to, and hit

121

00:08:48,500 --> 00:08:52,500

the save button that I just mentioned, but notice how we have thirty six

122

00:08:52,500 --> 00:08:56,500

minutes and two seconds, if you hit the save button

123

00:08:56,500 --> 00:09:00,500

it is going to save those changes

124

00:09:00,500 --> 00:09:04,500

give me a second to make those changes

125

00:09:04,500 --> 00:09:08,500

Ok

126

00:09:08,500 --> 00:09:13,033

and it should be less than thirty six minutes

127

00:09:13,033 --> 00:09:17,033

and two seconds. Yeah, our total time now is 32.01

128

00:09:17,033 --> 00:09:21,033

and we've made the edits. Now,

129

00:09:21,033 --> 00:09:25,033

say your done. You see down here, though, you have revert to original?

130

00:09:25,033 --> 00:09:29,033

You can do so right there, or, keep in

131

00:09:29,033 --> 00:09:33,033

mind we are in the edited version, so thats 32 minutes

132

00:09:33,033 --> 00:09:37,033

If you want to, you can go back to connect

133

00:09:37,033 --> 00:09:41,033

205, you can go to recordings.

134

00:09:41,033 --> 00:09:45,033

Here it is, week 205. If you click on there,

135

00:09:45,033 --> 00:09:49,033

and go here, it's going to bring up

136

00:09:49,033 --> 00:09:53,033

If you go to that link you email out, or pasted to eCollege, it will actually

137

00:09:53,033 --> 00:09:57,033

be the edited version.

138

00:09:57,033 --> 00:10:01,033

As soon as you pop it up, you will see that that's the 32 minute

139

00:10:01,033 --> 00:10:05,033

one, so thats our edited version. But,did you notice

140

00:10:05,033 --> 00:10:09,033

you have the option to view origional. If you go to view original

141

00:10:09,033 --> 00:10:13,033

then you are able to make changes to that. So you always have your origional

142

00:10:13,033 --> 00:10:17,033

just FYI. Next we

143

00:10:17,033 --> 00:10:21,033

can show you how to

144

00:10:21,033 --> 00:10:25,033

bring it into eCollege.

145

00:10:25,033 --> 00:10:29,033

Again, right now we are in our connect, then we go to

146

00:10:29,033 --> 00:10:33,033

recording, we see the recordings we have, we've made them public.

147

00:10:33,033 --> 00:10:37,033

We've done some simple edits. and Again, this link

148

00:10:37,033 --> 00:10:41,033

right here, once you're in recordings, this is the link that you will need

149

00:10:41,033 --> 00:10:45,033

for eCollege or to email out to anybody

150

00:10:45,033 --> 00:10:49,033

This is the recording. Difference it, if you just go just

151

00:10:49,033 --> 00:10:53,033

to the meeting room, this is the meeting for a life meeting

152

00:10:53,033 --> 00:10:57,033

Then, once you hit record within the meeting

153

00:10:57,033 --> 00:11:01,033

it's gouing to bring you a new link, and it's going to

154

00:11:01,033 --> 00:11:05,033

generate a URL for those

155

00:11:05,033 --> 00:11:09,033

recordings. It might sound confusing, but again, just remember that

156

00:11:09,033 --> 00:11:13,033

this is always what you use to

157

00:11:13,033 --> 00:11:17,033

have people come into a live meeting, and then keep your recordings, your lectures,

158

00:11:17,033 --> 00:11:21,033

and they will record, and you will have multiple ones here

159

00:11:21,033 --> 00:11:25,033

and this is the link that you'll use to

160

00:11:25,033 --> 00:11:29,033

send out. Be like, again, please check out this lecture

161

00:11:29,033 --> 00:11:33,033

you can find it here at this link below. All you do is highlight

162

00:11:33,033 --> 00:11:35,333

copy, and paste, to anywhere it needs to go.