

## Recording your Wimba Live Classroom Session

In Live Classroom, at the top of the presenter's console, you will notice a black recording button next to the words 'Archive : Stopped'.

1. To begin recording your session, simply click on the black recording button, and then on 'ok' when the dialog box prompts you. The recording button should now be red in color.



You will hear a voice say 'archiving started' and in the lower right pane you will notice that under 'people' now are listed 'archiver' and 'encoder\_on'. The text chat area will also confirm this by indicating '>> Archiving started'.

2. To stop the recording, repeat this process, click on the red recording button, and then on 'ok' when prompted to.



You will again hear a voice tell you, 'archive recording has been stopped', 'archive being saved', 'archive is now complete.' These comments will also appear in the text chat area.

### Archived Sessions

To see your recorded sessions, simply click on the Live Classroom icon from your WebCT Course Content home page, and a list of all your recorded sessions will reside on the page that follows. Recorded sessions will automatically appear here. By default, the session will be 'closed' when it appears (under 'Access' notice the red lined through circle), however, you can 'open' it at any time simply by clicking on the red icon. It will then show green and can be accessed by anyone authorized to access that WebCT course.

Here is the list of the recorded archives for this room:

Title	Type	Enter	Access	Delete
Training Room - 06/28/2007 19:18	Archive			
Training Room - 06/28/2007 19:20	Archive		Access	