

AMVONET

Managing Recordings in AMVONET



Managing Recordings in AMVONET

AMVONET

Recordings that were created in an AMVONET Room will be placed in a list on the welcome page for that Room. These recordings are placed in the list automatically upon completion of the recording, without the need for rendering. Students and other instructors enrolled in the course will have access to view the recordings immediately.

amvonet room

Enter to session

Recorded sessions

| Name | Created | Modified | Time |
|------|------------------|------------------|---------|
| 789 | 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:07 |
| 456 | 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:09 |
| 123 | 2011/06/17 11:19 | 2011/06/17 11:19 | 0:00:05 |

The box containing the recordings will contain several different columns. The columns will show the **Name**, the date the recording was **Created**, the date the recording was **Modified** (if applicable), and then the **Time** duration of the recording. The Moderator of the specific AMVONET Room will also have the ability to **Edit** the recording in AMVONET Publish, and **Rename** the recording.

| Name | Created | Modified | Time |
|------|------------------|------------------|---------|
| 789 | 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:07 |
| 456 | 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:09 |
| 123 | 2011/06/17 11:19 | 2011/06/17 11:19 | 0:00:05 |

A search box can be found in the top right corner the page, where both instructors and students can search through the **Names** of the recordings. Note: This will not search the content of the recordings, such as slides, audio, video, or text.

ded sessions

| Created | Modified | Time |
|------------------|------------------|---------|
| 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:07 |
| 2011/06/22 09:44 | 2011/06/22 09:44 | 0:00:09 |

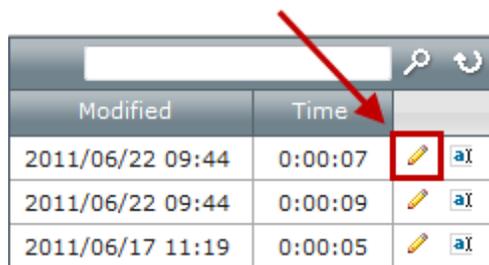
As **Moderator** of the AMVONET Room, you will have ability to: edit, rename, hide, delete, and export selected recordings into a SCORM file.



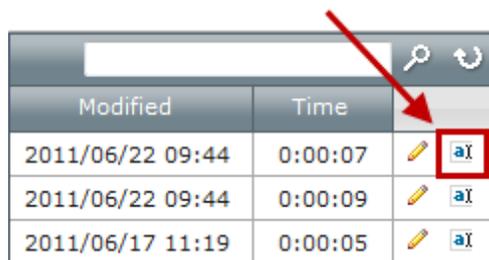
The recordings created within the AMVONET Room will be placed in ascending order in the recording box according to when they were created.



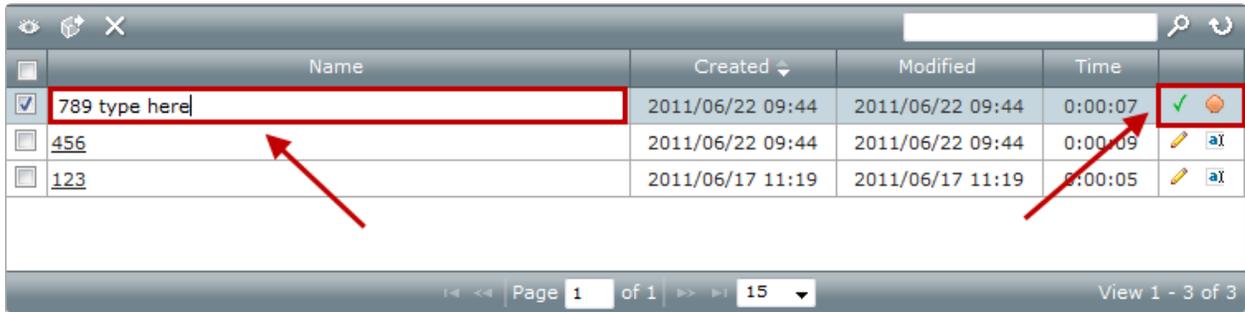
To edit a recording within AMVONET Publish, click on the **Edit** icon (pencil) associated with a specific recording.



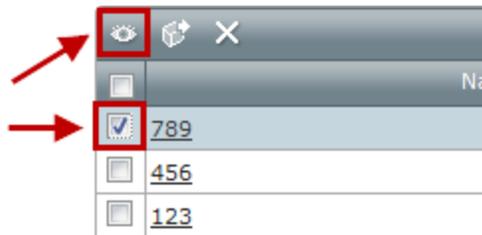
To rename a recording, click on the **Rename** icon (letter 'a' with a cursor).



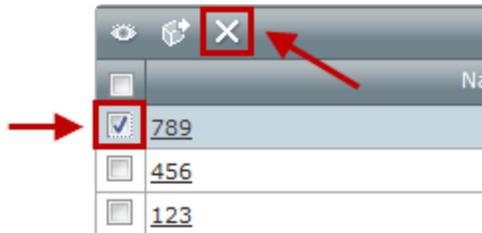
When **Renaming**, once this icon is selected, you will have the ability to type in a new name, and then click **confirm** (green check mark) or **cancel** (yellow button)



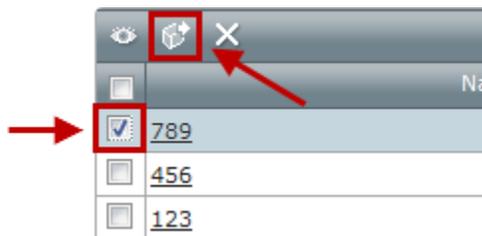
To **Hide** a recording from students, preventing them from watching it, check the box next to the specific recording, and then click on the **Hide** icon (eye). The selected recording will then be grey'ed out to indicate that it is hidden.



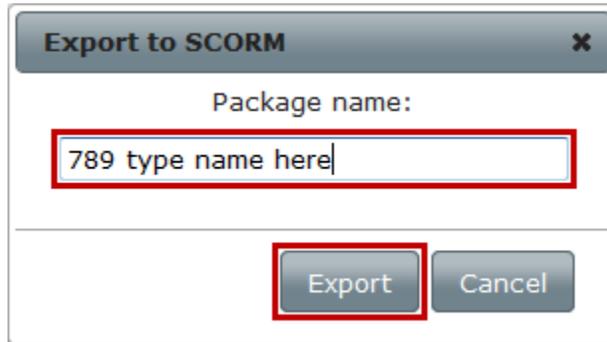
To **Delete** a selected recording, check the box next to the recording, and then click on the **delete** icon ('x'). Note: once a recording has been deleted, you can NOT recover it.



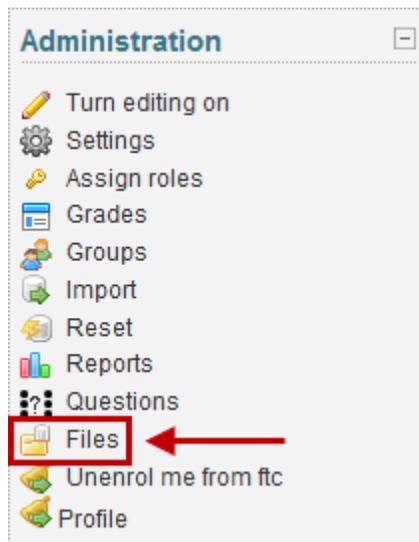
To save the file as a **SCORM**, check the box next to the recording, and then click on the **SCORM** icon (box with an arrow).



A window will come up, where you can choose to rename the file if you wish. When finished, click on the **Export** button.



The file will be automatically placed in your files folder for your course, which can be found in the **Administration Block** of your main course page.



The recording will be automatically placed in a folder named “**amvonet**”, and will include a time stamp of when the SCORM file was created.



Please see the document “Creating a SCORM Activity” to view how to add the SCORM file to your course Topic / Weekly Outline.