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How to View the Archived Transcripts of an Adobe Connect Meeting Recording

Carl Estes, M.A.Ed., Instructional Technologist, haestes@vt.edu, (540) 231-1385

This technical tip describes how to select a specific topic or section of a recorded Adobe Connect Meeting by accessing the Archive Transcript.

The screenshot shows a Windows Internet Explorer browser window displaying an Adobe Connect meeting. The browser address bar shows the URL <http://connect.extension.vt.edu/j36145318/>. The page title is "Dean's Candidate Forum: Saied Mostaghimi Presentation".

The interface is divided into several panels:

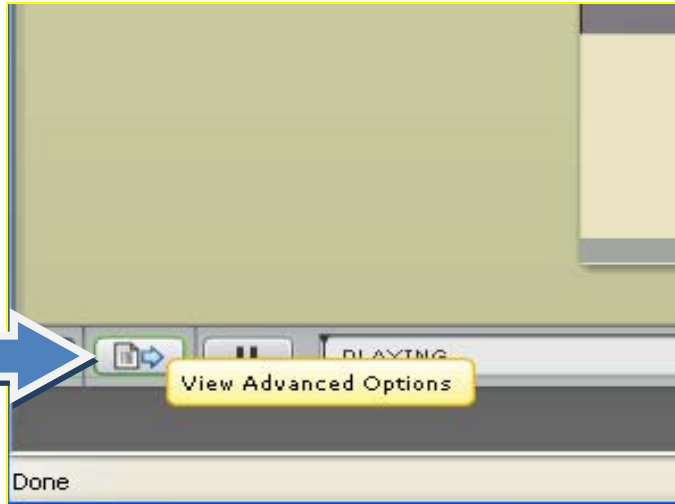
- Archive Transcript:** A list of meeting topics with timestamps, including "Sharing [0:00:00]", "Slide 2 [0:02:24]", "My Background [0:04:24]", "BSE: Indicators of Success [0:07:44]", "BSE: Contributions [0:07:38]", "Land Grant Mission/Function [0:09:00]", "Global Challenges [0:10:24]", "Factors impacting our work [0:11:00]", "CALIS Network [0:12:08]", "Slide 10 [0:12:54]", "A vision for the College [0:14:24]", "Culture of support [0:15:59]", "Financial resources [0:17:06]", "Learning [0:18:10]", "Extension/engagement [0:19:59]", "Discovery [0:21:02]", "Other thoughts [0:21:43]", "Leadership Philosophy [0:22:56]", "Vision for the College [0:22:45]", and "Final Thoughts [0:22:45]".
- Attendee List (14):** A list of participants including Belinda Carroll, Carl Estes, Martin Daniel, ABM, Allen Harper, Bill Shockley, and Bill Whittle.
- Chat (0 @ A):** A chat window with a message from Belinda Carroll: "Chat is open for online meeting participants to enter questions or items for the candidate to address. Belinda Carroll: To submit a question or comment, type in the text line of the Chat Pad, then select the Arrow button (Submit question)."
- The Candidate Forum Intro.ppt:** A presentation slide from Virginia Tech College of Agriculture and Life Sciences, dated January 27, 2009. The slide title is "COLLEGE OF AGRICULTURE AND LIFE SCIENCES DEAN SEARCH CANDIDATE FORUM". It lists three speakers: 1:30 PM - Dr. Saied Mostaghimi, 2:30 PM - Dr. Kevin Boyle, and 3:30 PM - Dr. Susan Sumner, each with a small portrait photo.

It is not necessary to listen to or view an entire Adobe Connect Meeting recording linearly. The listener can skip around in the recording by accessing the **“View Advanced Options”** button and then choose which topics they would like to review.

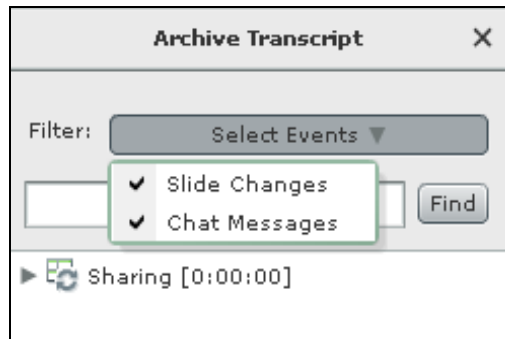
AHRIT Information Technology, [College of Agriculture and Life Sciences](http://www.vt.edu/extension)
137 Smyth Hall, Mail Code 0365, Virginia Tech, Blacksburg, VA 24061
Phone: (540) 231-6879, Fax: (540) 231-5185, Email: clines@vt.edu

1. Open the recording by selecting the web address.

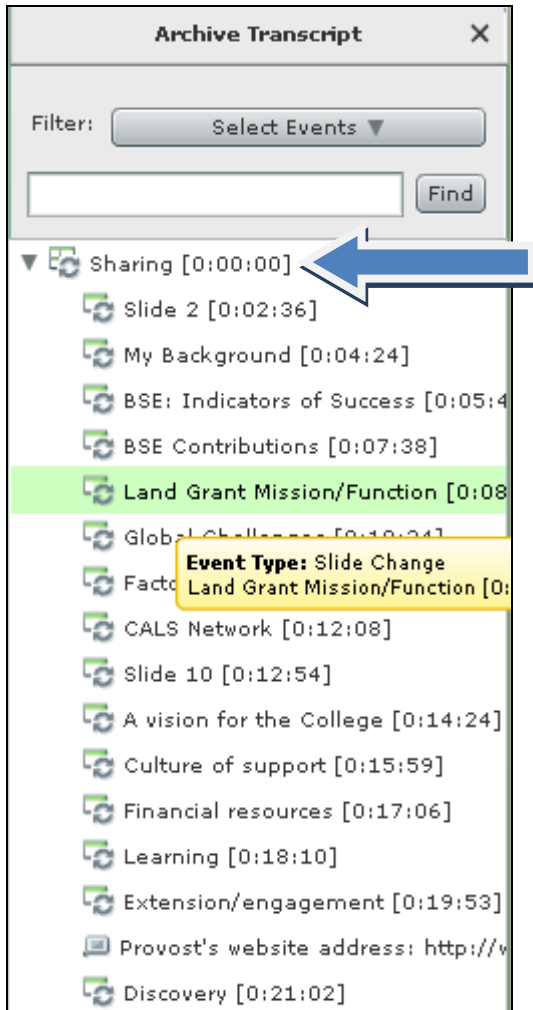
2. Click on the “**View Advanced Options**” button which is located on the bottom left of the recording window.



When the “**Archive Transcript**” opens, use the “**Select Events**” filter to select only the events you want to listen access. Usually you will select the “**Slide Changes**” option.



This will simplify the “**Archive Transcript**” display and allow you to easily find the topic you are most interested in. You can also use the “**Search**” function to find a particular keyword or topic.



The first title that is displayed depends on which type of layout was used in the original meeting .i.e. Sharing, Discussion or Collaboration. In this example the “**Sharing**” layout was used in the meeting. Click the “**Sharing**” link to expand the Adobe Connect Meeting recording archive to see all the slide topics. The archive titles are based on PowerPoint slide titles.

Next, select the recorded meeting topic you want to hear/view and go directly to it. You can skip around from section to section, continue to listen to the entire recording or you can end viewing the recording at anytime.

For more information on Adobe Connect Meeting consult the training links below.

1. [Introduction to Adobe Connect Meeting](#)
2. [Setting up Audio and Video for Your Connect Meeting](#)
3. [Managing Meeting Pods and Sharing Content](#)
4. [Conducting a Successful Connect Meeting](#)
5. [Management Tips for Learning and Communicating with Adobe Connect Meeting](#)
6. [Optimizing Meeting Performance](#)
7. [Adobe Connect User Community](#)
8. [Adobe Connect Meeting User Guide for Hosts and Presenters \(HTML | PDF\)](#)
9. [Adobe Connect Meeting User Guide for Participants](#)