WEB CONFERENCING GUIDE

VIEW WEB CONFERENCE CLASS RECORDINGS

After you log in to your class's launch page, you will see boxes for Live Web Conference and the Video Archives. Click the **Watch Now** button under Video Archives and a new window will open.

(A) **Main Video Panel**
Archived classes can be watched in the main video panel. The most recent class shows by default.

(B) **Course Info & Tools**
Access a transcript of the class and other information and tools in the tabs below the main video panel.

(C) ** Archived Classes**
View the list of class recordings to find the one you want to review. Click the thumbnail, and then click the play icon in the main video panel.

**Controls**
- **Time Marker:** Scrub through if you're looking for a specific part of the class
- **Quality:** If you have a slow Internet connection, reduce load times by lowering the video quality.
- **Adjust Volume**
- **Adjust Playback Speed** You can also skip forward or backward with the arrow keys on your keyboard.
- **Full Screen** To turn off full screen, tap your Escape key.
(B) Course Info & Tools

Transcript Search

The first tab has a computer-generated transcript of the recorded class. You can search for words that were spoken in class to find a particular section of the video. As you type, the system will show you where the word appears in the transcript. Then click the highlighted word to jump right to that part of the video.

Other Tools

1. **Course Information:** Basic course information, including instructor email address.
2. **Contact Instructor:** Type a message and click SEND to email it to the instructor.
3. **Take Notes:** Type notes into the text box as you watch class. To save your notes, type in your email address and click SEND to get them in your inbox.
4. **Need Help?** Displays ODU's ITS Help Desk phone numbers, email, and web page.
5. **Your Feedback?** At times, we may open a survey to get feedback on your experience viewing ODU course archives.