





## HOW TO:

### Access an Adobe Connect Meeting Archive (Recording) in D2L

After an Adobe Connect meeting, the associated archive(s) will automatically appear in the course after the background synchronization service has run. This may take up to a few hours.


1. In your D2L course, select the following from the red navbar: **Communication > Online Rooms**
2. Click on the drop-down menu by the name of the meeting you wish to retrieve the archive/ recording for. Select **View Archives**.

Name: (avoid using special characters in room name, eg #)	Join Room	Start Date and Time	End Date and Time	Service Provider
Connect in prod	 Join	8/17/2014 4:30 AM	8/17/2014 6:30 AM	Connect
 Join Room  View Room  View Archives				

3. Click on the link to the archive to listen to the recording.  
NOTE: In order for students to be able to access the archive, the status under **Visibility** needs to show **Public**.

Rooms > Connect in prod		
Archives - Connect in prod		
Room Archive		
All times are displayed in time zone: Canada - Calgary		
<div> <div>1</div> <div>20</div> </div>		
Name: (avoid using special characters in room name, eg #)	Creation Date	Visibility
6667-Connect in prod_0	8/17/2014 4:49 AM	Public
6667-Connect in prod_Aug	8/17/2014 6:00 AM	Restricted

**IMPORTANT NOTE TO INSTRUCTORS:** By default, access to a meeting archive is restricted. If you wish to make it available to students, please go to the meeting archives page and change the **Visibility** option from **Restricted** to **Public**. (Click on the Pencil icon, select **Public** from the drop-down menu, then click **Apply**.)

Rooms > Connect in prod			
Archives - Connect in prod			
Room Archive			
All times are displayed in time zone: Canada - Calgary			
<div> <div>1</div> <div>20</div> </div>			
Name: (avoid using special characters in room name, eg #)	Creation Date	Visibility	Action
6667-Connect in prod_0	8/17/2014 4:49 AM	Public	
		<div> <div>Public</div> <div>Apply</div> <div>Cancel</div> </div>	
6667-Connect in prod_Aug20	8/17/2014 6:00 AM	Restricted 