Making Adobe Connect Recordings Public

Students or other participants the host has added to an Adobe Connect meeting room, either in Sakai or in Connect Central, will be able to access recordings of that meeting room without the host making the recording public; instructions for accessing recordings in a Sakai course can be found at Adobe Connect Host Instructions in Sakai.

But if you want to allow anyone who is not enrolled in your course to see the recording, follow these steps to make the recording public in Connect Central:

1. Log into https://connect.luc.edu with your Loyola username and password.
2. Click on the Meetings tab at the top of the screen.
3. Click on the name of the meeting used to make the recording.
4. Just above the red Information bar, you will see a Recordings link; click there to display a list of recordings.

Instructional Technology and Research Support (ITRS) Revised 10/03/2013
5. Place a check in the box in front of the recording you would like to make public to select it, then click **Access Type**.

6. Select **Public** and then click on **Save**.

7. Once the recording is public, click on the name of the recording to display a direct URL link for viewing.

8. You can copy and paste this URL into an email and also post it in Sakai for students.

9. Close the browser when you are finished.