

Archiving: How to



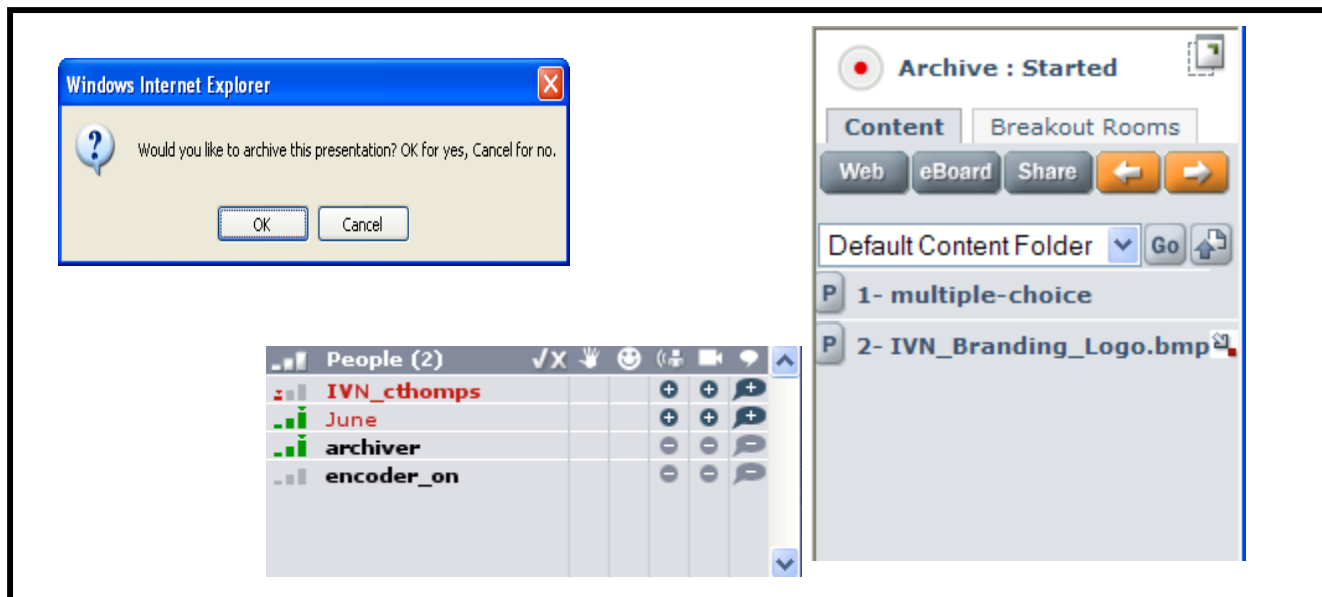
North Dakota University System
2009



What will be archived?

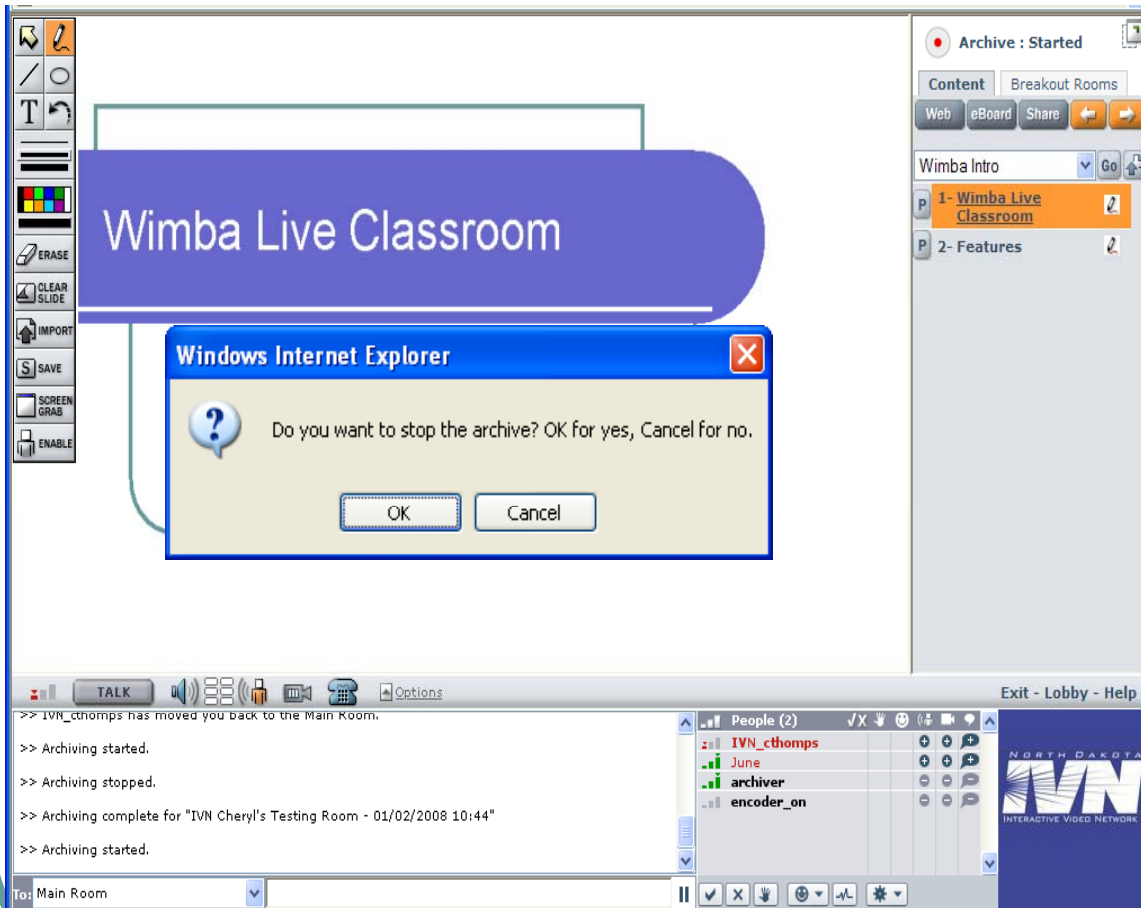
- Captures and synchronizes all events that occurred in the live presentation:
 - all audio and/or video
 - public (but not private) text chat comments
 - eBoard annotations
 - content
 - application sharing
 - advanced polling

Archiving a Class/Session



- **STEP 1:** Click on the START ARCHIVE in the Presenter's Console. It will switch color from a black target to red.
- **STEP 2:** A pop up box will ask if you wish to Archive. Click OK. An audio announcement: "Archiving is started" will follow.
- The words "archiver" and "encoder_on" will appear in the People box, indicating it is working.

Archiving a Class/Session (cont.)



- **To Stop Archive**, click on the Archive button. A pop up window will ask you to click OK.
- A message prompt will follow stating “Archive has been stopped. The Archive is being saved. Archive is complete.”
- The Archive button will return to a black color.