

Events can be created and then uploaded to the ICC for easy access by others. These 'Recorded' Events can be scheduled in the ICC as per any regular Interwise Event.

Overview

To create a pre-recorded Event, the following steps should be performed:

Step 1: Develop and record a full Event with the Event Materials Editor, including slides, questions and URLs.

Step 2: Upload the Event to the ICC and schedule the Event.

The additional steps below are for more advanced users:

Step 3: Login to the Live Event and add small, recorded segments (for easier editing).

Step 4: Disconnect from the Event. Using the Event Materials Editor, combine all recordings into one and modify the Event Materials type.

Step 5: Upload the Event to the ICC and schedule the Recorded Event.

Step 1: Recording the Offline Event

Use the Event Materials Editor to record offline the loading of images, using the native PowerPoint functionality, application sharing, sound files, and the launching of documents.

To record the Event:

- 1 Create Event Materials you wish to record just as you would for a live Event (type of Event should be **On Demand**).
- 2 Insert a new recording at the top of the Event Materials (right-click the Event folder and select **Insert> Interwise Recording>New**).
- 3 Double-click the new recording icon.
- 4 Click the record button to start recording.
- 5 Load the first item of the Event Materials and then activate the microphone.
- 6 Move through the Event Materials you want to include in the recording while using the graphic tools.
- 7 Click the stop button to stop recording.
- 8 Review the recording.

Step 2: Uploading the Recording and Scheduling a Live Event

- 1 Insert empty recordings, which will be used when online.
- 2 Save the Event Materials and upload them to the ICC (by clicking **File>Upload to Communications Center** and then defining the relevant username and password for the ICC).
- 3 Schedule an Event using the ICC Home Page tools. When scheduling the Event, make sure that you include the Event Materials that contain the recording.

Step 3: Logging in to a Live Event and Adding Additional Segments to the Recording

The following example shows how to record the sending of tests and surveys in a live Event:

- 1 Login to the Event.
- 2 Load the relevant items from the *Event Materials* pane.
- 3 From the Participant application, open the Recorder and click to record the required segment, such as the loading of a particular slide.
- 4 Click to stop recording, and disconnect from the Event.

Step 4: Combining Recordings and Modifying the Event Materials Type

- 1 Ensure the recordings in the *Event Materials* pane are in the relevant order.
- 2 Using the Event Materials Editor combine the recordings by clicking **Append** in the Recording Editor. In your *Event Materials* pane, select all of the short Recordings, right-click and select **Append Recordings**. Name the new Recording and click **Save**.
- 3 Rename the Event Materials to save all short recordings, then delete excess recordings.
- 4 Change the Event Materials type to **On Demand**. Right-click on the Event Materials root folder and select **Modify**.
- 5 Archive the Event Materials by clicking **File>Archive>Create**. The archive is saved in the following location: Interwise \ participant \Archive \<ICC Folder>*.vcm

Step 5: Uploading and Scheduling the Pre-recorded Event

Upload the pre-recorded Event to the ICC (**File> Upload to Communications Center**) and then schedule a Recorded Event in the ICC using the newly created recording (refer to the 'Creating ICC Events' Quick Start Card for further information).

Tips and Tricks

- Record short segments and append them later. They are easier to edit and can be saved for future editing.
- Work with a written script when creating the recording.
- Record with a partner – one can read the script while the other uses the graphic tools and moves through the Materials.
- Use the End Sharing Hot Key when recording application sharing.
- Archive the Event Materials to review them through the Participant application before uploading them to the ICC.
- Wait approximately 30 seconds after loading the first PowerPoint slide since the load time depends on the Participant's computer processing speed.