

These instructions describe the necessary steps to be able to record a video using Camtasia software from your personally or university owned computer to share with others via BrightSpace after the video is uploaded to Microsoft OneDrive. For instructions on how to setup your Purdue OneDrive please visit: <https://cla.purdue.edu/facultyStaff/it/documents/Instructions/one-drive-documentation.pdf>

Rationale:

It is essential to be able to record in person or virtual lessons to help share content created in a hyflex learning environment. Hyflex is where courses are held face to face and on-line concurrently. By recording these sessions students who were unable to attend in person or virtually will be able to see what occurred during the class session.

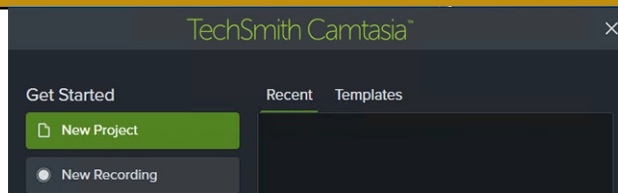
All Windows based computers used by faculty and staff in the instructional labs managed by CLA IT have Camtasia installed onto them. Please note for your office Windows computer the software is available for install via the software center application found under the start menu via Microsoft Endpoint Manager program group.

Step 1: Launch Camtasia Software

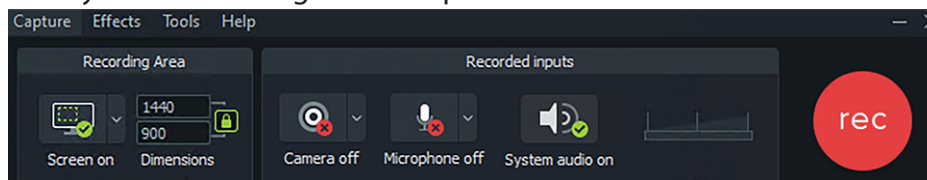
In the windows start menu Camtasia can be found underneath the TechSmith Menu found in the start menu



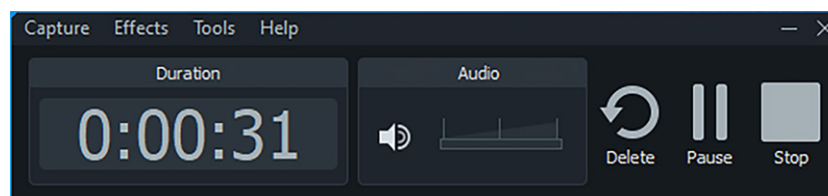
Step 2: Recording Screen



Click on the area that says new recording this will open a small window as seen below.

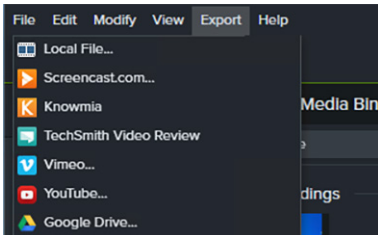


Click the red record button and it will start recording the current desktop and if there is a microphone any audio that is being spoken.

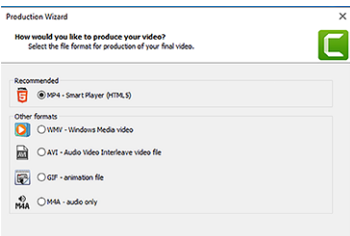


When you are done recording go to you program bar at the bottom of the screen and click on the Camtasia icon, the recording box will appear as above and there will be a stop button that you must click on. It will take up to a minute or two but the main Camtasia program window will appear with the desktop recording showing. It is within here that one can choose where to save your video to as well as do any editing of your video file. Once the editing is completed one can then upload the file to your OneDrive folder.

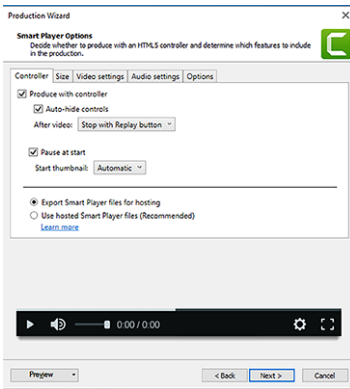
Step 3: Production Wizard Steps



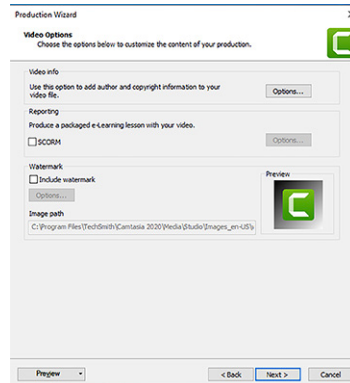
Once you are satisfied with the finished video please click on the export menu and select local file. This will then make another box appear.



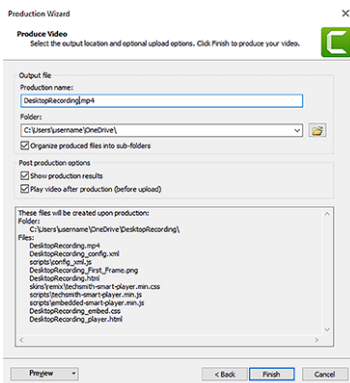
Choose MP4 and click the next button



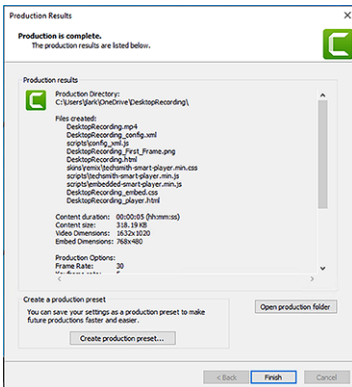
Standard options here are optimal, please click next button



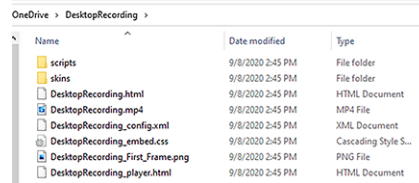
Click on the video info button if author information is needing to be added. Otherwise click the next button.



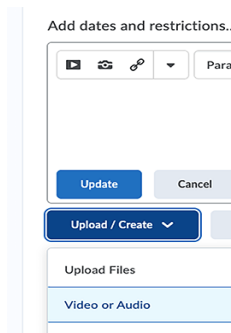
This screen is where you can find your OneDrive folder and save the video directly to there. This is also the area where you are naming the video file that you made with Camtasia. Once you locate the OneDrive folder and specify it please click the finish button.

Step 3: Production Wizard Steps Continued..


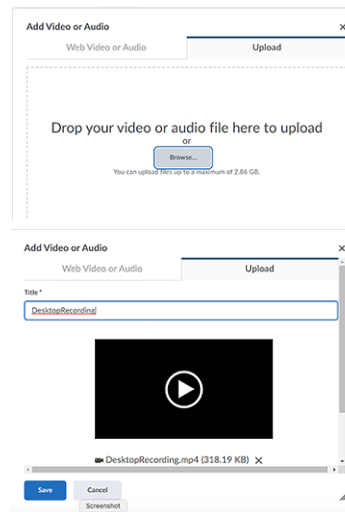
When the file save has been completed this will appear. This area shows where the file is located as well as an option for opening where the file is located. Please click on open production folder to see where the mp4 file is located within windows explorer.


Step 4 Add OneDrive Video Link to Brightspace

Once logged onto Brightspace within your course module you will click on the Upload/Create and choose Video or Audio



Another box will appear please click on the upload tab. This is where you can go to the file location for the OneDrive video.



Please be sure to put a title on the Brightspace page reflective of what the video is concerning. Then click the Save Button.

Once saved your link will appear on the module within Brightspace.


Need Additional Assistance?

Please contact CLA IT at ithelp@purdue.edu or via phone at (765)496-6333. Additional assistance is available at <https://www.cla.purdue.edu/facultyStaff/it/> CLA IT is available Monday-Friday from 7:30am until 5pm.