

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 YouTube.

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.

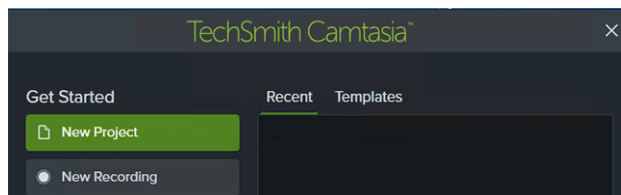
All Apple based computers used by faculty and staff in the instructional labs managed by CLA IT have Camtasia installed onto them. Please note for your office Windows computer the software is available for install via the software center application found under the start menu via Microsoft Endpoint Manager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

Step 1: Launch Camtasia Software

Open the Applications menu and click on the icon Camtasia 2020.



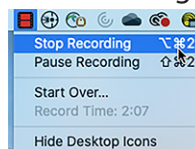
Step 2: Recording Screen



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



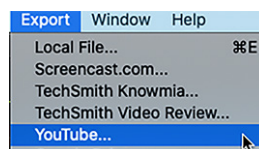
Click the start recording button and it will start recording the current desktop and if there is a microphone any audio that is being spoken.



When you are done recording go to red box that looks like a piece of film at the top of the screen and click on that icon, the recording box will appear as above and there will be a stop recording option in that menu 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 YouTube.

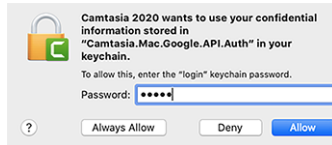
Step 3: YouTube Export Steps

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

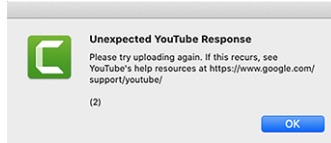


Step 3: YouTube Export Steps Continued..

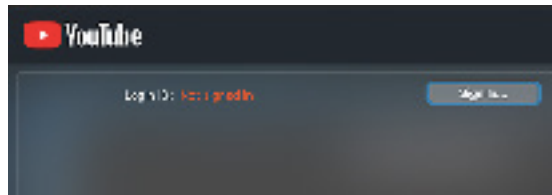
This screen is where you may need to enter your computer password in order to be able to sign into your google account to post to YouTube.



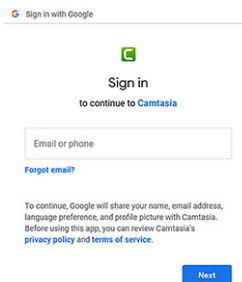
Another box may appear warning you about an unexpected response from YouTube, this is normal when you are not signed into YouTube yet. Please click on the OK button to clear this dialog box.



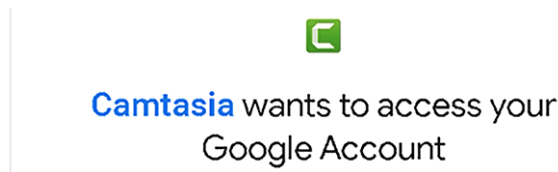
At this point you will then be able to click the sign in to YouTube button as seen below.



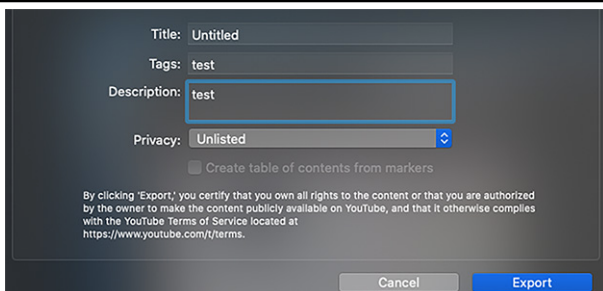
A web browser window will open where one will then login.



Once you have entered your password there will be another box asking for permission for Camtasia to access your Google Account. Please click on the allow button found on that screen.



Step 4: Production Wizard Steps

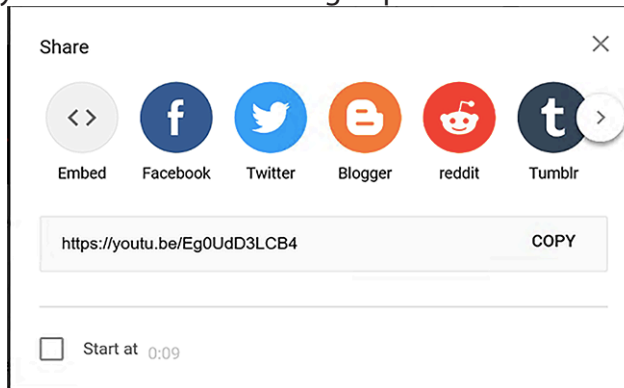


Name your project and be sure to add a description on what this video content is including.

Please make sure your video is set to unlisted if you want to keep the video private to only be shared via Brightspace.

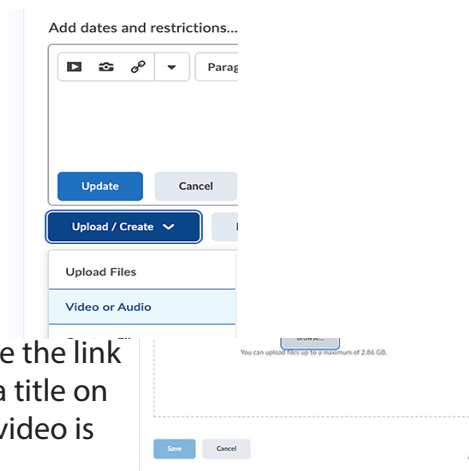
Step 5: How to Obtain YouTube link

Once the video has been uploaded and processed by YouTube you will then have to obtain a link by clicking the word share found under the video. Another box will appear with ways for you to either share with your students via email or preferably embed the link into Brightspace.



Step 6: 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 where you can paste the link to the YouTube 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.