

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.

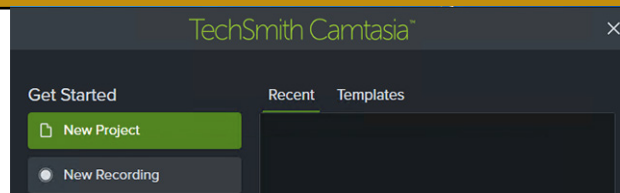
All Windows based computers used by faculty and staff in instructional labs managed by CLA IT have Camtasia installed onto them. Please note for your office Windows computer the software is available for install via the software center application found under the start menu via Microsoft Endpoint Manager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

**Step 1: Launch Camtasia Software**

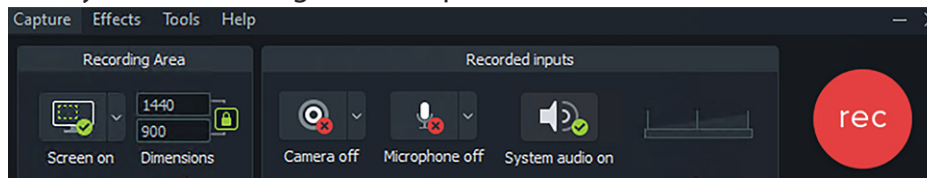
In the windows start menu Camtasia can be found underneath the Techsmith Menu found in the start menu



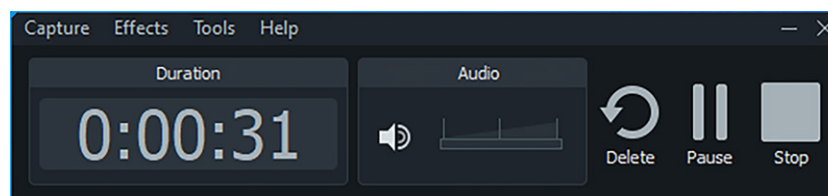
**Step 2: Recording Screen**



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

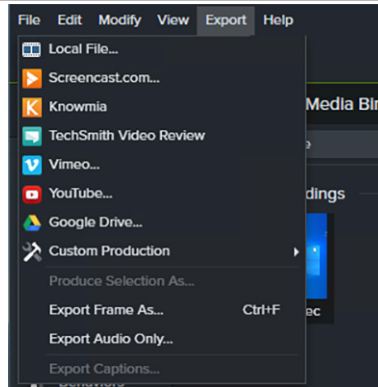


Click the red record button and it will start recording the current desktop and if there is a microphone any audio that is being spoken.

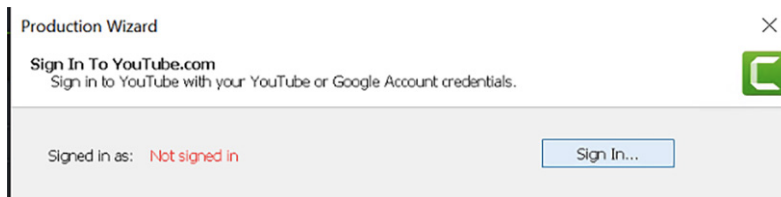


When you are done recording there will be a stop button that you must click on. It will take up to a minute or two but the main Camtasia program window will appear with the desktop recording showing. It is within here that one can choose where to save your video to as well as do any editing of your video file. Once the editing is completed one can then upload it to YouTube

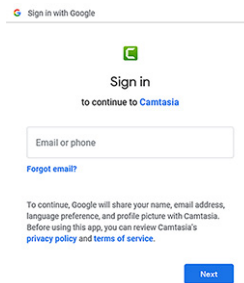
**Step 3: Upload to YouTube**



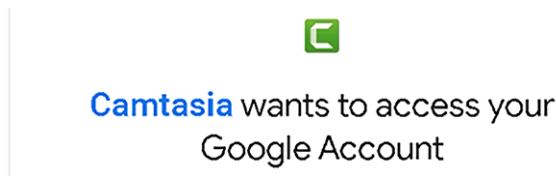
Once you are satisfied with the finished video please click on the export menu and select YouTube. This will then make another box appear where you will need to login to your YouTube account.



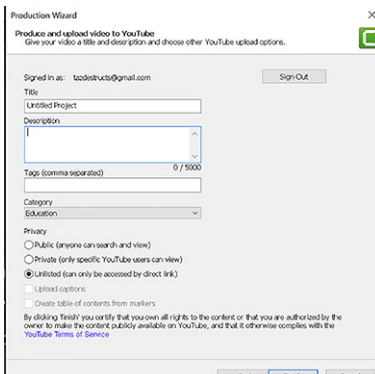
A web browser window will open where one will then login.



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**



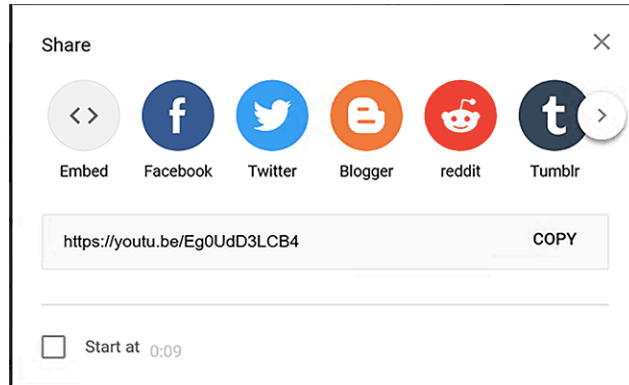
Name your project and be sure to add a description on what this video content is including.

You should use the education category if this deals with anything educational.

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

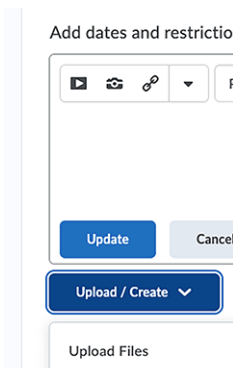
**Step 5: How to Obtain YouTube link**

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.

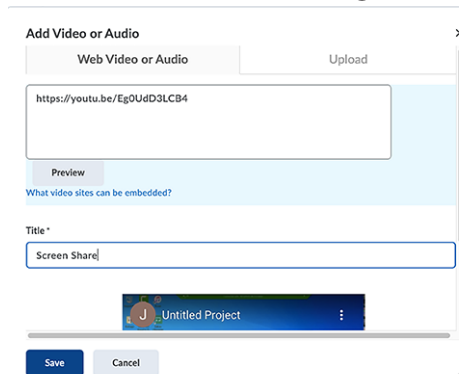


**Step 6: Add YouTube Video Link to Brightspace**

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](mailto: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.