



Recording your Presentations

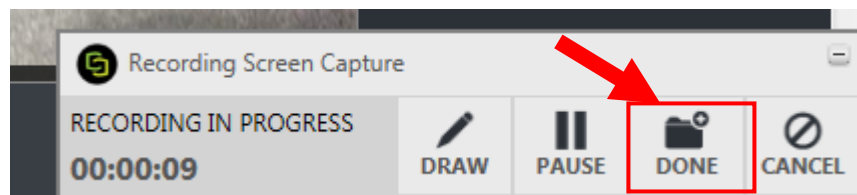
This sheet presumes you have a webcam plugged into the computer you are using, and you have opened the medialecture software. If you have not managed to open the software, use the more detailed guide!

- 1) Click The '**Screen & Webcam**' option



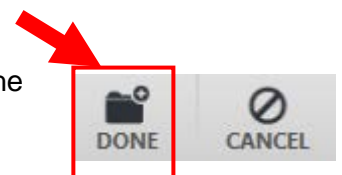
- 2) You'll see a screen asking you which screen to record. Ignore this and click **Record**
- 3) The recording will start. You can move the webcam video box around the screen by clicking and dragging, and you can resize the webcam box as appropriate

- 4) To stop the recording, exit out of the Powerpoint and click the **Done** button on the recording toolbar (which is displayed in the bottom corner of your screen).



*If you can't see the toolbar, tap **Alt + P** on your keyboard to pause the recording and display the toolbar. Again, click **Done** to finish the recording*

- 5) The next screen shows you a preview of your video, ignore this and click the **Done** button in the bottom right corner.



- 6) You'll now see a final screen where you need to enter details of the video ready for upload to mediastream. You should

- A) Give the video a title - (student name)
- B) Description - (presentation)
- C) Give the video a 'tag' – (module code)
- D) Choose a category –choose '**personal-public**'
- E) Click **Upload** to send the file to mediastream (**DO NOT CLICK SAVE**)

The video will then upload to mediastream. Click the close button to return to the start (ready for your next recording)