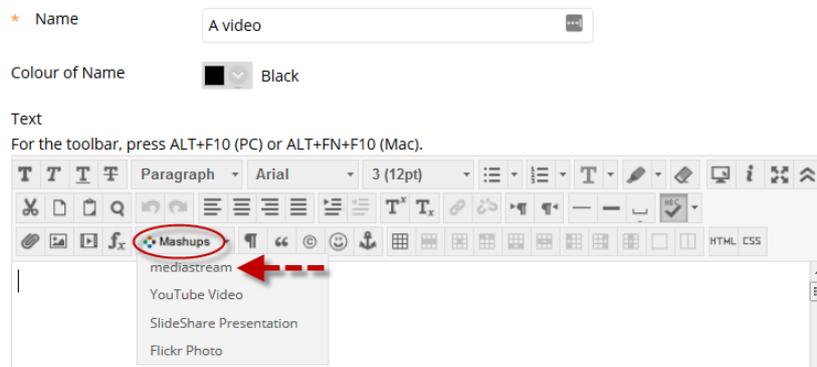




Using MediaLecture from within studentcentral

- 1) Ensure you have your materials ready (e.g. your lecture open in powerpoint) and any additional devices (e.g. a webcam) are plugged in
- 2) Go to the studentcentral module where you wish to add the recording
- 3) Create an item (**Build Content > Item**). Give the item a title
- 4) In the content editor, click mashups > mediastream. This will open the mediastream mashup menu



- 5) Click **Record your Screen**. This should open the medialecture software (this may take a few seconds) (If you see a pop up asking you if MediaLecture is installed – in this case you **click Yes to open the software**)
- 6) The pop up window that had the mediastream menu displayed will now show a grey box, which is where your video will appear when recording is finished. **Do not close this screen**. Minimize it whilst doing your recording, as you'll need to go back to this screen later.

Record your media in MEDIAlecture below and upload it

Your media will appear here:



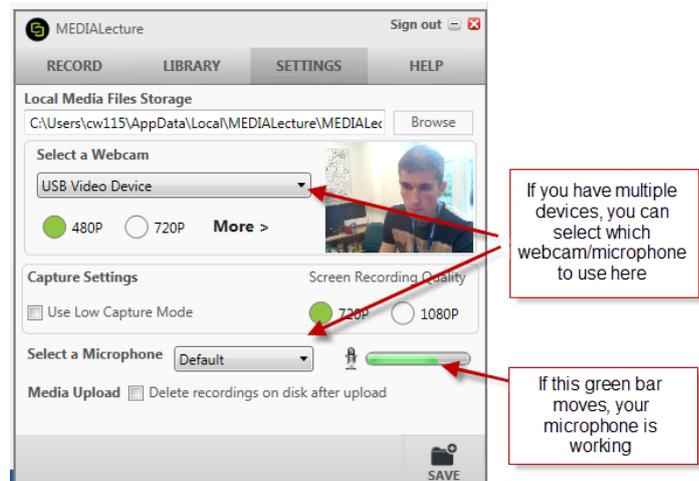
- 7) The MediaLecture software panel offers you different options based on what type of video you want, the icons within each section identifying which options are available.

Before you do this, check the Settings by clicking the appropriate button at the top of the window



- 8) In **settings**, you should see a preview of your webcam (if you have one plugged in) and you will also see a sound bar that moves as you talk (showing you that the microphone is working).

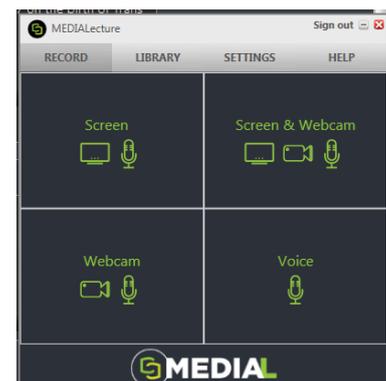
If you have multiple devices plugged in, you can select which device to use. For example, many PC's/laptops have a built in microphone, and if you have plugged in an external webcam/microphone you will need to choose which microphone to use



- 9) **Go back to the Record screen** by clicking the appropriate button at the top of the window

You should choose one of these options:

- Screen** (records your screen and your microphone)
- Screen & Webcam** (records your screen, microphone and webcam)
- Webcam** (records your webcam & microphone)
- Voice** (records microphone only)



10) Click on the option you need. You'll be prompted to check which screen you wish to record (this is useful if you have multiple monitors).

You also have the option of recording the full screen, or a selected area

When ready, click **Record**



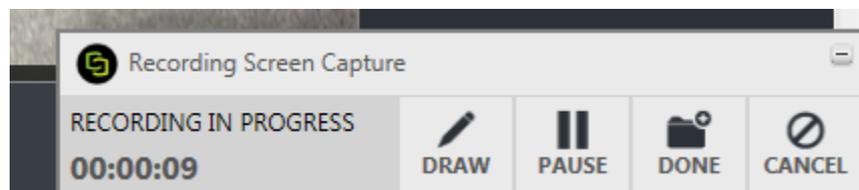
11) A countdown is displayed. Note the keyboard shortcuts

PAUSE/RESUME: Alt + P

DRAW: Alt + D



12) Whilst recording, a toolbar is displayed in the bottom corner of your screen



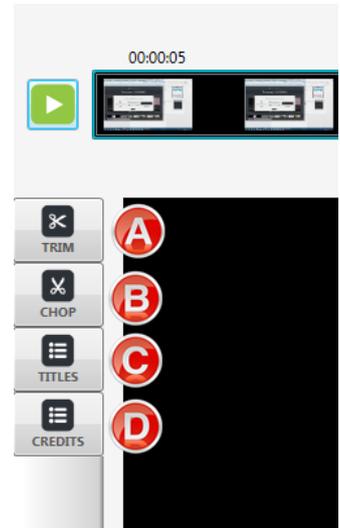
13) Now proceed with your presentation/recording

14) When complete, click the **Done** button on the toolbar. If you can't see the toolbar, click the medialecture icon at the bottom of the screen to make it appear. The editing interface will open.



15) From here you can click on the relevant buttons and:

- A) **Trim** the beginning and end of your video
- B) **Chop** sections of your video – useful if you made a mistake part way through
- C) Add a **Title** slide
- D) Add a **Credits** slide



16) When you are happy with your video, click the **Done** button in the bottom right corner. If you do not wish to save your video, click **Cancel**

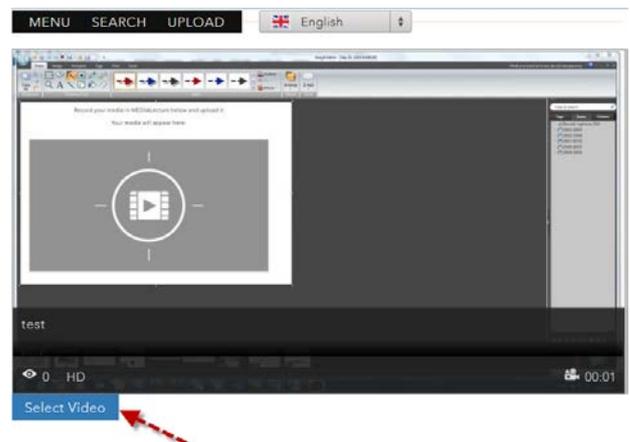


17) You'll now see a final screen where you need to enter details of the video ready for upload to mediastream. You should

- A) Give the video a title AND a description
- B) Give the video a 'tag' – a keyword (e.g. module code)
- C) Choose a category – if you are unsure choose '**personal-public**' (this is most likely what you need)
- D) Click **Upload** to send the file to mediastream

Note: Saving a video will only save a copy of the video within your user account on the specific computer you are using. You should Upload any video before logging off the computer.

18) Now go back to the pop up window you had open from earlier (it will be a browser window) and you will see a preview of your video in place of the grey box from earlier. Click **Select Video**



19) On the next screen choose whether students can see an option to download your video for offline use. Then click **Next**

20) The pop up window will now close itself. Return to your browser window where Studentcentral was open, your video show now be added inside the content editor of the item you created. **Click Submit to save**

CONTENT INFORMATION

* Name

Colour of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: div » div Words:17

Click **Submit** to proceed.

Cancel

Submit