Greetings, Faculty:

We have made some accommodations for those of you who are ready to record your lectures online. Faculty have the opportunity to use Zoom, Blackboard Collaborate, Screencast-O-Matic, or PowerPoint which all have the capabilities to record your screen, audio and webcam. Zoom, Blackboard Collaborate and Screencast-O-Matic are web-based applications; hence, you must be connected to the Internet in order to use these tools. Screencast-O-Matic is a free online screen capture tool. This tool records a designated area of your screen, as well as, audio and webcam input. PowerPoint however, would allow you to record offline to eventually post online. Whatever method you decide to use, please remember to make your material ADA compliant – if you have text content, add audio and if you have audio content, add descriptive text. Also, ensure that you use white backgrounds and dark font, such as black to help those who may be colorblind.

To that end, we have made two private spaces available for faculty to record their lectures that can be checked out in 2-hour intervals to allow other faculty members to utilize the spaces. Both locations are equipped with a webcam and noise cancelling headphones with "talk" capabilities. If you have a laptop and would like to record your sessions online, you are encouraged to visit the library to use a private space. If you own noise-cancelling headphones, we encourage you to use them while recording to reduce outside noises and distractions.

1. The first location is the ILOE office on the third floor in the Administration and Conference Center (ACC) building. (**REQUEST TO USE IS MANDATORY**)
2. The second location will be in L115 in the library on the upper campus. (**REQUEST TO USE IS MANDATORY**)

We are in the process of determining spaces on the Albert A. Sheen campus.

To schedule the use of any of the private recording spaces or to request individual or group training on how to proceed with recording your lectures and class content online, please send an email to cetl@uvi.edu. We are aware that some faculty will require more assistance than some; hence, we are providing our assistance to facilitate an easier process. We will make ourselves available during non-curfew hour's onsite; online during curfew hours (which will be limited).

We have a few pointers below for those of you who would like to begin now.

EASIEST OPTION: To use PowerPoint to record, please do the following:

1. Enter your text and images on the respective slides
2. Preferably, keep slides background to white with black text to be ADA compliant
3. Click on Insert

4. Click on Audio
5. Select Record Audio
6. Select the Red Dot to record
7. Select the Blue Box to stop recording
8. Repeat the audio for each slide, to better align the text with the correct audio
9. Enable the audio to be played when you progress each slide
    1. Click on speaker icon
    2. Click on the Playback tab
    3. By Start, select Automatically instead of on Click
10. When completed, save the file as a PowerPoint show or Windows Media Video

To use Blackboard Collaborate, please do the following:

1. Ensure that your content is available and ready to go on your screen
2. Make sure you are connected to the Internet, preferably through hard wire
3. Log into the myCampus portal
4. Click on Blackboard9
5. Select the course you would like the record your lecture from and for
6. Go to the Control Panel in the left navigation in the said course and select Course Tools
7. Select Blackboard Collaborate, not Blackboard Collaborate Ultra
8. Select Join Room
9. In your room, set up your audio and/or webcam by enabling the mic and camera options at the bottom of the Collaborate window. You do not have to enable your camera in order to record your sessions. If your mic were not enabled, your recording would not have any sound.
10. Open your presentation and share it on your screen using the Share Content option in Collaborate
    1. Select the purple arrow pointed to the left and select the Share Content Option
    2. Select Share Application
    3. Select Share Entire screen to share everything or simply share a specific application
    4. Remember, if you share an application, once you close it, your screen will turn blank
11. To record, click on the ellipsis (3 dashes) at the top left of the Collaborate window and select Start Recording. To stop recording, follow the same instructions and select Stop Recording.
12. Allow a few minutes for the recording to be saved.
13. To access your recording, go back to the Blackboard Collaborate screen in Blackboard Learn. Below the Join Room button, the recording will appear, under Recordings. Refresh your screen after five to ten minutes if it does not automatically appear.
14. To provide access to students inside or outside of your course, hover over the recording name as it appears and select the down arrow
15. Click on Guest Link

16. Copy the URL that appears in the blue box above the word "Recordings" and paste the URL anywhere in Blackboard Learn for easier access by your students

To access Zoom, please contact the Provost Office.

You will need credentials to log into Zoom. If you do not have access to Zoom, please contact the Provost office at ext. 1200 or send an email to leslyn.tonge@uvi.edu or cmckayl@uvi.edu. With Zoom, the record feature is within the user interface, as well as the mic and webcam options.

To record a session in Zoom, please do the following:

1. Ensure that your content is available and ready to go on your screen
2. Enable your mic and/or webcam to ensure that they are on
3. Select Share Screen at the bottom of the Zoom window
4. Select Record on the bottom of the screen, next to Chat
5. You would have two options, Record on this Computer or Record to the Cloud (online)
6. You can pause your recordings at any time.
7. To end the recording, select Stop button icon next to pause
8. If the file were stored on your desktop, you would find it in the Zoom folder; if in the cloud, it will be available online in the user account files that you have used to log in.
9. Upload the video in Blackboard Learn for easier access by your students

To use Screencast-O-Matic, please do the following:

1. Ensure that your content is available and ready to go on your screen
2. Navigate to http://www.screencast-o-matic.com.
3. You have the option of logging into your corporate account or start recording from the home screen without logging in or creating a free account.
4. To start a recording with or without an account, select the button. Recording Settings
   1. Select your microphone by clicking the arrow near the microphone icon. Select your microphone input from the list that appears.
   2. Adjust your microphone volume level by selecting the volume icon. In the microphone window, select the Auto Adjust Volume button and then start speaking into your microphone. Once your volume level indicator stops moving, click OK.
   3. To select your recording area, click the arrow next to the current recording dimensions and select your dimensions from the list.
5. If you plan to use your webcam, select your webcam by selecting the arrow next to the webcam icon.
6. Once you have selected your recording settings, select the record button.
7. While recording, the following options are available:
   1. Pause button – lets you pause then continue with your recording
   2. Time – the time bar indicates how long your recording is

3. Restart – the Restart button allows you to restart your recording but keeps your settings
4. Done – press the Done button when you have finished your recording
5. Note: There is a 15-minute time limit per recording when using the free version of Screencast-O-Matic. Sharing Your Recording When you are finished recording, you have three options to make your video accessible.
    1. Publish to Screencast-O-Matic makes your video accessible online. You can then provide the link to your students to view your presentation. You must have a Screencast-O-Matic account to use this option.
    2. Select Publish to YouTube HD to post your video to YouTube, allowing you to embed your video in your online course or provide your students with the link.
    3. Publish to Video File saves your video as a file on your computer. You can then upload this file to your online course. Once you have selected the production method, you have some final editing options depending on your chosen method: Select the video file type from the Video Type dropdown menu. Set the dimensions at which you want your video to be viewed. Notes allow you to type in messages that will appear as subtitles to your video at point in the video you designate. Captions can be added from a prepared text file. Select other display or audio options for your video. Record your lecture as normal, using presentation, mic and webcam

Thanks,
Dannica