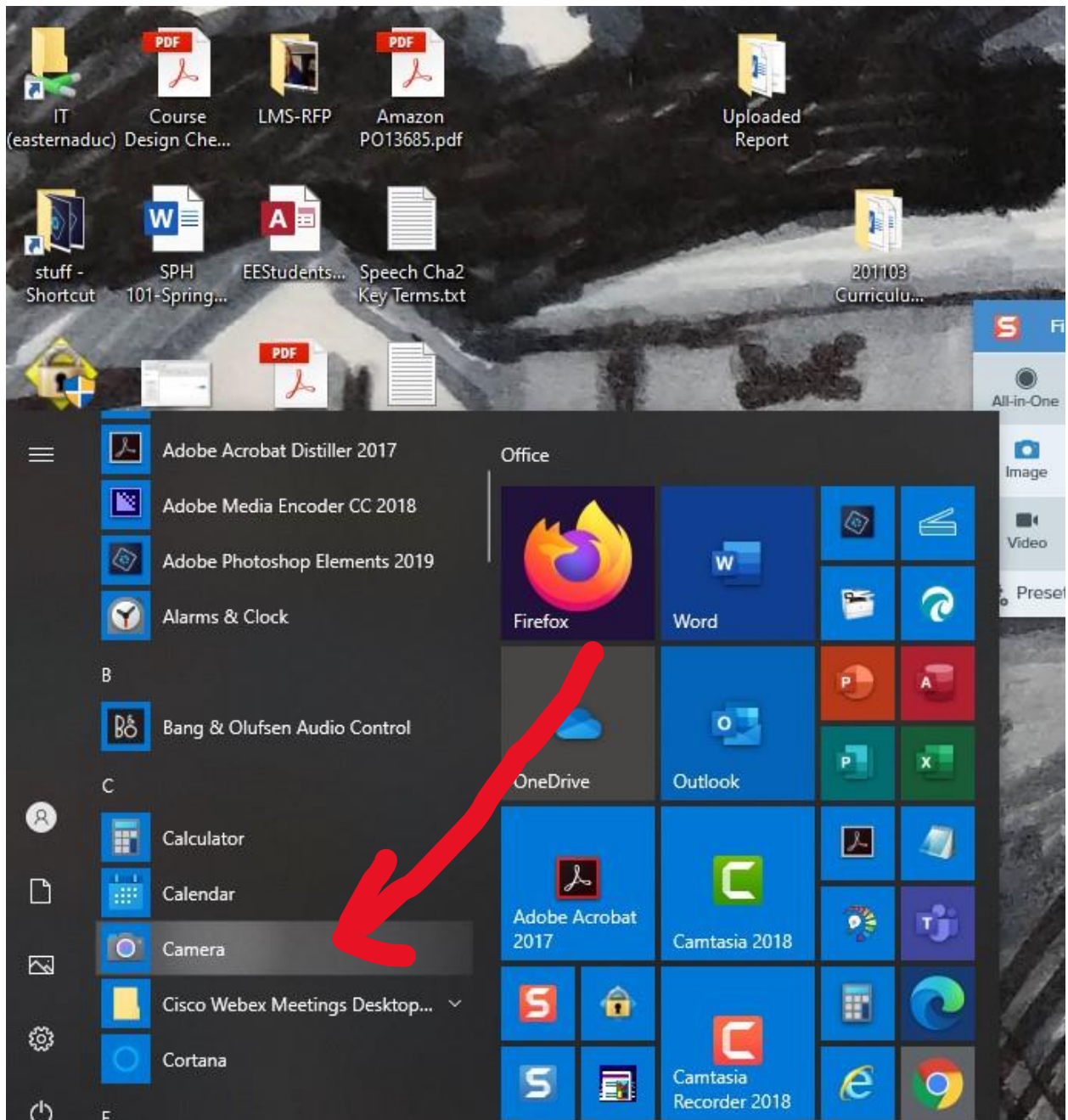
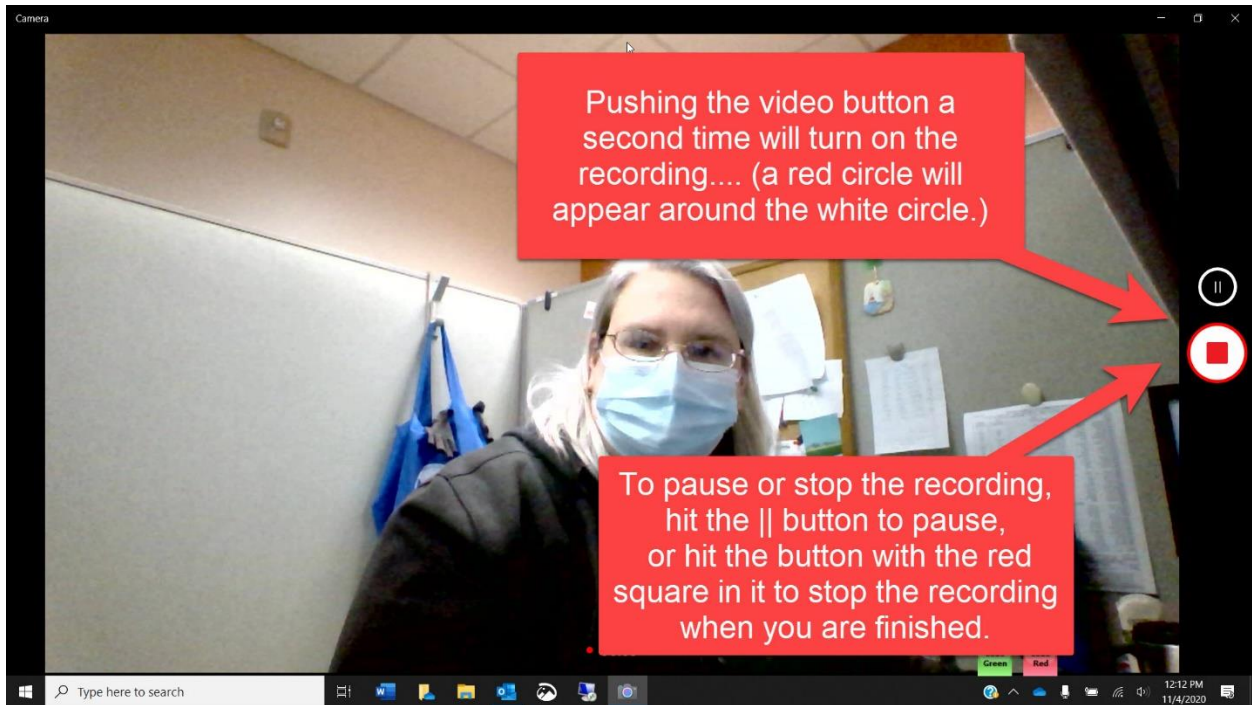
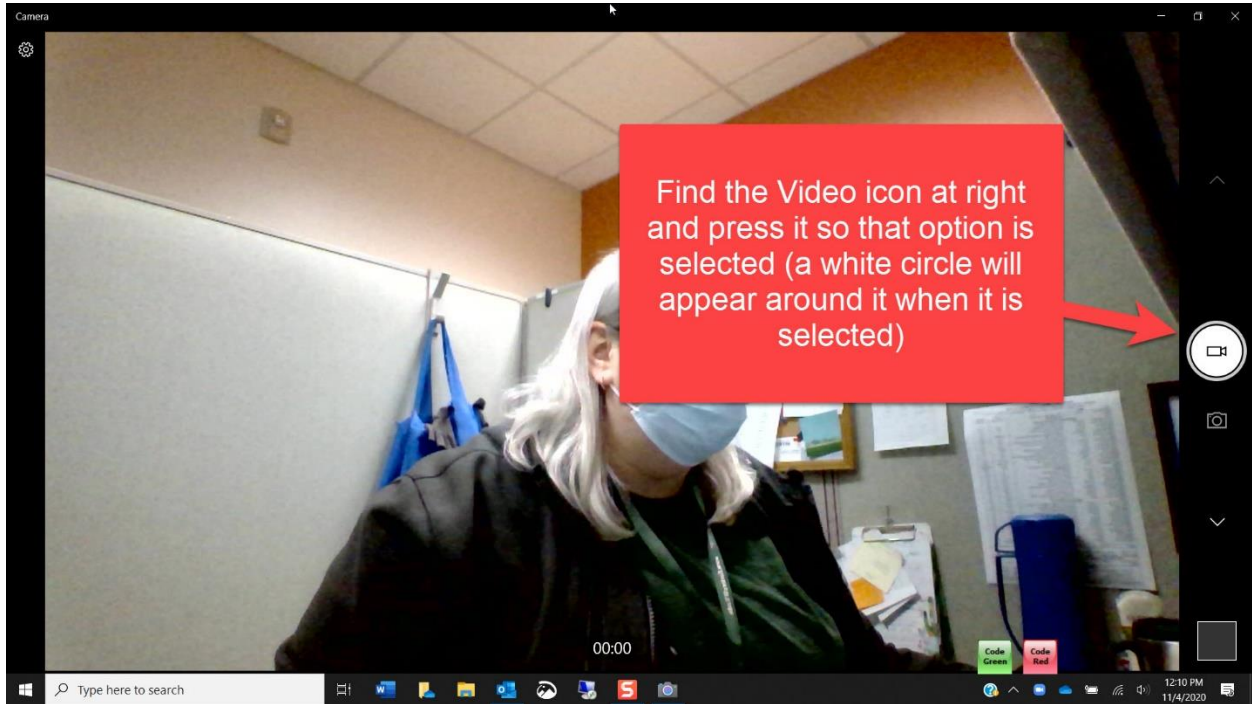


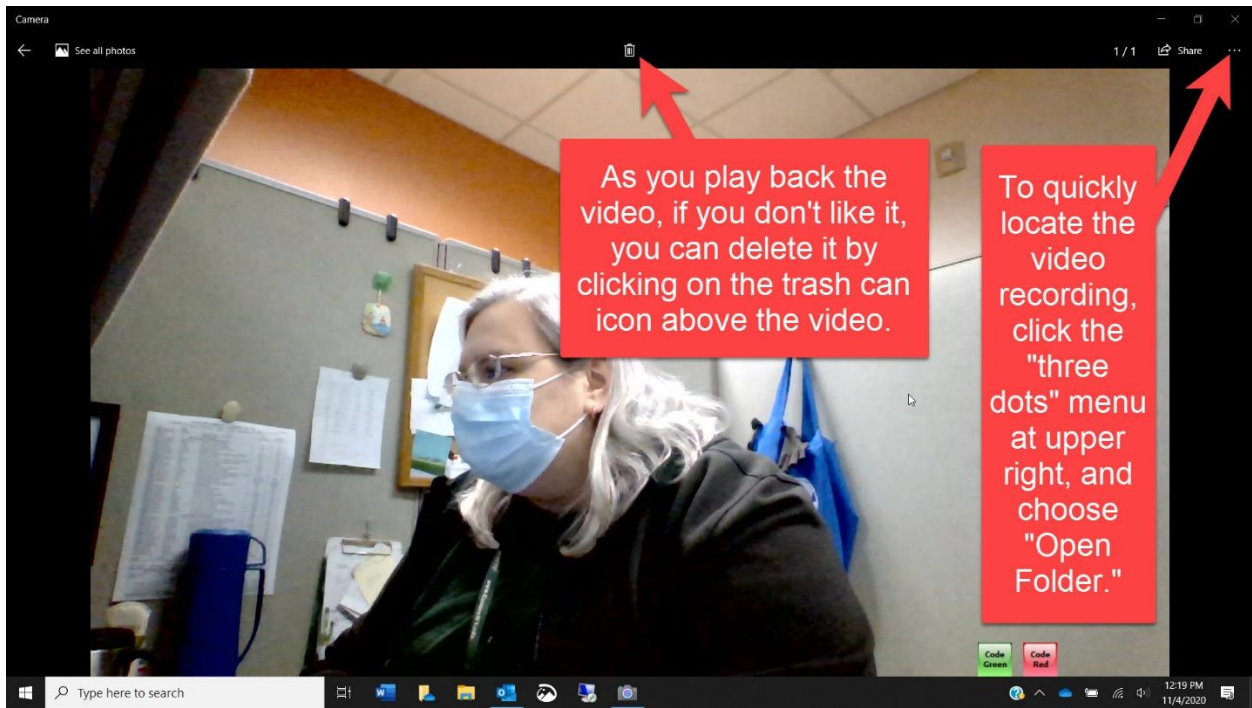
## Recording Videos using the Windows 10 **CAMERA** application and posting them in a Bb course using the streaming media server **MEDIAL**.

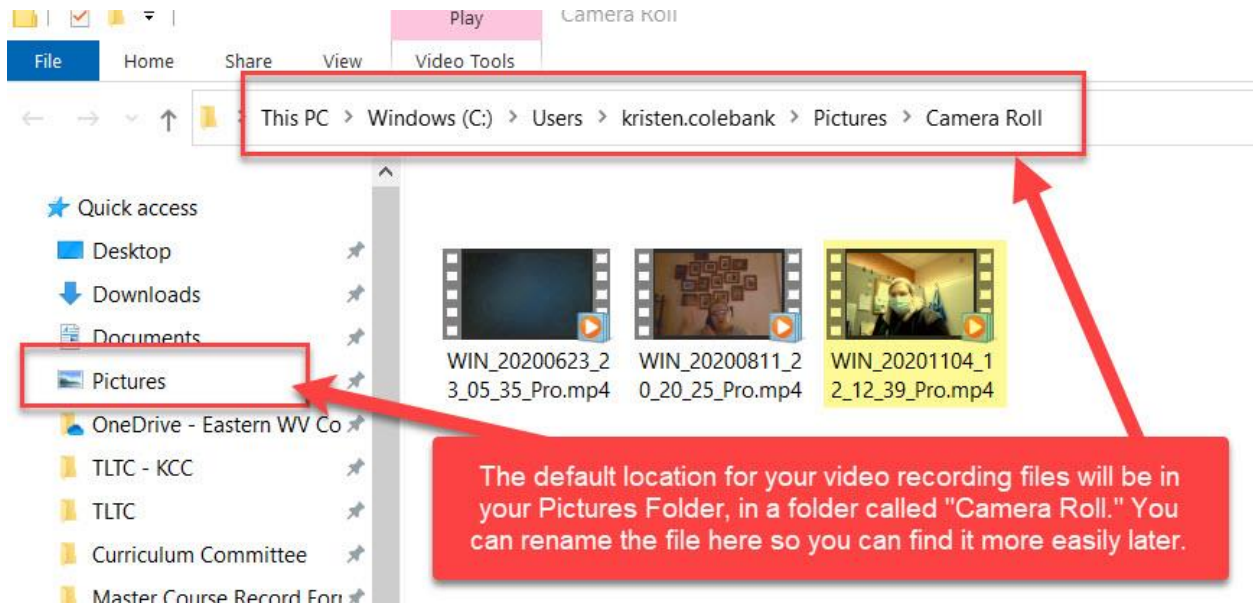
Look in your Windows Start menu (or search for it) to find the Camera application.



The application window will open, and there will be two options at the far right, one for taking still photos, and one for recording video. Read the notations in the following images to follow along start the Video recording:





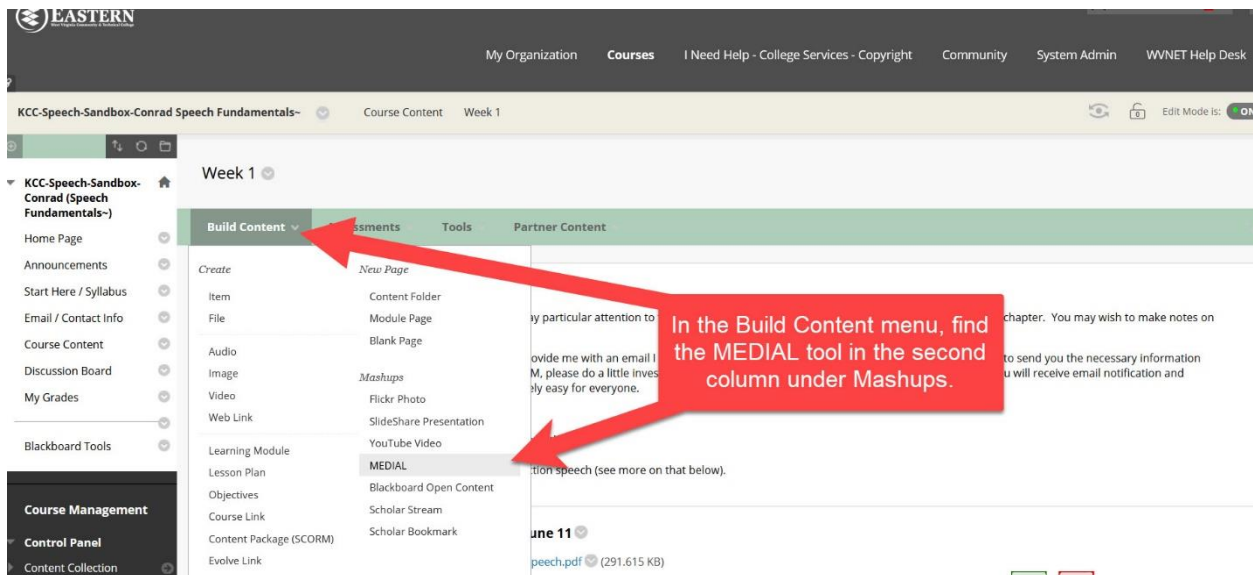


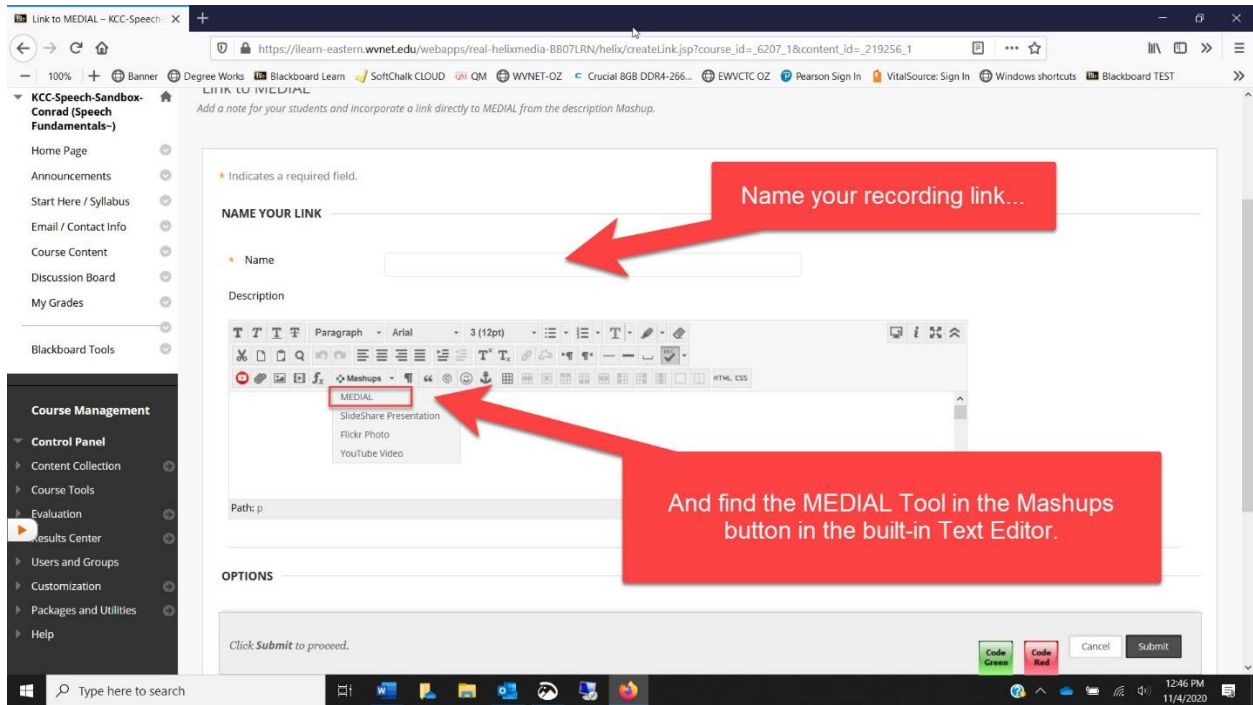
### Now on MEDIAL....

We really need to have instructors use MEDIAL for posting this type of content in their courses because it is a dedicated streaming server, which will improve the playback for students who are accessing the content on slower Internet connections. So please give MEDIAL a try!

Once you have renamed your video recording to something you can better remember and find for later, then go to Blackboard to import your video recording into a Weekly content folder, using the MEDIAL Tool.

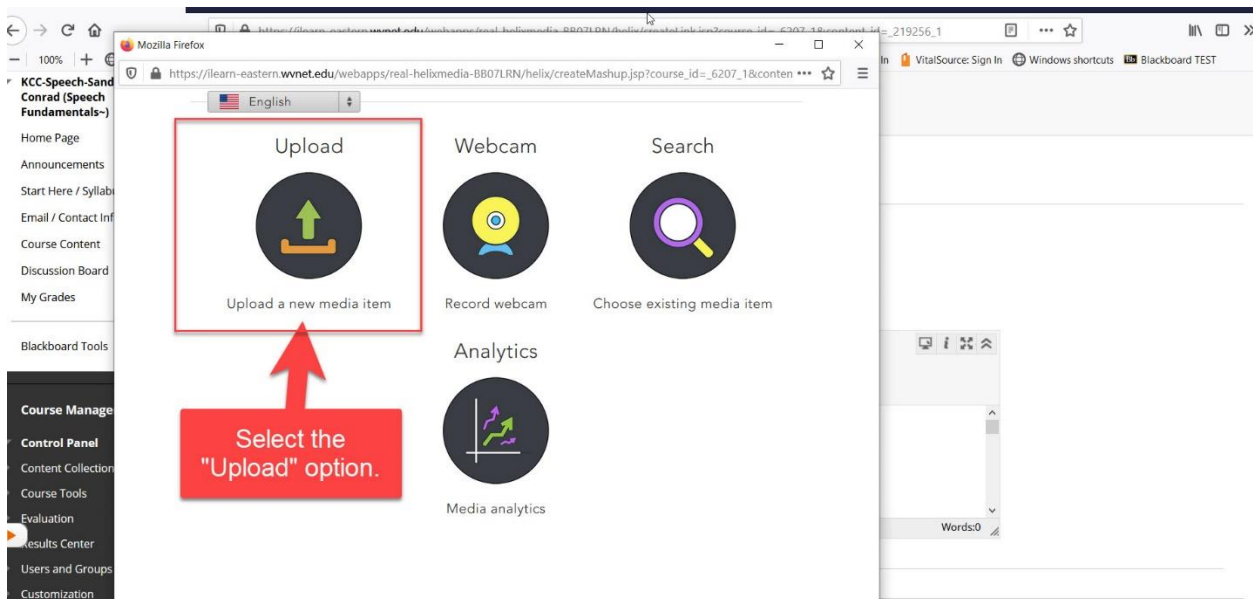
Once you have navigated to the correct folder in Blackboard (read the notations in the photos below)....

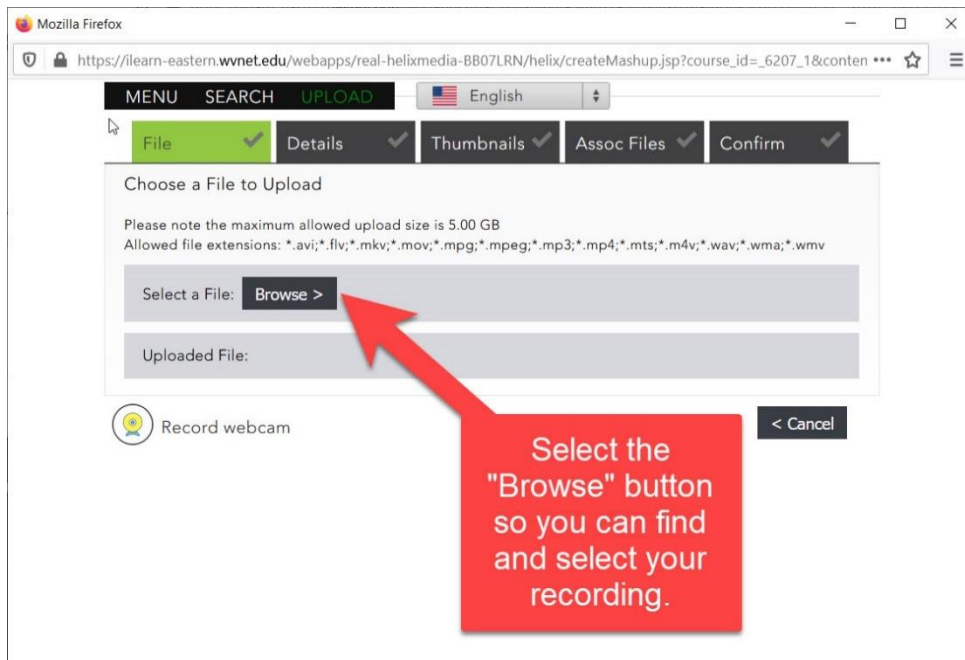




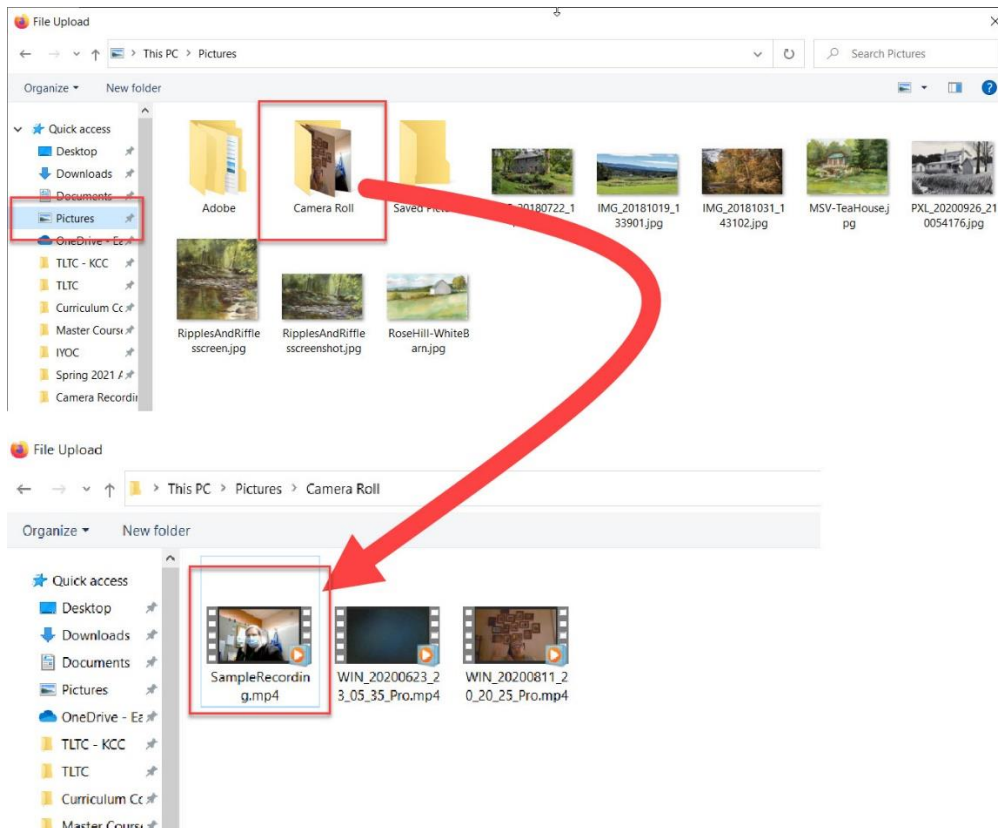
MEDIAL will launch (and if you get a box that asks if you have used the library before, just click “No.” and go back to the content area to launch MEDIAL a second time.... After that first time, you won’t see that message again).

Choose the “Upload” option from the choices:

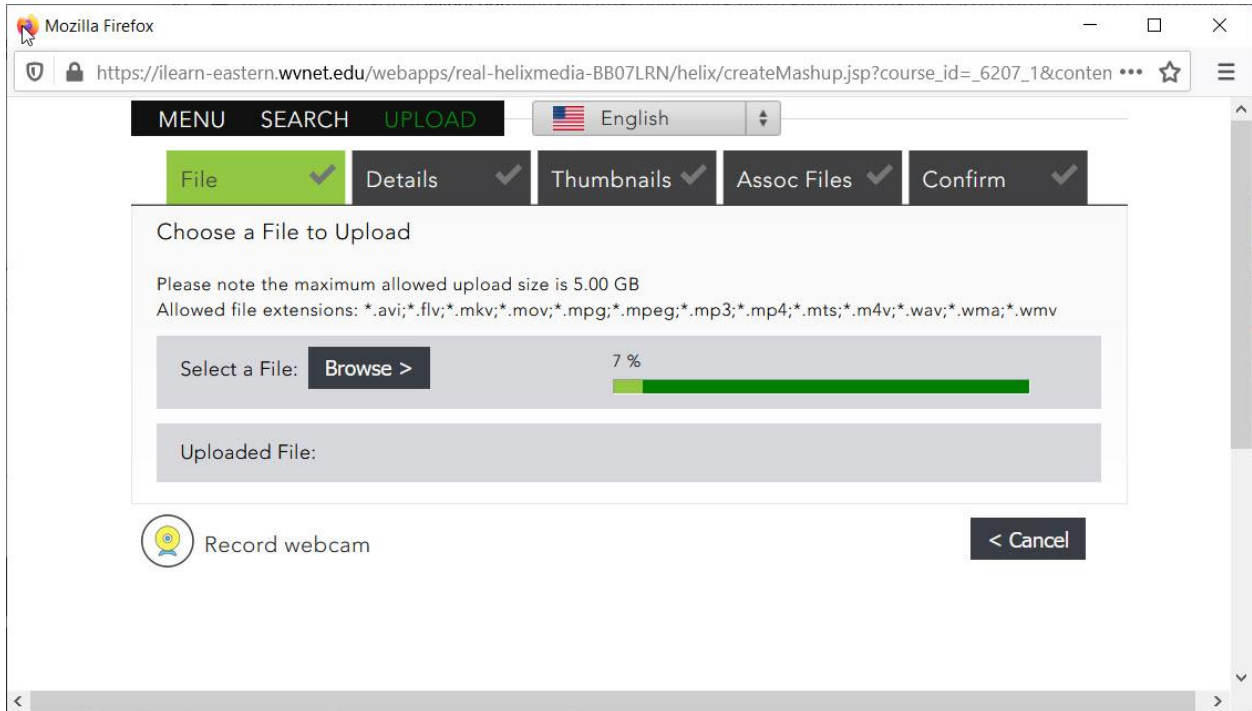




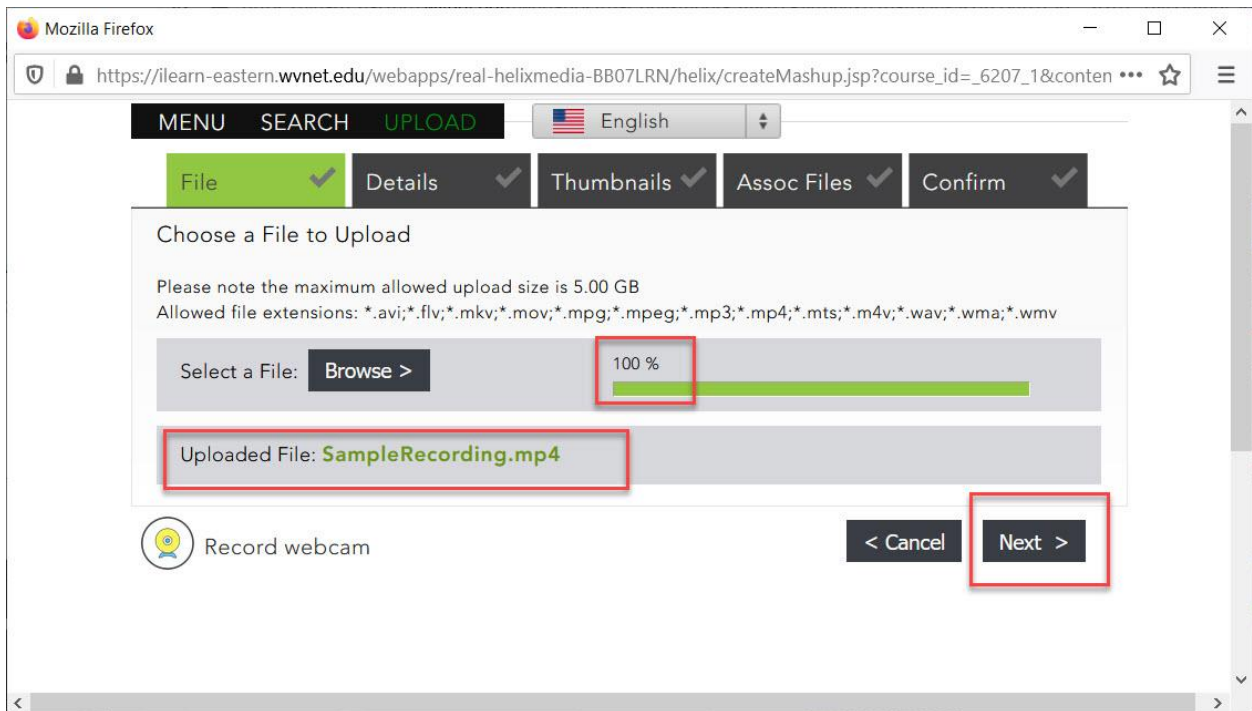
Then find your recording (remember, it was in the Pictures folder, inside a folder called "Camera Roll.")  
Select the recording.



Once you have made your selection, the recording will start uploading. This will take time, so be patient. A bar will show your progress as the upload continues.



When the upload is complete, the progress bar will say 100% and you will see the file name below that. Choose the "Next" button to continue.

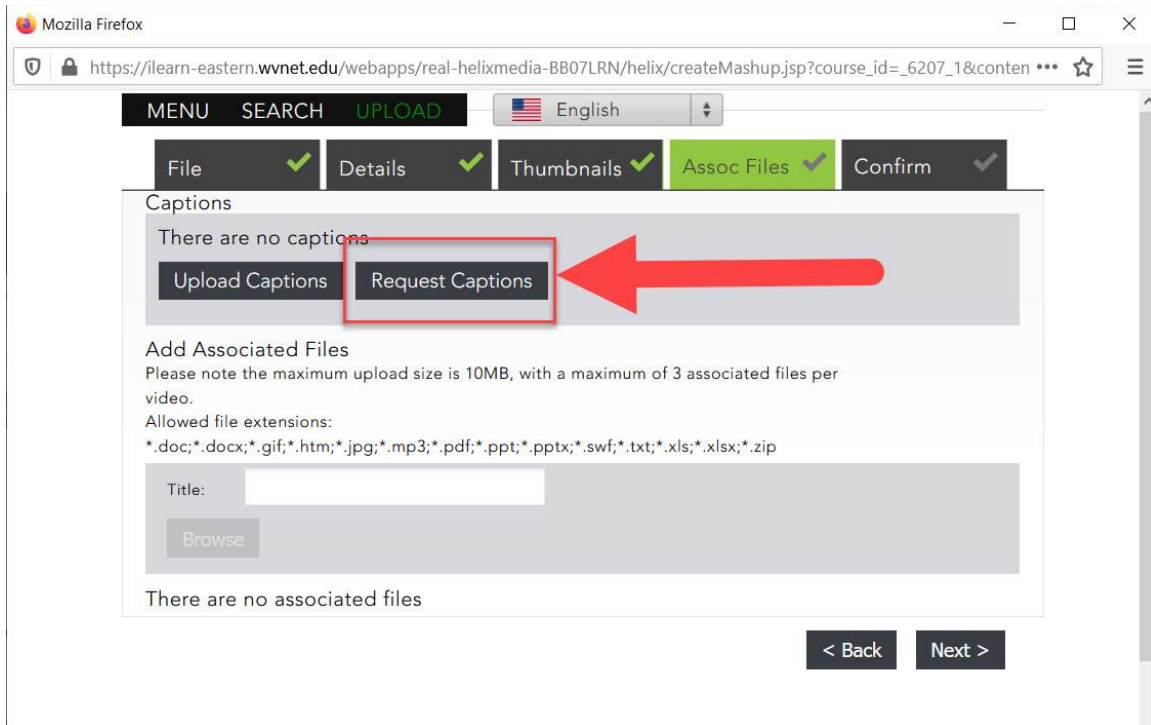


In the next area, fill out the fields to the right (all three are required). You can leave the “Category” set as “Personal (Private).” Click the Next button at lower right when you are finished on this screen.

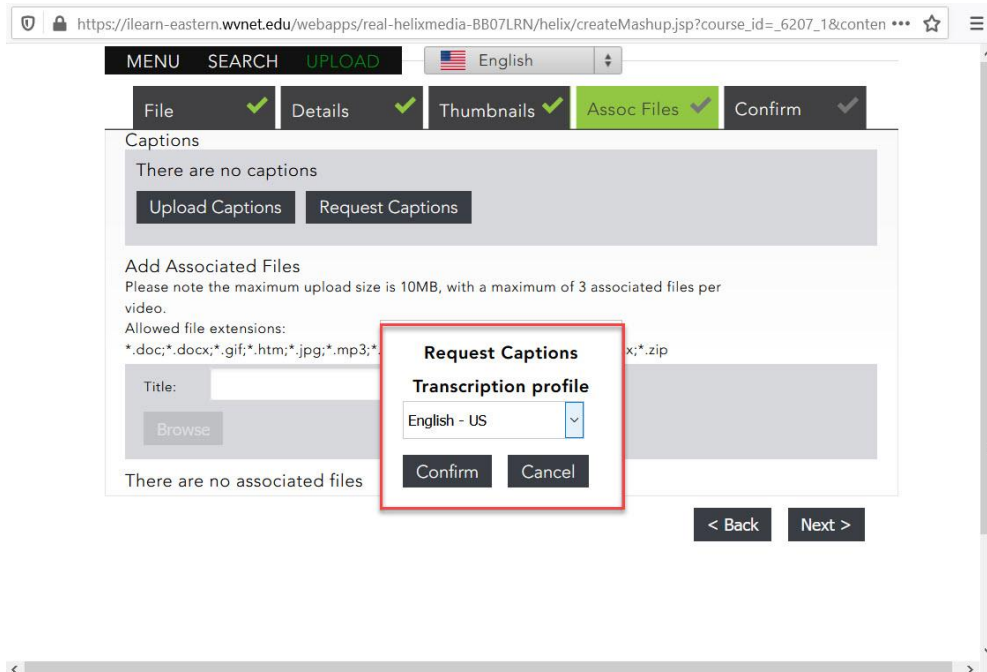
On the next screen, select one of the thumbnail images, and then click the Next button at lower right.



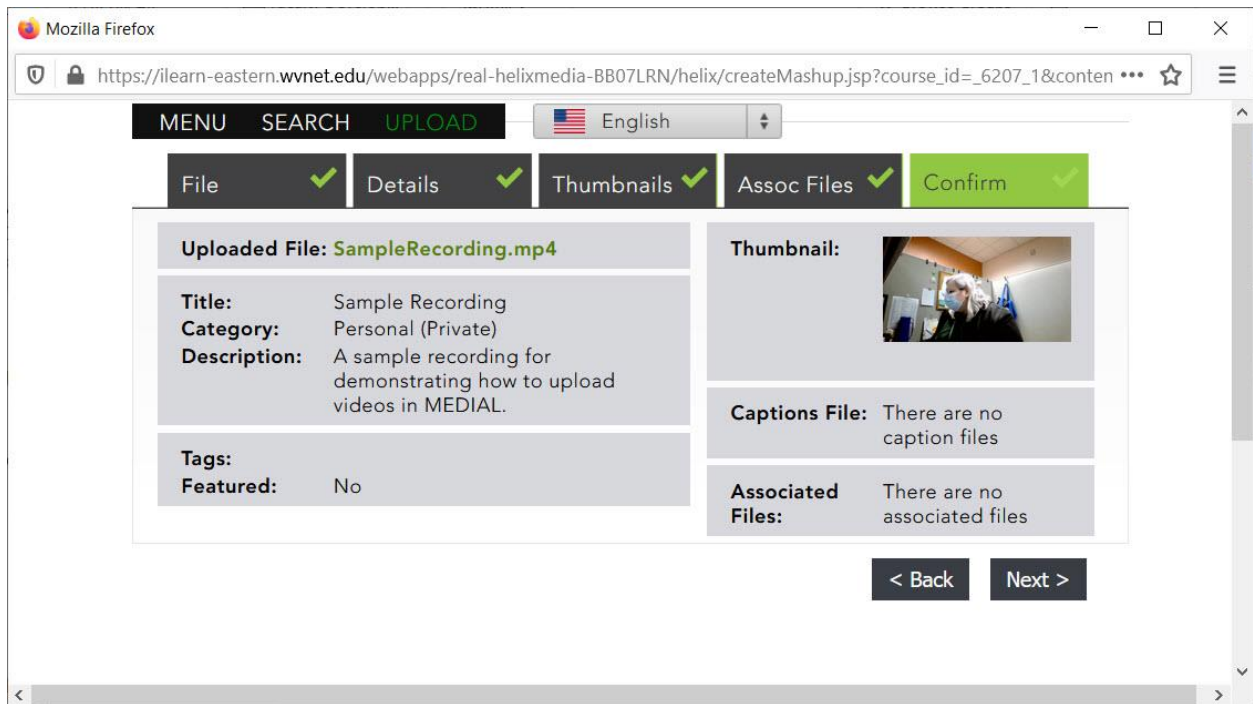
In the next screen, be sure to “Request Captions.” Selecting this option will allow for the addition of Closed Captioning for your video, which is extraordinarily important for accessibility for hearing-impaired learners. The captions will be available with the recording usually within 12 hours of the request, so plan ahead.



Select the language for the captions, “Confirm” your selection, and then click Next at the bottom right.

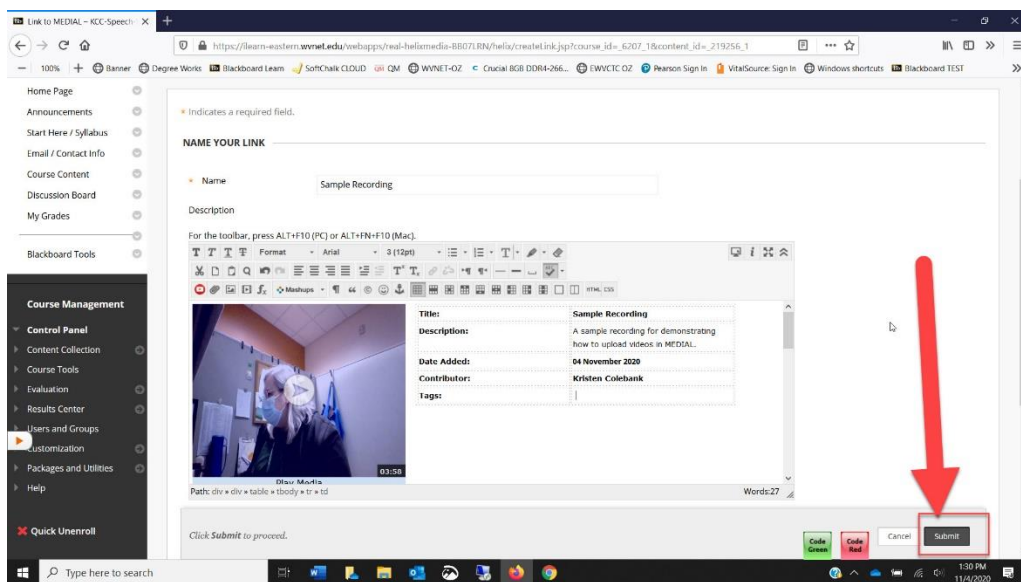


Confirm all your selections in the last screen, and then click “Next.”




A box will momentarily appear saying that it may take a while for the processing to finish. Wait for this box to go away on its own.

Once it goes away, you will be back in the link creation area, with the recording and information visible as a table inside the Blackboard text editor. You can change the text in the table if you need to, or add text above or below the table in the editor. When you are finished, be sure to click the “Submit” button at lower right.





Once you submit, the video will appear at the bottom of the Blackboard content area (as all new elements do). Here is what the recording will look like in the content area.



CONTENT REVIEW: All rights reserved.  
Date last modified: November 22, 2020.  
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
 **Nervousness and Public Speaking** 

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 **Sample Recording** 



<b>Title:</b>	<b>Sample Recording</b>
<b>Description:</b>	A sample recording for demonstrating how to upload videos in MEDIAL.
<b>Date Added:</b>	<b>04 November 2020</b>
<b>Contributor:</b>	<b>Kristen Colebank</b>
<b>Tags:</b>	

That's all! I hope this guide has been helpful.

Students have indicated in surveys that they want lectures from their instructors, whether they are audio or video files, so please give this a try. They don't have to be long (in fact shorter is probably better) and creating this type of content will help students.

The same process can be used to create audio lectures (though the audio file must be an mp4 or wmv to have the captioning work... it's possible that some other file formats might work with captions, but mp3 does not work with captions, which is inconvenient since it is such a common format. I have successfully tested the mp4 and wmv formats with captions).

Contact me with questions!!

-- Kristen