**How to record a video using a webcam or a digital video camera, and then upload it to Blackboard**

**A. How to record a video using a webcam or a digital video camera**

Record a video either using a webcam connected to your PC, laptop, or Mac, or a digital video camera.

a) If using a webcam, save the movie file as “.MOV” format (playable with QuickTime) or in Flash format (.FLV) (playable with Internet Explorer, Firefox, or any other web browser) with a name you will easily recognize, in a folder of your choice that you will easily find at the time of uploading the video. For further and more detailed instructions on how to use a webcam, please see Appendix 1 below.

b) If using a digital camera, make sure the camera’s video file format is “.MOV”. If this is the case, after recording, connect the digital camera to your PC, laptop or MAC, and then download the video file to a folder of your choice that you will easily find later on.

Note 1: Once the file has been downloaded and saved to the chosen folder, you can change the file name if you wish to do so.

Note 2: For websites where student s can view demos or download webcam software, please see Appendix 2 below.

Now that you have created a video and that video is stored in your PC, laptop, or Mac, you are now ready to upload that video to the Blackboard course.

**B. How to upload your video to your Blackboard course**

In order to upload a video, you need to treat the video as any other file to be uploaded. In other words, adding a video is just like adding any other type of file:

1. Locate the assignment that asks you to upload a video to Blackboard
2. Open the assignment and choose the video file you wish to upload (as you would choose any other word document from your files)
3. Choose the option to upload it (usually called “attach file”
4. Click on “ok”.

The only difference is that video files usually take longer to upload than word documents do. Also, please note that the longer the video is, the longer it will take to upload.

Please click on the following link in order to review a step-by-step video with instructions on how to attach a file in Blackboard 9:

<http://www.youtube.com/watch?v=e-Tk_U6Cik4&feature=related>

**Appendix 1. How to Use a Web Cam**

Today webcams are easy to use, efficient and inexpensive. In some models, laptops even have a webcam built in. By following several simple steps, you'll be on your way to having fun with your webcam.

Instructions::

* Headphone set with microphone (if the camera doesn't have one)
  + 1 Plug your webcam's USB cable into a USB port and turn on your computer. Once the computer's operating system finds the camera, it will ask you if you want to install the driver. Click on "Yes" or "Install" and insert the installation disc that came with your camera when prompted. Wait for your webcam's software to finish installing.
  + 2 Access your webcam's settings once it's installed. Click on its icon on your desktop or access it through where it was installed in your computer. Adjust your webcam's settings by customizing the camera's resolution, speaker and microphone to your liking. This process will vary depending on your webcam, but usually you can access these settings through the "settings" menu. Other functions include being able to take still photos, recording "motion pictures" as well as doing audio captures. These settings will be displayed by obvious icons on the webcam's software menu. Features will vary depending on the type of webcam.
  + 3 Test the built-in microphone or use an external headphone set so you can also talk to other people via webcam. To test the microphone, simply run a "sound test." This can be accessed under the "settings" menu in the "sounds" section.
  + 4 Open a free account with Yahoo! Messenger, Skype, Windows Live or ICQ by going to their websites and installing the software. For instance, if you want to install Yahoo! Messenger, simply go to Yahoo.com and click on the "Messenger" link on the left side of the screen next to the "smiley face" icon, and install the software by clicking on the "Download Now" tab and following the instructions.
  + 5 Invite other friends to your chat. Voice over IP software services such as Yahoo! Messenger, Skype and Windows Live have integrated features that allow you to converse with other people while seeing each other through the webcam. Invite friends by opening the chat software you are using and clicking on the "add new contact" or "add" option and typing the person's email or User ID in the blank box. Wait for the other person to accept your invitation. Once you see the person listed under your contacts, right-click and select the "video call" or "video chat" option. This will vary depending on the software you are using, but the process is similar regardless of the software you decide to use.

The information above was copied/retrieved from the following website: <http://www.ehow.com/how_6589860_use-cam.html?utm%5Fmedium=widget&utm%5Fsource=ehow%5Fwidget&utm%5Fcampaign=ehow%5Ftopics>

**Appendix 2. Some websites where students can download Web Cam Software & Instructions (in some cases, for free)**

[Web Cam Software](http://www.ehow.com/ehow_radlinks_ads.html?term=Web+Cam+Software&channel=int_on_the_web,text,suggested7,widget&google_rt=ChBOMa3hAAhXlgrmjahy2WqCEhBXZWIgQ2FtIFNvZnR3YXJlGgjTW9l70xMg2igBUhMIurPY29ikqgIVCZHmCh1lB4s3&google_kw_type=radlinks&google_rts=ChBOMa)

<http://webcamrecorder.com/>

<http://webcamrecorder.com/download.php>