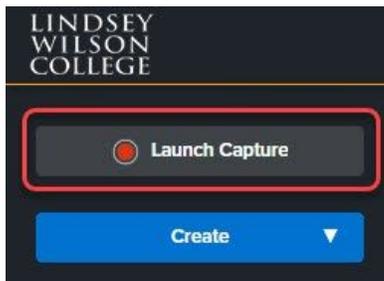


Recording and Linking a Video



Recording:

1. Log in to Techsmith Relay/Knowmia using your myLWC login. www.lwc.techsmithrelay.com
2. Click **Launch Capture**. Download and install the software.



3. If the software is already downloaded, Launch Capture will bring up a small window with a red **Capture** button. (It may take a few seconds to appear.)



4. You can now navigate to another window or application, like PowerPoint. The Capture button will remain visible in a floating window.
5. Click **Capture**. Then, **click and drag** the selection tool to highlight any part of your screen that you would like to capture in your recording. If you do not wish to record your screen, just click anywhere once to move on.

6. A floating toolbar will appear that allows you to select options and record.



7. Click the **chevron** next to the webcam icon to choose your camera and to select a recording option:

Picture in Picture - This will record your computer screen in the larger area with a smaller picture of the presenter in the corner.

Full Screen Webcam - This will not record the screen. It will record from the selected camera, so the presenter will be full screen.



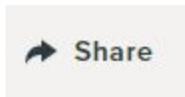
8. Click the **chevron** next to the microphone to choose your microphone, and click the **speaker icon** if you want to record sound from your computer. For example, you may want to play a video as a part of your presentation.
9. Click the **Red Circle** to start recording. While recording, the red circle will change to a **Black Square**, which will stop the recording when you are finished.



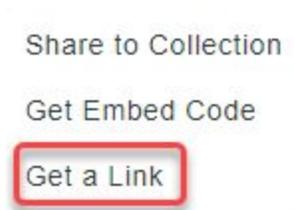
10. When you are satisfied with your video, click **Upload to Knowmia**.

Linking your video:

1. With your video open in TechSmith Relay/Knowmia, click **Share**.



2. Click **Get a Link**.



3. Click **Copy**. This will store the link address on your clipboard until you paste it into the Blackboard submission box.



4. Open your Blackboard Assignment and click **Write Submission**.

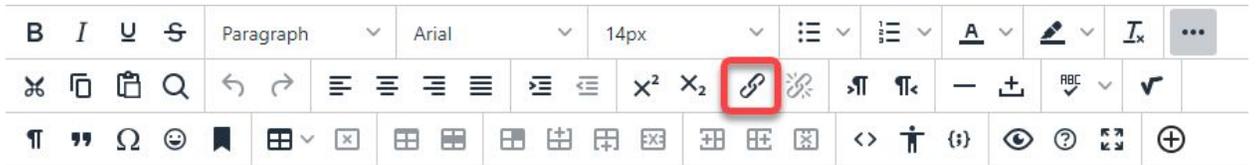


5. If you do not see three rows of icons above the text box, click the three horizontal dots to open the full toolbox.

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



6. Click the **link** icon.



7. Paste the TechSmith Link into the URL box using the keyboard shortcut, **Control-V**.

A screenshot of the 'Insert/edit link' dialog box. The dialog has a title bar with a close button (X). It contains four input fields: 'Url', 'Text to display', 'Title', and 'Open link in...'. The 'Url' field is highlighted with a red border. Below the fields are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.

8. The **Text to display** box can be the URL address or any other wording that you want to serve as the clickable link. Click **Save**.

9. When you have typed all necessary information into the text submission box, click **Submit** to turn in your assignment.

A screenshot of a submission button bar. It contains three buttons: 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is highlighted with a red border.