

# HOW TO RECORD USING RECAP

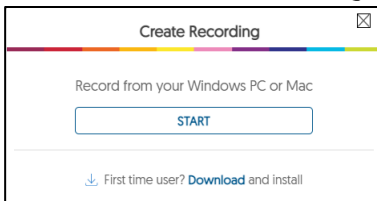
## ACCESSING RECAP TO CREATE A RECORDING

### DIRECTLY THROUGH BLACKBOARD

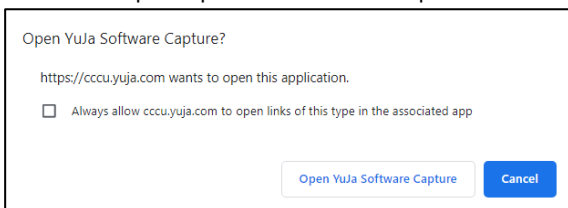
- Open your device's browser (Google Chrome is recommended) and open your Blackboard course / module
- Click on ReCap from the course (the page will reload as ReCap opens)
- From within the ReCap media window select **Create Recording** top centre of the screen.



- From the **Create Recording** window that opens select **Start**



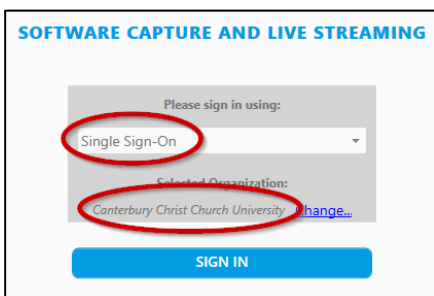
- A further pop-up window will open, select to **Open YuJa Software Capture**



### DIRECTLY THROUGH YUJA SOFTWARE CAPTURE

If you have downloaded the software to your own computer

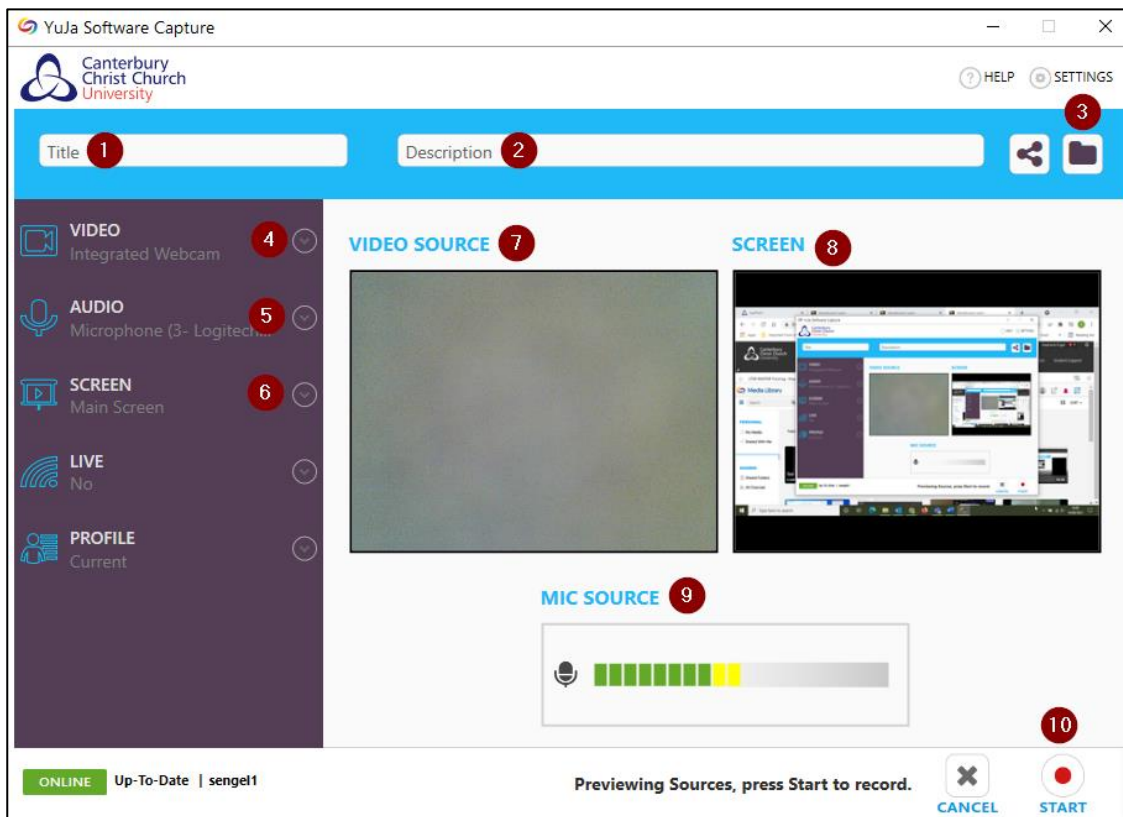
- Double click the **YuJa Software Capture** icon from your desktop
- Select **Single Sign-On** and ensure **Canterbury Christ Church University** appears under Selected Organisation:



- Select **SIGN IN**

## RECORDING USING RECAP

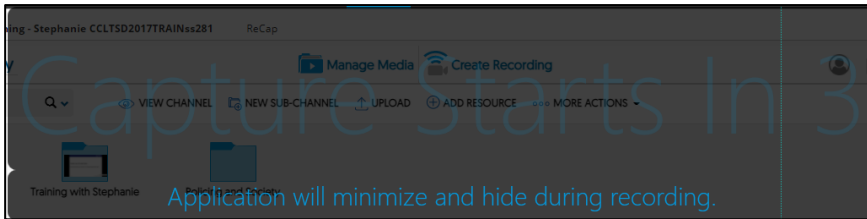
### YUJA SOFTWARE STATION RECORDING WINDOW



- From the Software Capture window that opens, enter a Title [1] and or Description [2] for your recording.
- If you have a folder structure created within your ReCap Manage Media area you can select where you wish the recording to be saved [3]. If you do not select a specific folder the recording will automatically save to the 'default' area.
- Use the drop-down options next to Video [4], Audio [5] and Screen [6] to select the input devices or toggle for these to be OFF if you do not wish the recording to capture the Video, Audio or Screen.
- If you select to record Video and Screen a small preview of each appears [7] and [8].
- The Mic Source [9] bar will show the levels of audio being captured.

## STARTING A RECORDING

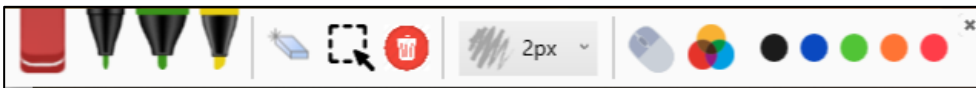
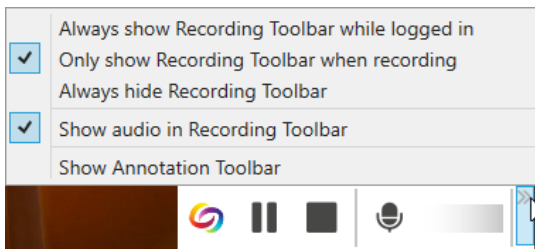
- Click on **Start** [10], a count down from 3 will appear as a watermark over the screen:



- A small tool bar will appear in the bottom corner of the screen:

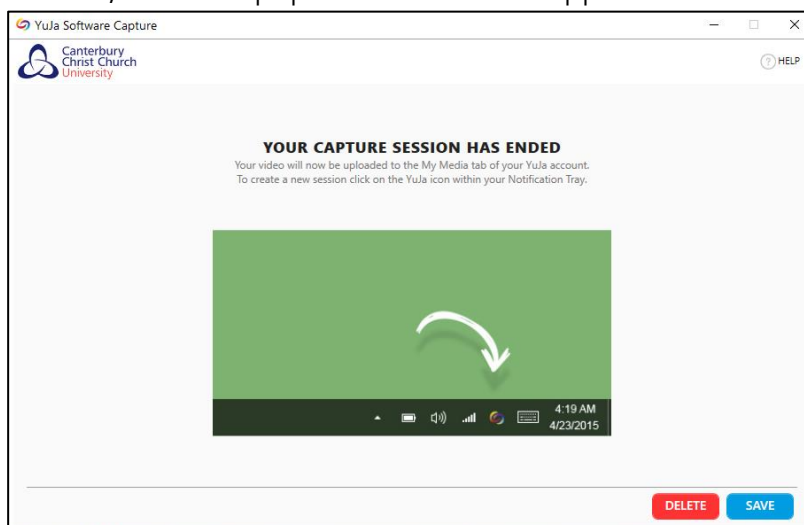


- Selecting the double chevron in the right-hand corner of the toolbar will offer additional options, including displaying the Annotations Toolbar:



## ENDING A RECORDING

- When you have completed your recording, select the **Stop** icon from the Recording Toolbar, a further pop-out window will appear:



- Select to either **Save** or **Delete** your recording.