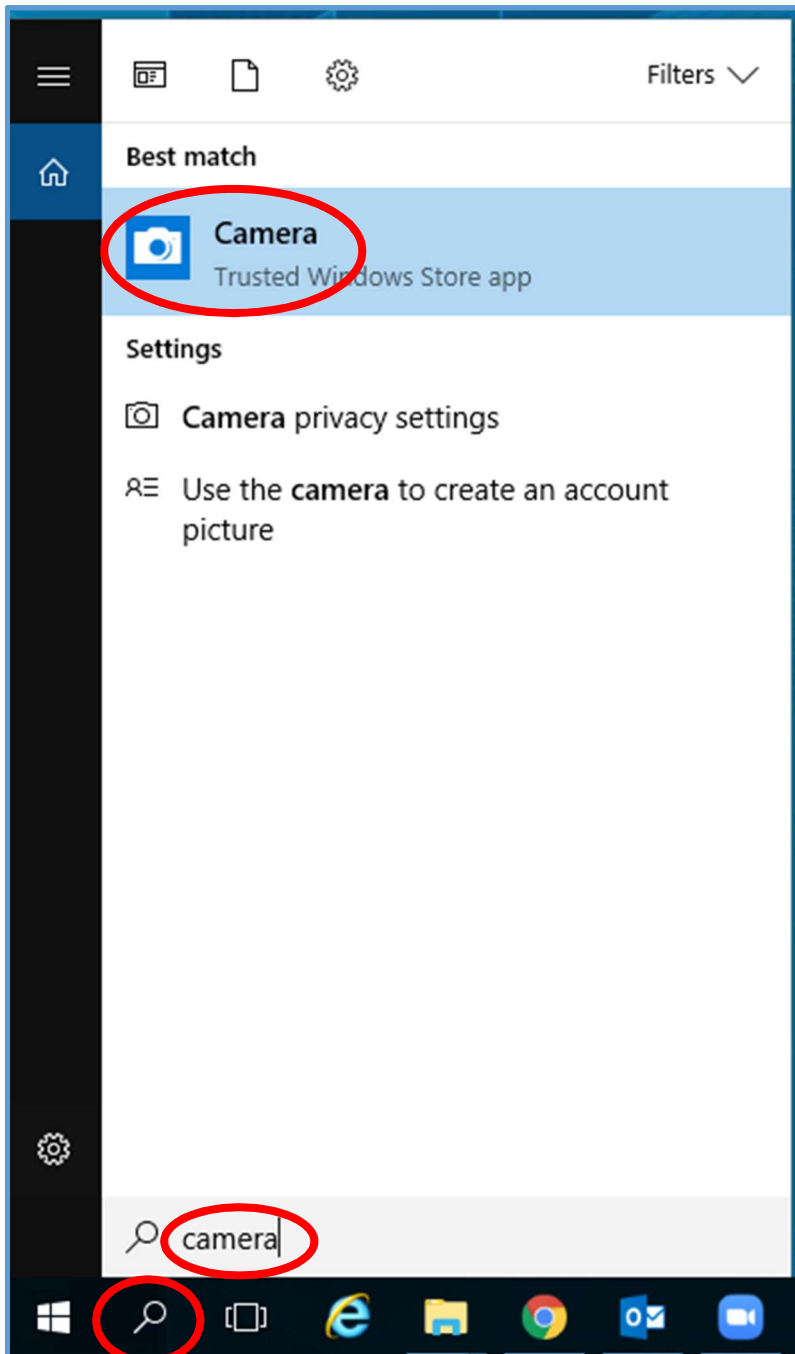


HOW TO RECORD A VIDEO ON YOUR COMPUTER

In the event that you need to make a video on your school issued computer there is a very simple process to do this.

Each school issued has a webcam installed in the centre of the top of your laptop screen, when this camera is live you will see a small green light on to indicate it is operating.

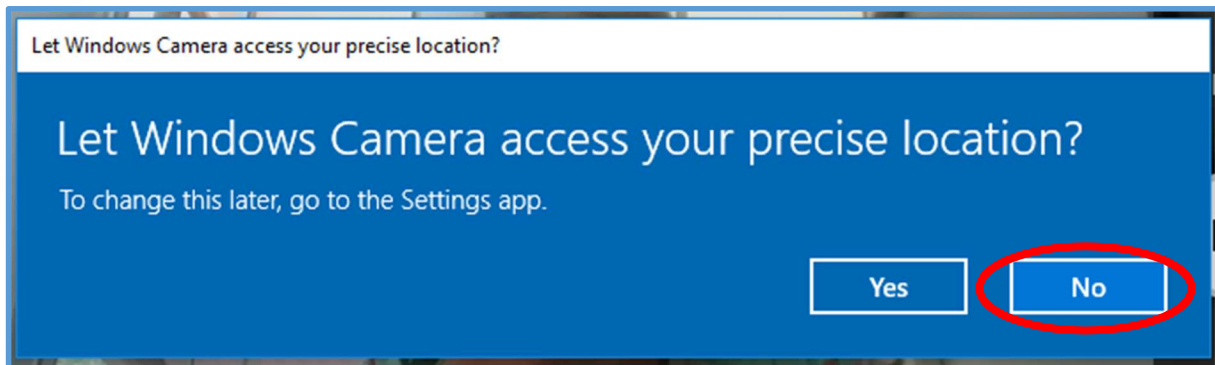
To create a video follow the steps below



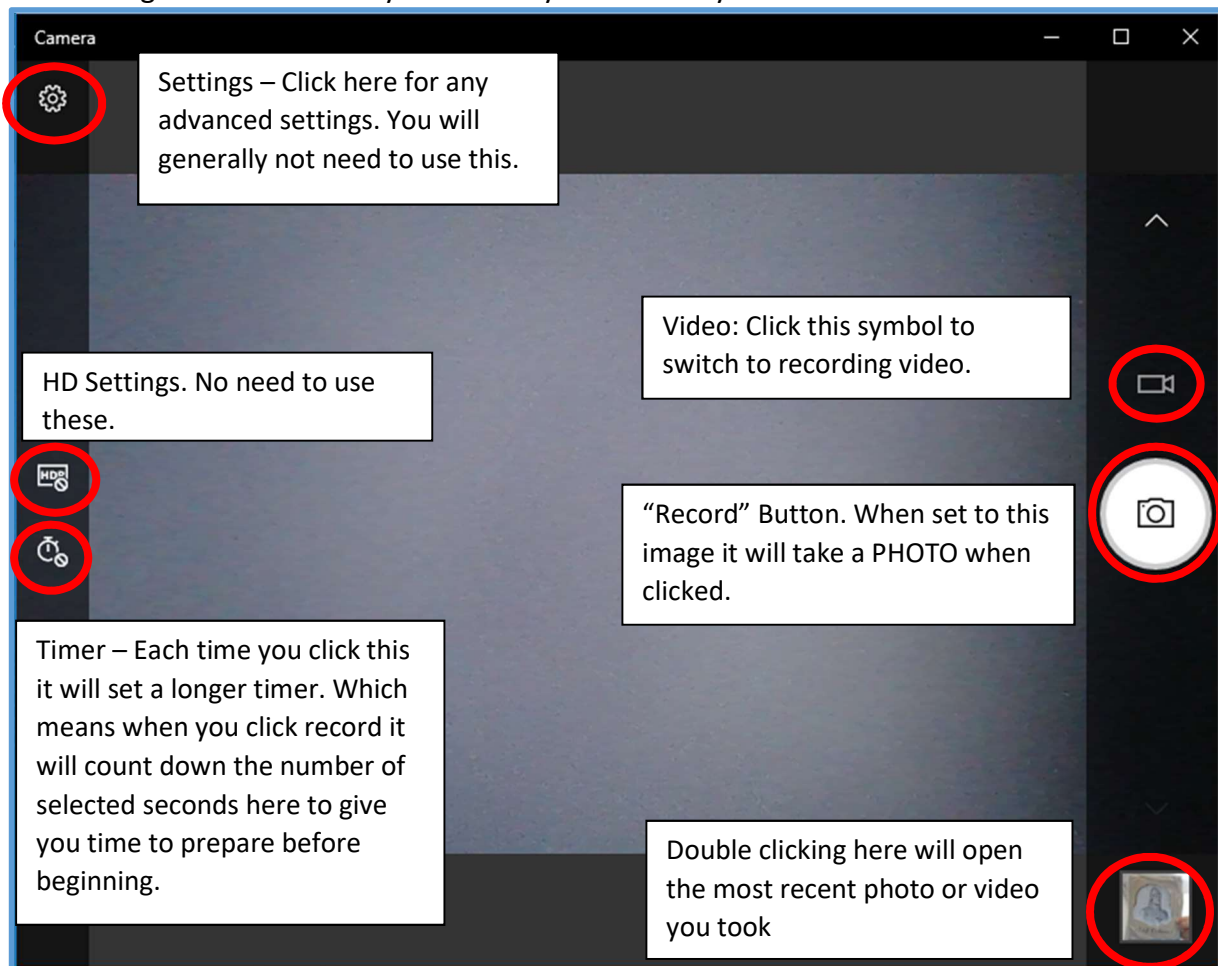
1. In the bottom left hand corner of your laptop selection the small magnifying glass icon. This will raise the search bar as seen to the left here. Type in the word CAMERA as seen below.

The Camera App will appear at the top of the search bar as a Blue Icon. Simply click this to open the Camera App.

When the program opens you MIGHT see the following message.
If this appears simply click NO and the program will open as normal.



You will now see the camera app open and ready to use as below. The white space you see in the image below is where you will see yourself ready to record.



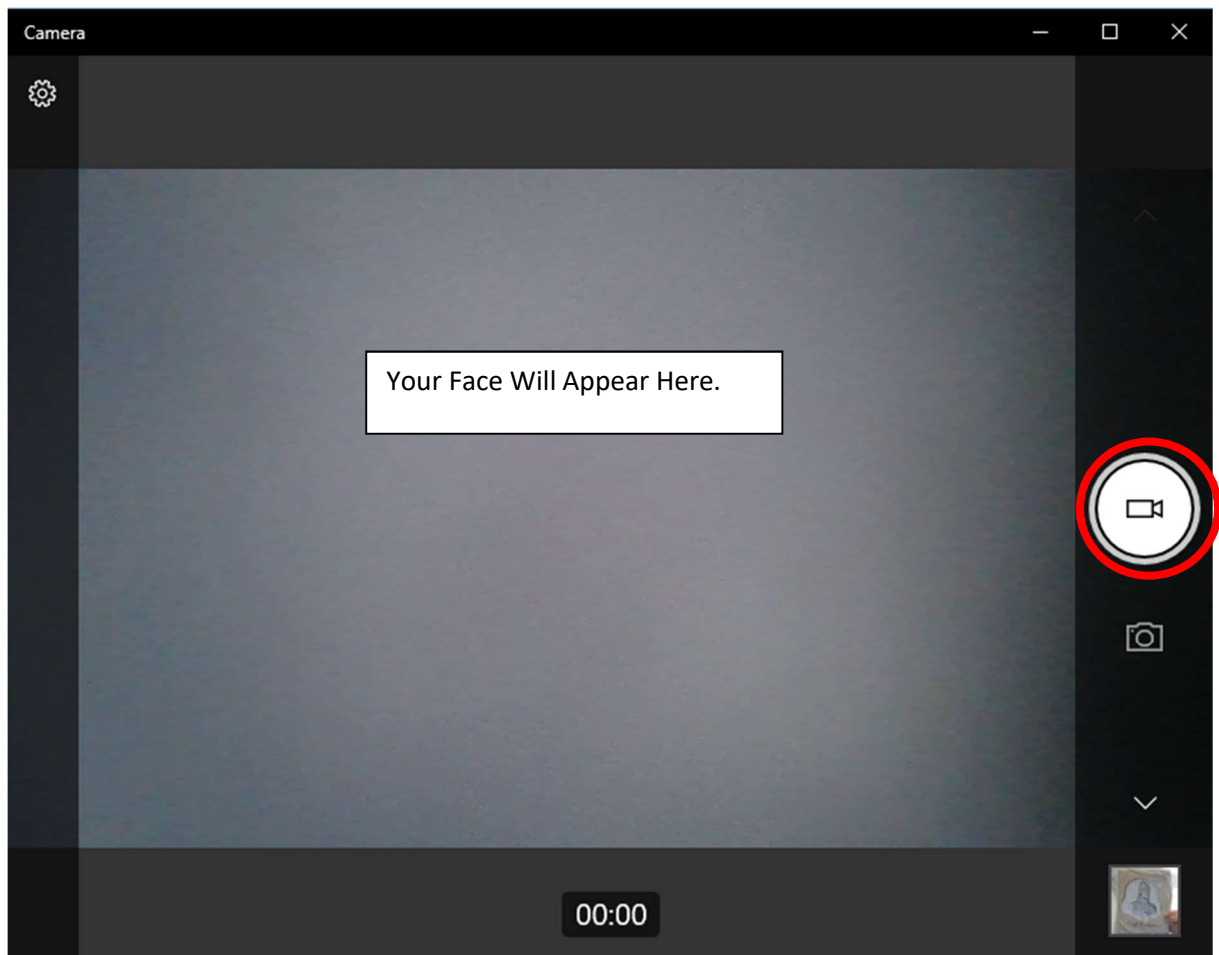
Now Click the Video Symbol on the right hand side to switch to Video Mode.

Once you have switched to Video mode you will see the symbol on the right hand side circled in red here.

Simply click this to commence recording your video. Unless you have a headset or microphone connected to your computer you will need to speaking loudly and clearly and as close to the computer as possible.

Remember to frame your recording so everything that needs to be filmed is in the frame. If you are standing and demonstrating something ensure the frame captures you from just above your head to approximately your waist. If you are doing a full body demonstration, Dance, PE, Drama etc, ensure you are captured head to toe as well as the space around you.

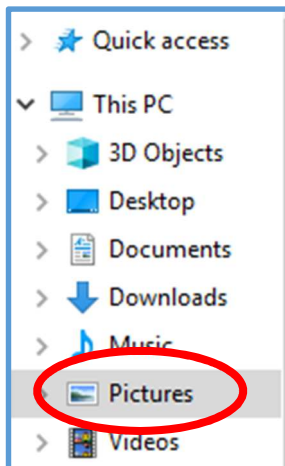
If you are ready click the Record Button and begin. When you are finished click it again to end.



Once you've finished, click on the icon in the bottom right to review your video. If you are unhappy with it, you can record it again. If you're happy with it, you can now go and label the file and store it where you need it.

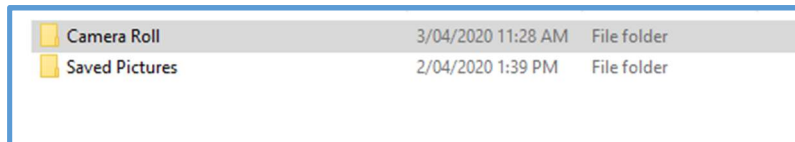
If you're happy with your file, you can now locate it, rename it, move it, send it or upload it somewhere as required.

In your taskbar click on the File Explorer Icon.



This will open up the "File Explorer" often referred to as where you find the "My Documents" Folder or where you will go to access your G or H Drive.

In the menu under "THIS PC" double click the option that says "Pictures" This will bring up the following options on screen.



Now double click "Camera Roll" this will bring you to the folder where all images and videos are taken from the Camera App.

Each file defaults to a generic name.

Images are stored as JPG file (ending in .jpg)

Videos are stored as a MP4 Video (ending in .mp4)

You will be able to identify your video by the the date and time it was taken in the "Date modified" column, it will be the most recent video recorded on the current day.

Double click your video to ensure it is the correct one, then close and return to this screen.

Right click and rename your filed to whatever you require "English Assignment Term 2" you can then either keep this video in this location or copy/drag it to a different folder on your computer for later access.

