



## How to Record or Upload Media

Video Walkthrough: [CLICK TO VIEW](#)

### Before recording:

- Use **Google Chrome**
- Check that preferred peripherals, such as your **microphone and/or webcam**, are connected and working as expected.
- **Consider your recording time** - 20 to 45-minute recordings retain student attention
- **Open materials** such as PowerPoint, Excel, or additional browser windows before launching the recorder to ensure fluidity. Avoid background noise and speak in a clear natural tone. This will help if you decide to auto-generate captions later.
- Allow pop-ups or add an exception for <https://connect.mheducation.com/>.

From the All Media page of your Connect section,

Click the Add New Media box. First let's record new media. Give the recording a title now or edit the title later when the recording is completed

Click the dropdown to the right of "Format" and select which format you wish to record. Note that Audio is always included with Camera, Screen, or Screen and camera. Click "Launch Recorder".

Click "Set up your Microphone and Camera". **If this is your first recording, you will be presented with a pop-up window requesting you to add the GASPAR screen recorder.**

Click "Add to Chrome" and then click "Add Extension". This will occur only once.

Exit any tabs opened while adding the extension and navigate back to Launch Recorder and then set up your camera and microphone. If sharing your screen, it is recommended to share your entire screen, especially if you will be using multiple sources such as PowerPoint, Excel, and your browser during the lecture.

### Start Recording to display the recorder toolbar.

In screen sharing instances the toolbar may be moved anywhere on the screen while recording. When finished, click Stop, Save and Submit.

Your recording will Transcode and upload automatically. When the "Status" displays "Ready" you will be able to share your media with students from within or outside of Connect depending on your requirements.

| Name   | Type  | Status | Date Created      | Date Modified     |
|--|-------|--------|-------------------|-------------------|
| Media Services Introduction<br>Alternative Formats: None | Audio | Ready  | 9/12/24, 11:23 AM | 9/12/24, 11:25 AM |

Let's Upload new media from an existing file. Click Add new Media. Click the Upload Media File tab. If you only require the audio from the file, check the box for "Audio only (optional)". Click "Attach File" to open the file navigator.

### Browse to the folder where your media file is saved

and click the required file once, Click "Open" from the navigator window. The name of the source file will populate the Title box, and

the "Upload" button will become active. Click the "Upload" button to complete the process.

The time it takes for the media to become Ready depends on the size of the file and your internet bandwidth. You may upload multiple files in a session, you do not need to wait for one file to become Ready before uploading the next.