One step recording

Locate the Recorder on the Windows Start Menu shown below



Notice the little widget that appears on screen

You can move this widget to any section of the screen





Make sure Full screen is selected







Click the Record button to begin Recording the entire screen

Any of the classroom microphones, including the microphone in the document camera will also be part of the recording



You can verify microphone activity by Right Clicking on the volume icon on the taskbar and selecting Recording devices

The active microphone device will light up when you speak into the microphone. Be sure to set that device as the Default Recording Device



Notice the little REC icon that appears in the top left of the screen.

This indicates the screen is being recorded.

This icon cannot be moved



From this point you can resume normal classroom activities such as full screen presentations, documents, web sites, etc.

Notice the little REC icon is active throughout



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Learn More

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Clicking the REC icon at any time will stop the recording and immediately launch the video player and play your recording.



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The video file can be found under: c:\users\*your onyen*\Documents\Aver\Media Library\Video

Feel free to copy this file to a flash drive or upload to any cloud storage platform

