

# WebCam Instructions


What it's for

Recording video responses to students' online discussions

What you'll need

- A web cam (available from MStores for about \$50-\$100) – installed with the software that comes with it
- RealProducer Basic (<http://www.realnworks.com/products/producer/basic.html>) installed
- CTools course site

## **Recording video with a Logitech Camera**

- Plug the camera into a USB port – possibly on your monitor, but probably on the front of your computer .
- Click the “Logitech Video” Icon in the lower-right corner of your screen and choose “QuickCapture” from the menu. A screenshot of the Windows taskbar showing various system icons. The Logitech Video icon, which depicts a camera, is circled in red. To its right is the system clock showing 12:19 PM.
- Position the camera in front of you.
  - Note: hold the base of the camera, not the “stem”
- Click the “Record a Video” button.
- Look directly into the camera and begin speaking.
- To stop recording, click the “Press to stop recording” button that takes the place of the “Record a Video” button.
  - Note: Stop recording every 10-15 minutes, or between topics. This way, if something goes wrong, you'll only lose a few minutes of video instead of an hour of video. It also makes it easier for students to go back and find certain sections of the video later on and keeps video clips to a manageable size.

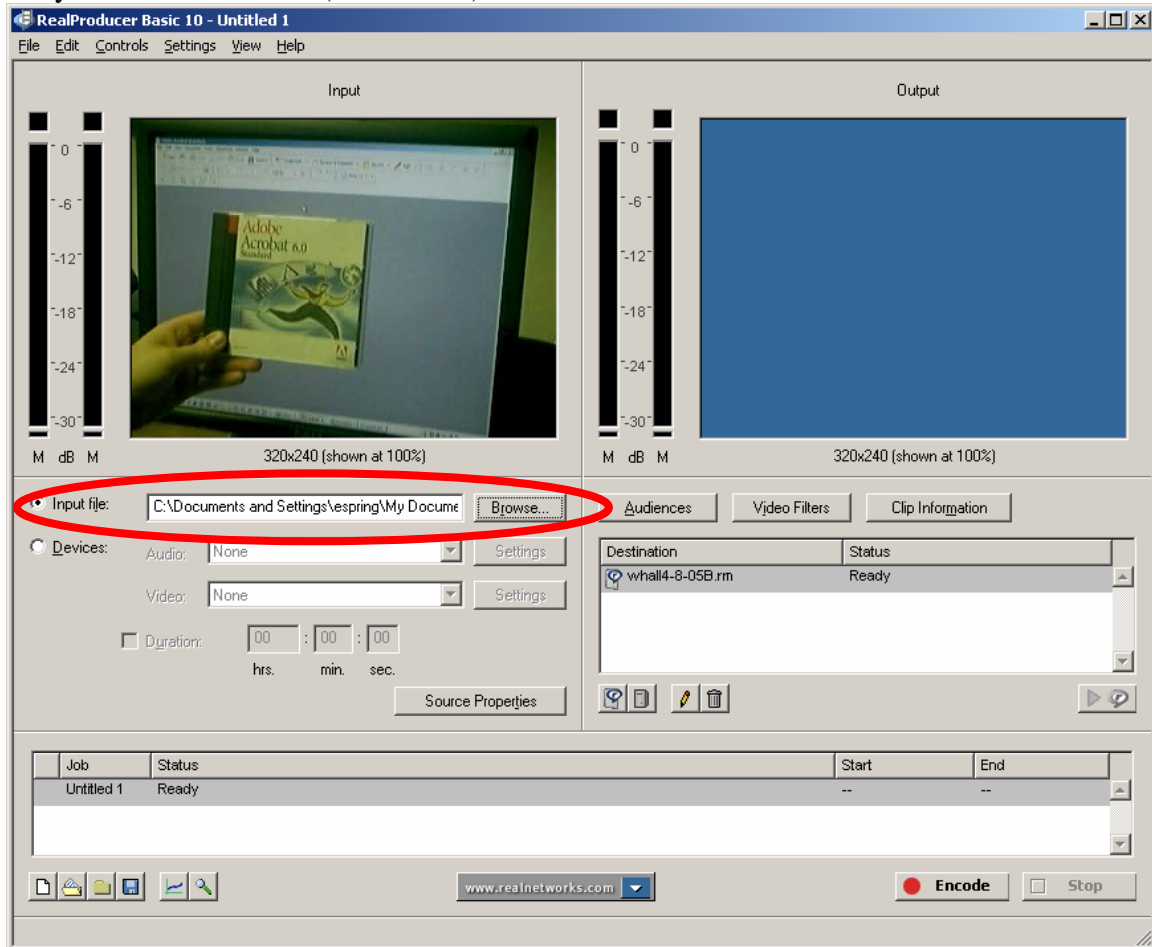
## **Encoding (Compressing) video with RealProducer**

### **First, a few underlying concepts:**

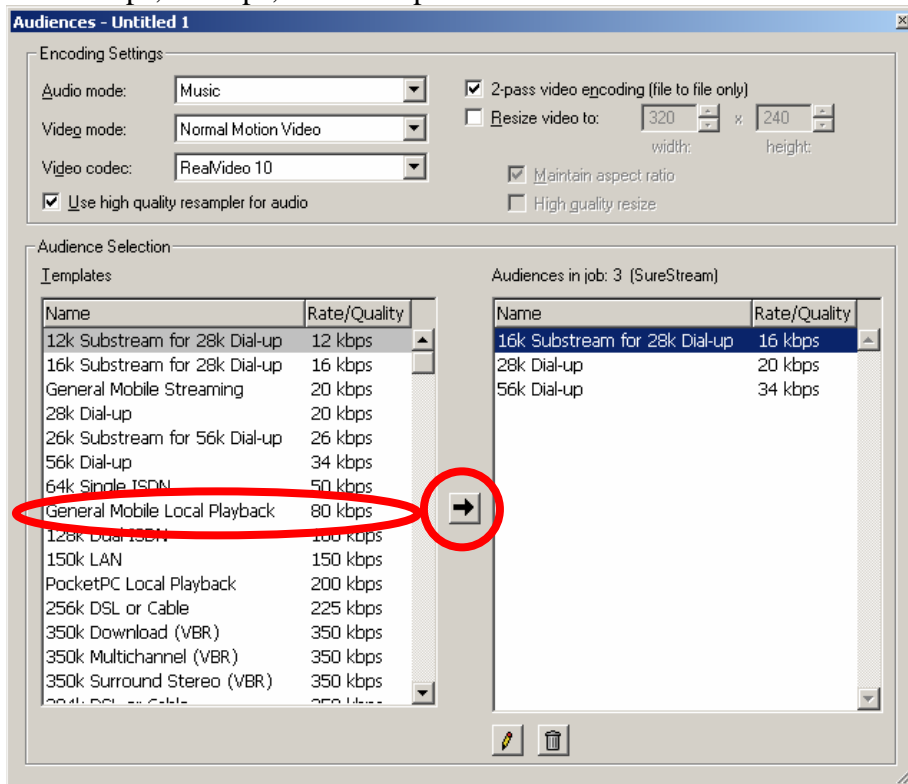
- Videos are captures in .avi format. This “raw” file format can be viewed by the Windows Media Player that comes on every Windows computer, but not on Macs. The files are also very, very large – 15 minutes of video will probably be about 300Mb.
- RealProducer Basic (the free version) has enough features for you to do basic video encoding. Have it installed on your computer before you begin.
- Your camera's software will automatically store the video in a special folder called an Album or Gallery. There will probably be an icon on your desktop that says “Shortcut to My Logitech Pictures.” Double-clicking on this icon will open a video viewer – not the actual folder. The actual folder (on a Windows computer) is in My Documents → My Pictures → My Logitech Pictures → Pictures and Videos

## Instructions for encoding video

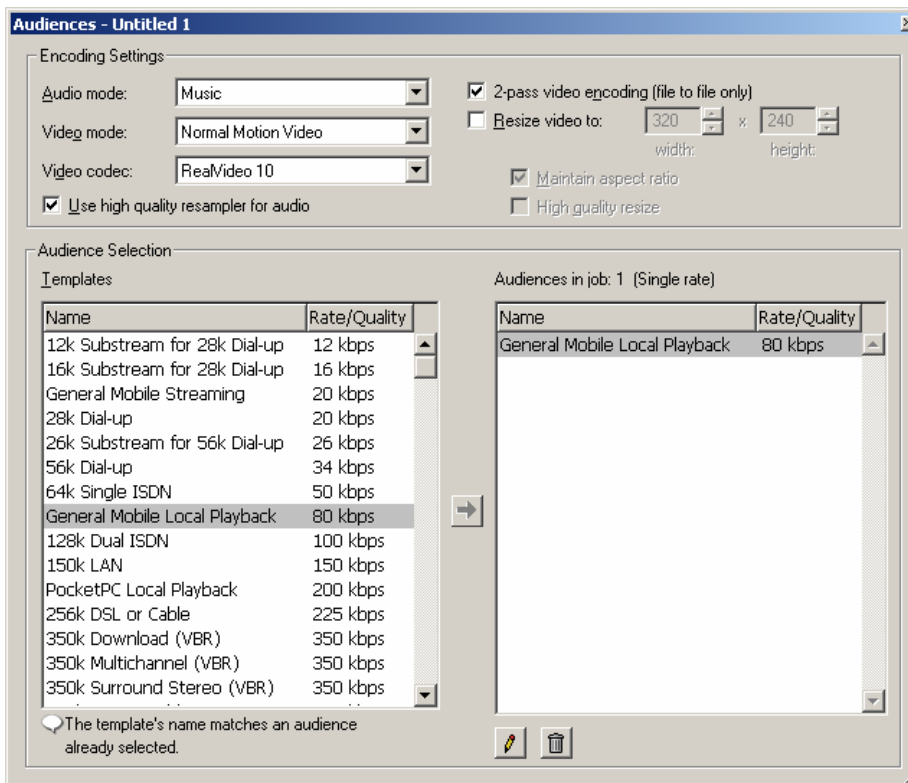
- Open RealProducer.
- On the left side of the screen, under “Input file,” browse to My Documents → My Pictures → My Logitech Pictures → Pictures and Videos and double-click on the video you want to encode. (See below.)



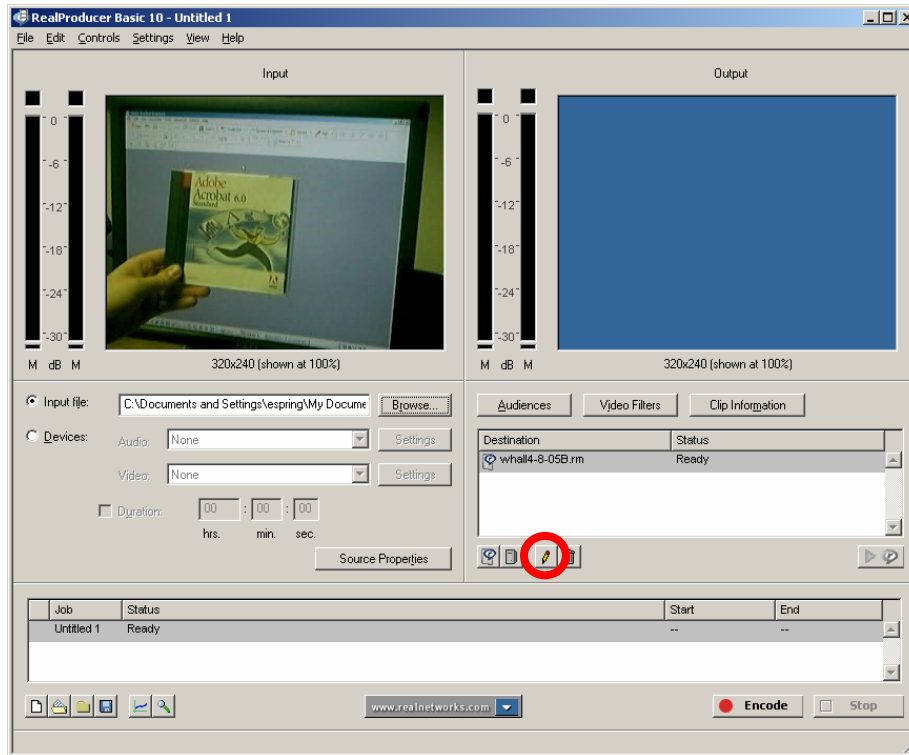
- Next, click the “Audiences” button.
- Click on each item in the right column, then the small trash can icon. This will delete the 16 kbps, 20 kbps, and 34 kbps items from the list.



- Then click “General Mode Local Playback 80Kbps” in the left column and the arrow button. When your Audiences window looks like the picture below, close it.



- Now you need to designate a better file name for the encoded video. Click the pencil icon to edit the name of the “destination” file.



- Give the video a good file name.
  - IMPORTANT: Be sure there are NO spaces or special characters (\*&^%\$#?@!) in the name.
  - You probably want to include the course number and the date in the file name.
  - Examples of good file names:
    - N503.08.15.05.rm
    - responseWk1.rm
- You can also browse to a more convenient folder to store this video, if you like.
- Click “Save” to close this window.
- Now click the “Encode” button in the lower right corner. This will create a compressed copy of your original file with the new name at the new location. This file will be about 6 Mb instead of 300 Mb.

### ***Posting the video online***

- Simply go into your CTools site and post the video under “Resources.”