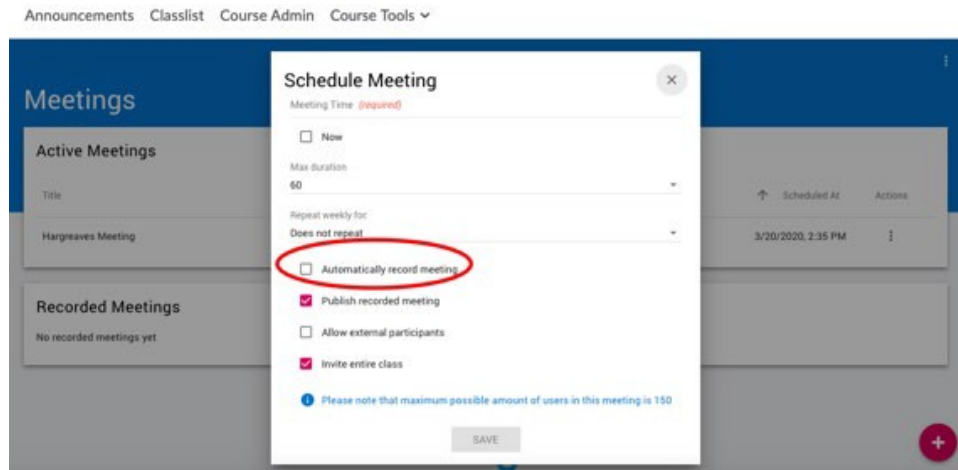


Recording Your Virtual Classroom Sessions/Meets

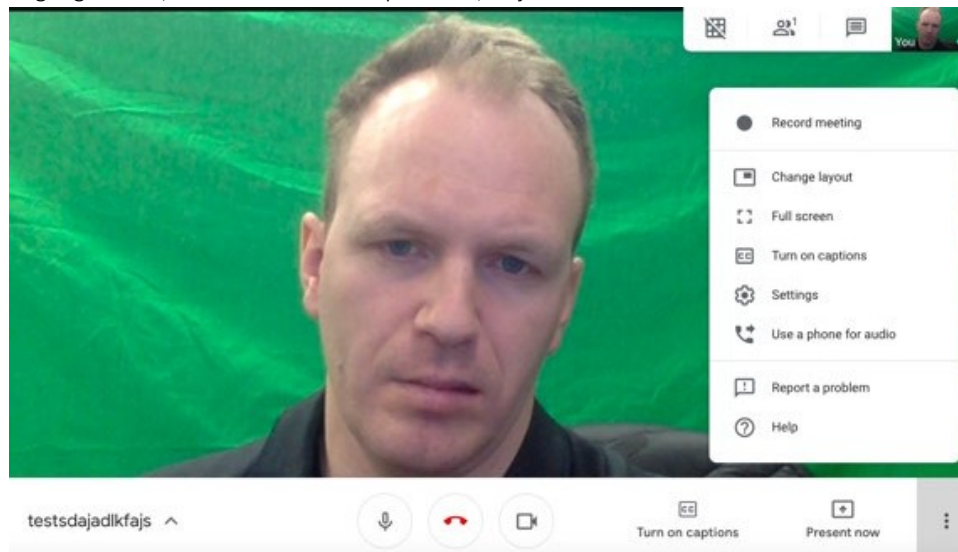
The latest direction (as of this morning) is that we are NOT to record students in any way shape or form. Unfortunately, recorded D2L Virtual Classroom sessions, and recorded Google Meet sessions, will both record the student voices and images if they are ever up on screen. You can obviously record yourself though, and portions of sessions that have no student voice/images. Below will be a tutorial, but first, how to turn off automatic recording:

Turning off automatic recording:

When starting a virtual session, make sure the following is deselected:



In google meet, it never automatically records, so just don't tell it to record.



How to record your teaching sessions(sans students):

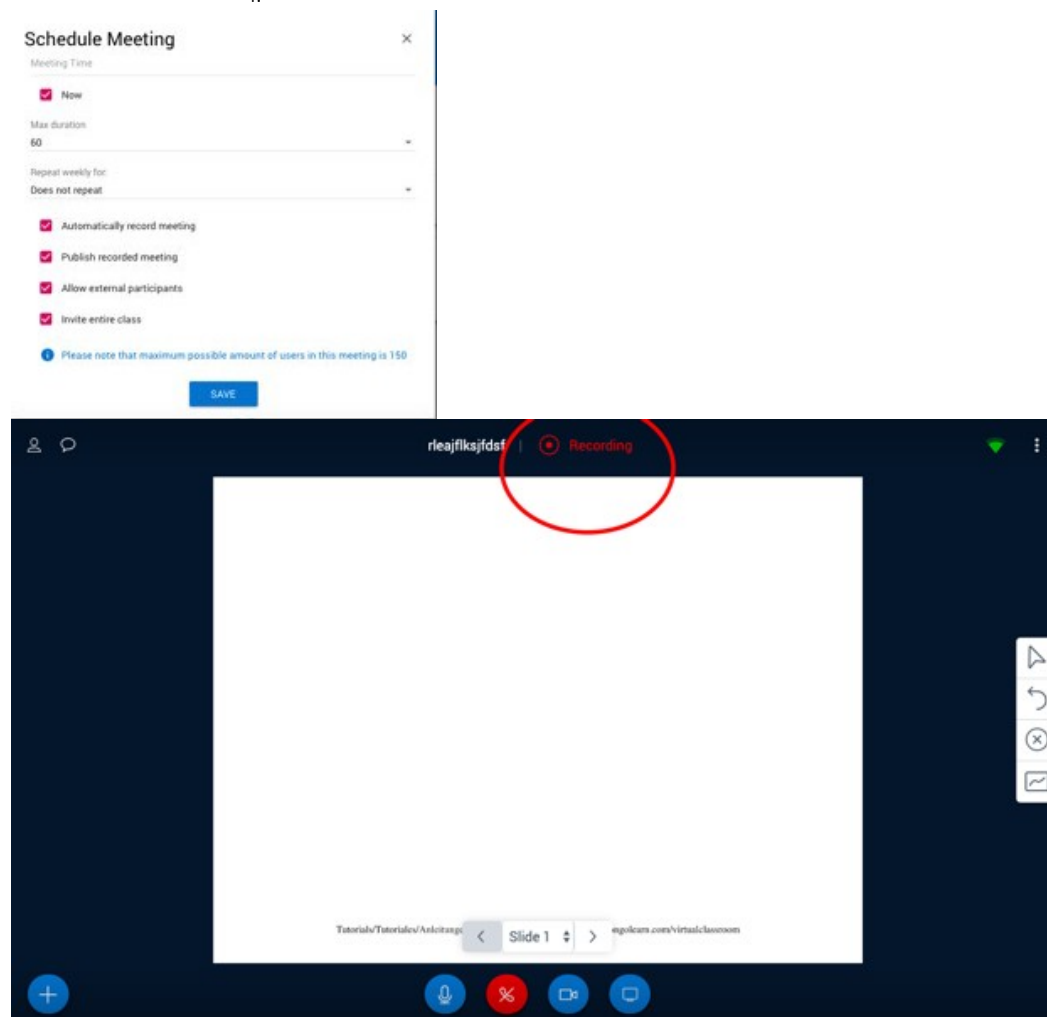
I will go over 3 general ways to do this.

1. Using D2L Virtual Classroom or Google Classroom in a SOLO session
2. Using QuickTime (Mac Only)
3. Using 3rd party screen capture/filming apps

1. **Option 1: SOLO session.** So you've already learned how to record sessions – why learn something new if you've already got this? Easy peasy – start either a virtual classroom or google meet and record as you normally would – JUST DON'T HAVE ANY STUDENTS IN THE MEETING.

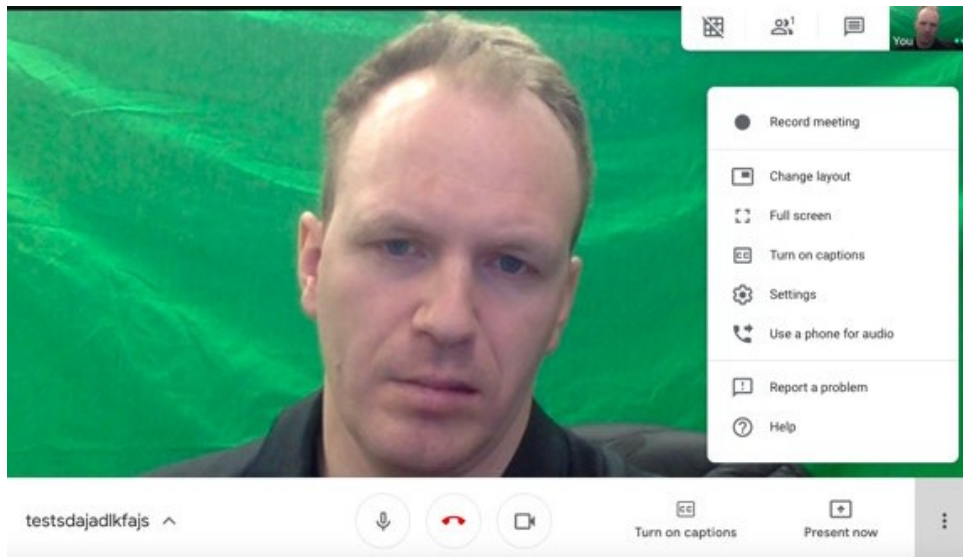
- a. D2L sessions are recorded by either setting the meeting to automatically record or by clicking “Not recording” from the top:

i.



- b. Google Meet is recorded by clicking the 3 dots in bottom corner, the “Record meeting”

i.



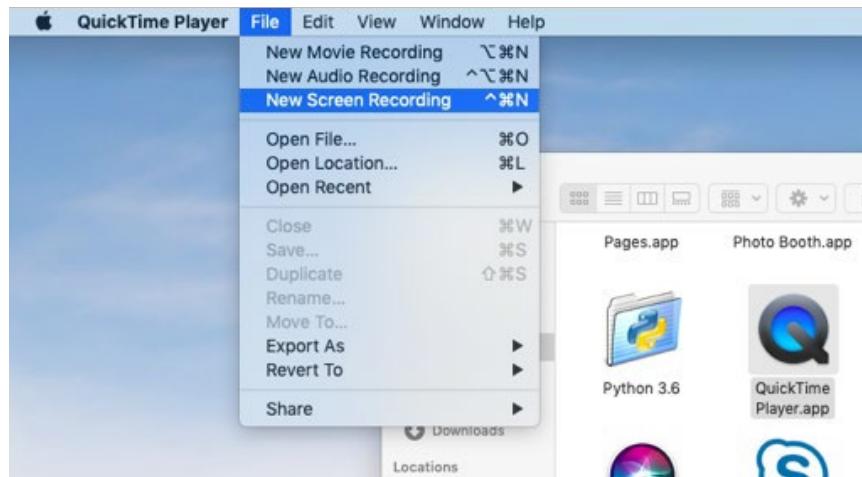
c. Help getting the video files to students is a different topic I will either tutorial later or alternatively field individual questions about over email.

1. Option 2 – QuickTime

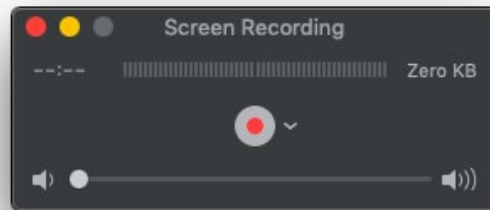
a. Open QuickTime from your applications folder or SpotlightSearch



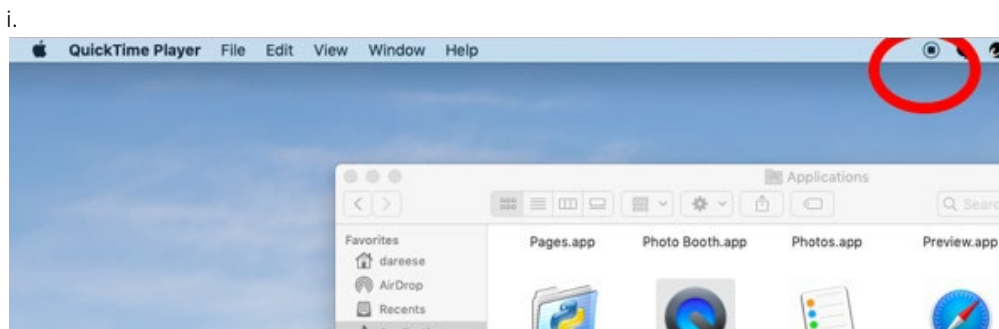
b. Click 'New Screen Recording'



- i.
- c. Click the red button (the dropdown beside it turns mic on/off, selects camera source etc.):



- i.
- d. When you're done, click the stop menu at the top of the screen (if you are in a full screen app, just hover near the top with your mouse until it appears- or exit fullscreen):



- i.
- e. You then have to save the screen capture video file you just made.



3. **3rd party screen capture apps.** – There are hundred of apps that can record you and your screen. Here are a couple:
- ScreenCast o Matic – Devon recommends. There are more tools in this for editing, clipping etc. <https://screencast-o-matic.com/>
 - OBS – Open Broadcast Studio – I (Reese) use this. Lots of power and tools, a little more complicated. <https://obsproject.com/>
 - Support for either of the two above will be offered individually