Quick Guide: Using the Media Recorder Tool

The Media Recorder tool enables faculty (and students) to establish greater “presence” in their communications in order to increase the level of engagement in a course. The Media Recorder is found in any ELMS environment in which the Rich Content Editor is present, i.e., Conversations, Announcements, Discussions, Assignments, Quizzes and Pages. Audio comments can be recorded using a built-in microphone (or a connected headset); video comments can be recorded using your computer’s built-in camera. Alternatively, the Media Recorder tool can also be used to import a media file (up to 500 MB) created external to ELMS in order to embed it in an ELMS tool environment (see end of document for a list of acceptable file types).

Imagine welcoming your students to the course space through a brief, embedded video on the home page, or adding your voice to the announcements or messages you create, or enabling your students to create media responses to discussion posts, or providing personalized media commentary via your grade book entries. The tool is simple to use and only requires that your browser have an up-to-date version of the Adobe Flash Player plugin enabled (go to http://www.adobe.com/support/flashplayer/downloads.html to download a free player).

Select any ELMS environment in which you would like to insert a Media Recording. In this case, the Discussion tool will be used.
Click the blue **Discussion** button or click on a Discussion topic link to open a current Discussion to post a recording.

Select the **Media Recorder** icon that is available in the Rich Content Editor toolbar.

The Media Recorder will give you the option of choosing to record a *video* or *audio* recording.
No matter which Media Recorder device you select, you will be prompted to allow “Adobe Flash Player Settings” to use the computer’s camera and microphone features. Click Allow.

**Record Media Option**

If you click on the Video icon, you will be able to see yourself and, when ready, click anywhere on the screen to begin recording. The recording will begin with a three second countdown before it begins to record. (NOTE: If you click on the Audio icon instead of the Video icon, you will just begin speaking. Click on the screen again to end the recording.)
Once a video has been recorded, the video file will appear in the “Description” box. Type a name for the discussion post in the Title field before clicking **Submit**.

**Upload Media Option**

The second option is to click the “Upload Media” tab. You will then be given two options for uploading. You will be asked to upload an Audio File or a Video File. Once you select the file from your local computer, the file will appear in the description box. Click **Submit**.
Acceptable Media File Formats in ELMS

Supported Video Formats Include:

- Flash video (flv)
- Macromedia flash (swf)
- Windows Media (asf) and (wmf)
- Apple Quick time (aqt) and (mov)
- Digital Video Formats: (mpg), (mpeg), (mp4), (avi), (wav), (m4v)
- Multimedia Mobile Format (3gp)

Supported Audio Formats Include:

- Digital Audio Format (mp3)
- Windows Media (wmf)
- Windows Media Audio (mwa)