

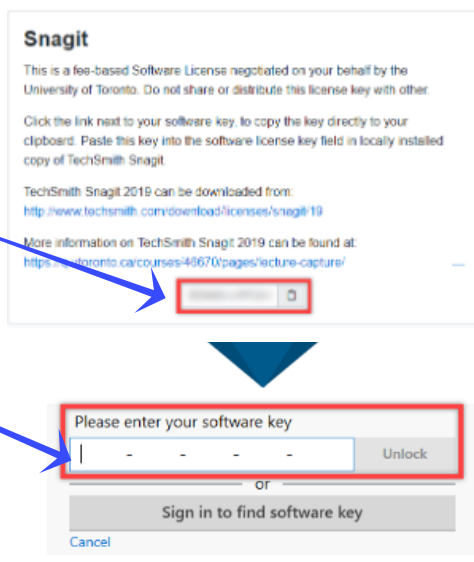
Remote Lecture Recording using TechSmith Snagit

The University of Toronto has licensed TechSmith Snagit as the institutional lecture recording solution to provide screen and audio recording. Resulting videos are saved locally on the computer where they were recorded and can be uploaded to MyMedia and shared through Quercus.

NOTE: The instructions below are helpful for recording voice-over-PowerPoint videos or recording make-up lectures. For instructional design and educational video support, please contact adon.irani@utoronto.ca

STEP 1: Install TechSmith Snagit software on your Laptop

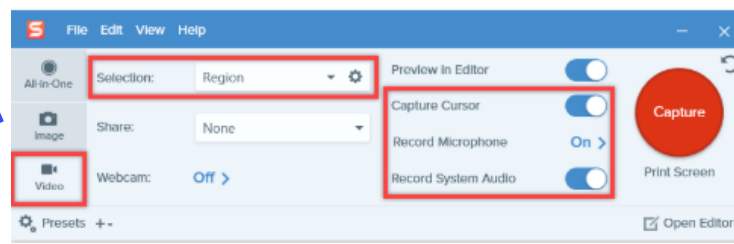
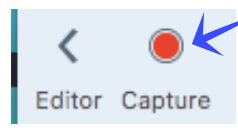
- a Visit the [Academic & Collaborative Technologies Snagit License site here](#) and log in with your UTORid and password.
- b Complete and submit the form.
- c Download and open the installer. Follow the steps as shown.
- d Copy the Snagit Software License Key shown on license site.
Note: This license key is private and owned by the University. Do not share or distribute this license key with others.
- e Launch Snagit 2019, select **Enter Software Key**, and paste your license key in.



NOTE: On IITS managed devices, you will need to contact the helpdesk in order to install the software: 416.287.4357 or helpdesk@utsc.utoronto.ca

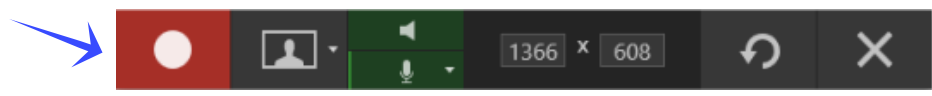
STEP 2: Record a Video

- a Launch Snagit 2019.
- b Click the **Capture** button to open the capture window.
- c Select the Video tab on the left.
- d Open your Microsoft PowerPoint slide file that you are going to lecture from. Under Selection, select the powerpoint window.
Alternatively, you may choose to record a region of your screen.
You can also select whether you want the recording to include your webcam, cursor, or record system audio.
- e Click the red Capture button and then select an area of the screen to record, such as the entire screen (Fullscreen) or a particular region.



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f Click the **red Record** button to start the recording. You can also adjust audio and webcam settings, or restart and cancel the recording.



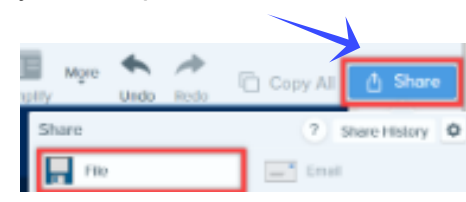
g Click the **blue Stop** button to stop recording.



h The recording will open in the Snagit 2019 Editor. You can preview and trim unwanted sections of the video using the media controls at the bottom.

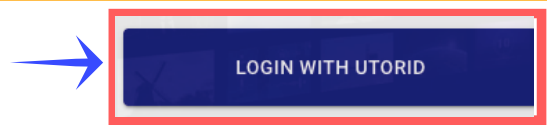
i Click the **blue Share** button at the top right and select **File** to save the recording to your computer.

NOTE: It is extremely important to record a one-minute test to ensure the audio is working. Please contact Mark.McKee@utoronto.ca if you have questions about audio production.



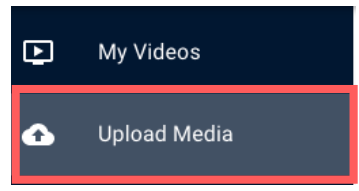
STEP 3: Upload the Recording to MyMedia

a Go to <https://mymedia.library.utoronto.ca>. Click "**LOGIN WITH UTORID**".

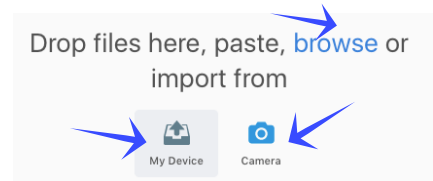


b You will be directed to the University's login page. Enter your UTORid and password and Log in.

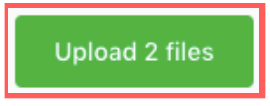
c From the right side-bar, click the "**Upload Media**" link.



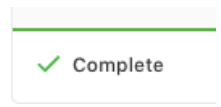
d You can either drag and drop files to the Upload media window. You can also click the "**browse**" link or "**My Device**" to find the files you want to upload. You can also record media directly by clicking the camera icon.



e Once all your files appear in the window, click the green "**Upload [x] File**" button to begin the upload process.



A message will appear at the bottom of the page confirming that the upload has been completed.

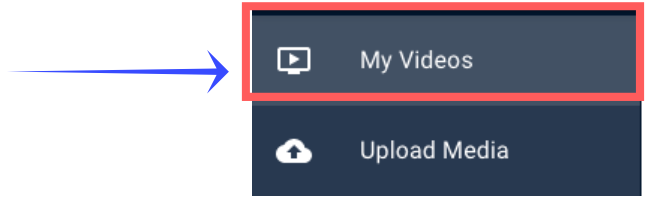


You will receive an email notification when the video is processed with instructions on completing the next step to make your media available for streaming and web serving. Processing time depends on the server load and can take up to 2 hours.

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STEP 4: Publish your media files

a In the MyMedia platform, click "My Videos" link.



b You should see separate cards for the different media you uploaded.

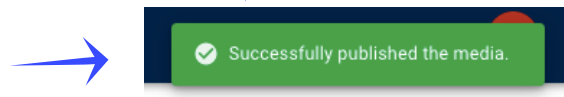


Click the "Publish" button under a media card to publish the files.

c Enter the title of the file and click "Submit".



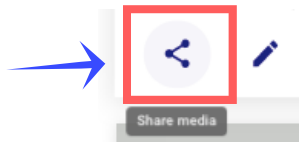
d You should see the message "Successfully published the media".



STEP 5: Add your Recording to Quercus

a In the MyMedia platform, click "My Videos" link and find the video you want to share in Quercus.

b Click the "Share media" icon in the file card.



c A window will open with two boxes. Click the "Copy to clipboard" icon in the the Embed Code box (second box).



d Embed codes can be added to a Quercus page. Go to your Quercus course. Create a new Page, and open the page to edit it.

Click the "Insert/edit media" button in the rich content editor menu.



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e Select the "Embed" tab.

Paste the embed code you copied from MyMedia in the text area.

Click "OK".

f The recording should be added to your page.

Edit the page as necessary, and save it.

You should be able to play the video from within the page.



Online Guides

- Please refer to the [Snagit Tutorials site](#) for more documentation and video walkthroughs on all of Snagit's features.
- [Record a video](#)
- [Take a Screenshot](#)