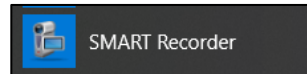


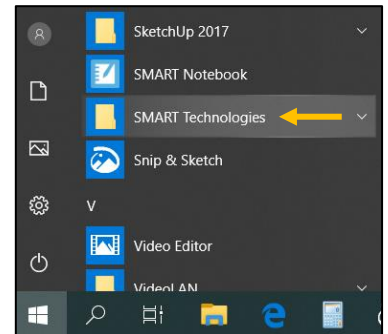
# Creating Videos with SMART Recorder

## Accessing and Recording Using the SMART Recorder:

1. To open the **SMART Recorder** tool, click on the **START** menu and scroll to find the **SMART TECHNOLOGIES** folder. Choose the **SMART RECORDER**.



2. The SMART Recorder will open in a pop-up window. Before you press record, you can choose the area that you would like to record. Click the drop-down arrow next to the record button.



**Record Desktop (Default):** This choice will record the entire screen. If this is your option, you can just click the record button.

**Record Area:** Draw a rectangle around the area you would like to record. If you click to a new page, the recording area will remain the same on the next page.

**Record Window:** Select the window you would like to record. If you click to a new page, the recording area will remain the same on the next page.

**\*NOTE:** As soon as you make your selection, the recording will automatically begin. You will see the timer start. This tool will record video AND audio. Your laptop has a built-in microphone.

**\*NOTE:** If you do not want the toolbar to be part of your recording, you can minimize it. The toolbar will be accessible at the bottom of your screen.



**\*NOTE:** You are **not** limited to recording in Notebook. This recording tool will record whatever program is open on your screen.

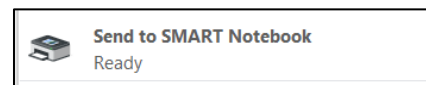
**\*NOTE:** If you need to mark-up a document with pens, highlighters, etc., your best option is to remain in Notebook.

**\*NOTE:** You can pause the video during the recording.

3. When you are finished recording, press the **STOP** button. You will automatically be prompted to save the video. Choose a location to save the video, give it a title, and press **SAVE**. The longer your video, the longer it will take to convert and save it. **To speed up the process, consider making shorter clips.**

## Moving Documents to SMART Notebook:

1. Open your document (Word, PowerPoint, PDF, etc.)
2. Go to **File** and **Print**.
3. Choose **SMART Notebook** as your printer and press **Print**.



**\*NOTE:** It will print all pages of the file (page for page). You can choose specific pages to print.

**\*NOTE:** Once pages are in Notebook, you will be able to write on them using the drawing tools.

**\*NOTE:** Pages that are printed to Notebook can **not** be altered. They are mere images.

## Adding Your Videos to Google Classroom:

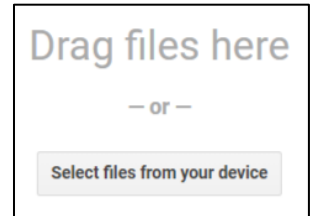
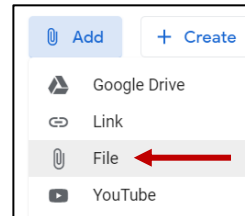
1. Open your Google Classroom. You can access it directly through ClassLink.
2. Click on the **CLASSWORK** tab.
3. Click the **CREATE** button and choose either Assignment, Material, or Question.

**Assignment:** You will need to attach the video AND an activity for the students to complete. They will return their finished activity to you for feedback.

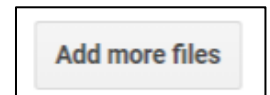
**Material:** This is just to provide information to the students. They will NOT return any finished activities to you.

**Question:** After watching the attached video, students can complete a discussion post. They will be able to comment on each other's posts.

4. Enter a title for this post.
5. Click the **ADD** button and choose **FILE**. Press the button that says **Select Files from your Device**.



6. Navigate to find your saved video. Double-click it or click it once and press **OPEN**. You can add as many files as you like before you upload. Simply press the **Add More Files** button to add another document or video.

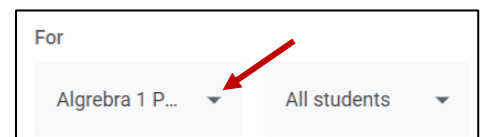


7. When you are finished, press **UPLOAD**.



**\*NOTE:** If you chose to do an assignment, you will need to select whether students will be able to edit or view the file or if you want to make a copy of the file for each student.

8. Select more classes if multiple classes should receive the same post. Click the drop-down arrow next to the class name and place a checkmark beside the classes that should receive the post.



9. When finished, press **POST**. Or you can click the drop-down arrow to save the post as a draft or schedule to push the post out at a later date and time.

