Creating presentations and lectures via Moodle using the Desktop Recorder

The CaptureSpace Desktop Recorder is a simple application that can be launched via Moodle to capture your screen, a presentation, webcam(s) and voice.

Desktop Recorder overview

The Desktop Recorder tool contains five different recording options:

**Presentations & Lectures:** Capture screen or an uploaded presentation, audio narration and webcams. On-screen drawing tools are also available.

**Screen & Voice:** Capture screen, record audio narration and use on-screen drawing tools.

**Screen & Webcam:** Capture selection or entire screen, record webcam, audio narration and make use of on-screen drawing tools.

**Webcam:** Capture single webcam and record audio narration.

**Voice:** Record audio using a microphone.

Recording a presentation

The Presentations & Lectures recording option can be used to capture your screen, an uploaded presentation (MS PowerPoint etc.), audio narration, multiple webcams (only one if using a Mac) and on-screen drawings using the drawing tools.

The following steps focus on one of the main uses for the Presentations & Lectures option – to capture a PowerPoint presentation with audio narration and webcam.

In order to record audio narration and capture webcam footage, both a microphone and webcam must be connected to and installed on your computer, unless integrated.
1. From the Navigation menu, open the course you wish to add the recorded presentation to.

2. Open the Topic area and click on the **Add an activity or resource** button.

3. Select **Media Hopper Resource** and click on the **Add** button.

4. Enter information about your presentation and click on the **Add media** button.

5. Click on the **Add New** button and choose **Launch Desktop Recorder**.

6. When the **Desktop Recorder** appears, click on the **Presentations & Lectures** area.
The **Recording** window will now open and is divided into four main sections:

- **A.** Recording Options
- **B.** Webcam Capture
- **C.** Screen/Presentation Capture
- **D.** Recording Toolbar

7. Use the drop-down menus and radio buttons to select your preferences within the **Recording Options** pane.

The settings shown on the right have been selected to record an on-screen presentation (PowerPoint file) with one webcam and audio narration. It’s recommended you select the highest resolution for both screen and webcam capture (you may be restricted depending on your devices) to ensure you produce good quality recordings.

The **Display** option has been switched off as a presentation file has been uploaded (using the **Browse** option), so this has been switched on instead. This means that the presentation file will appear on screen for capture instead of the normal computer display.

Finally, the microphone connected to the computer has been selected and switched on.
Once you’ve set your recording options, you should see your Webcam Capture output (A) and your presentation in the Screen/Presentation Capture area (B).

8. Click on the Record button at the bottom right of the screen (C).

A countdown timer will appear informing you that you are switching to Presentation Mode.

9. Navigate through your presentation using mouse clicks or the arrow keys.

You’ll notice your webcam recording will be displayed in a small box on screen. This can be moved to suit by clicking and dragging it.

10. Click Done to finish recording.
11. Your recorded file can be previewed before being saved and uploaded.

You can use of the Trim and Chop options at the top left of the screen to remove any unwanted sections of the video.

12. If you’ve trimmed or chopped your footage, click Apply then Done. If you’ve not made any changes, click Done.

13. When the Uploaded Options box appears, enter relevant information about your video. Remember to add tags as this is a useful way for others to search for and reuse your content (depending on your privacy settings).

If you want to make any changes before upload, click on Preview to return to the Preview window.

14. Click Upload to upload your file to Media Hopper.

15. Once the upload is complete, close the Media Hopper window in Moodle.

16. Click on the Add media button to open your Media Hopper My Media area.

17. Click on the Select button next to your presentation to add it to your Moodle course. Complete the rest of the form and click on the Save and display button to view your presentation.
Recording Options in more detail

A) Webcam Settings – Select a webcam from the list and the recording resolution*. PC users can connect and capture three webcams simultaneously. Mac users can record one.

B) Screen Capture – Select capture resolution and which screen to capture (if multiple monitors are in use). If you’re uploading and recording a presentation, this option will be disabled.

C) Presentation – If you would like to capture and narrate a PowerPoint presentation, this option allows you to upload and display the presentation file you’ll record. It is then displayed on screen.

D) Sound – Select the microphone attached to computer from list and switch to On to record audio narration.

*As a rule of thumb, always select the highest recording resolutions to help record better quality content for your audience.