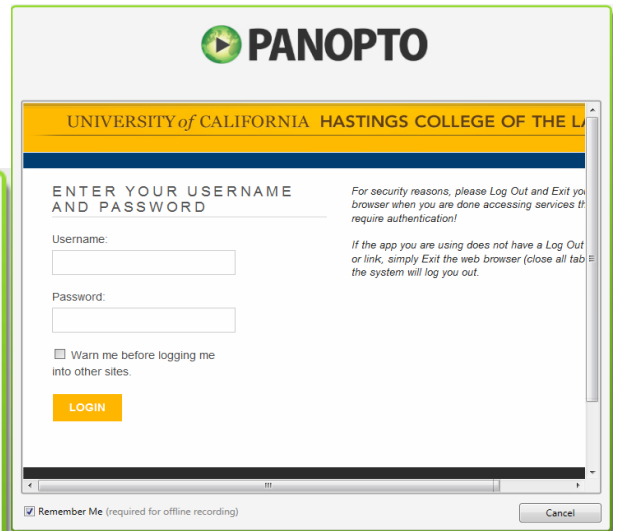
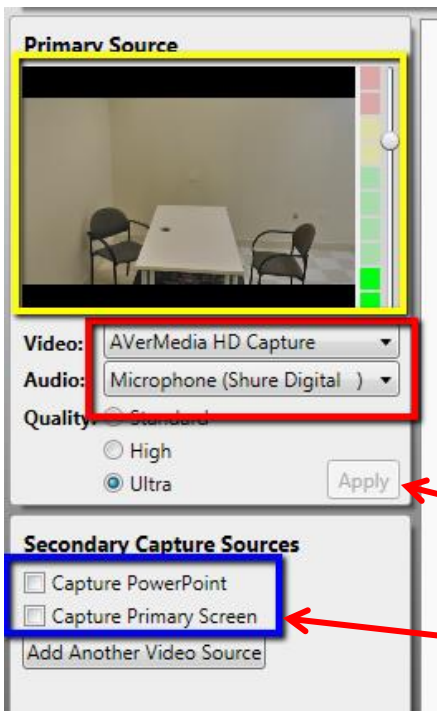


1. Log on using your UC Hastings Canvas username and password by selecting that option on the log in screen:



2. Confirm that the correct audio and video devices are selected (**RED** highlight), and deselect screen capture and PowerPoint capture (**BLUE** highlight), make sure you see a picture and the audio meter is moving (**YELLOW** highlight):



Video Setting: AVerMedia HD Capture

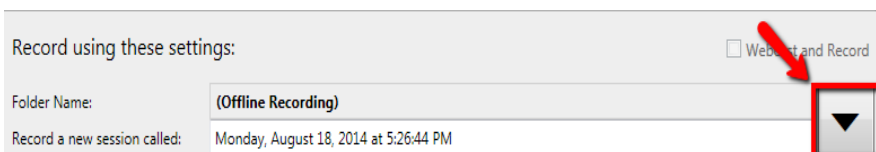
Audio Setting: Microphone (Shure Digital)

Quality: Ultra

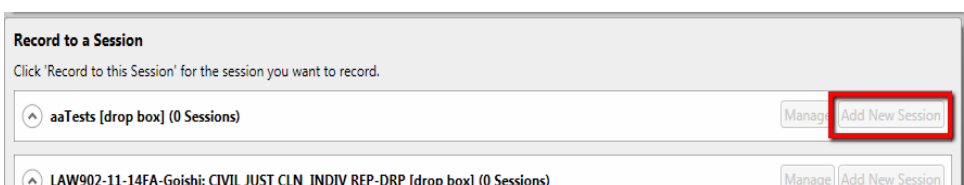
Important: Hit Apply if you make changes to Video and Audio Sources

Uncheck Secondary Sources

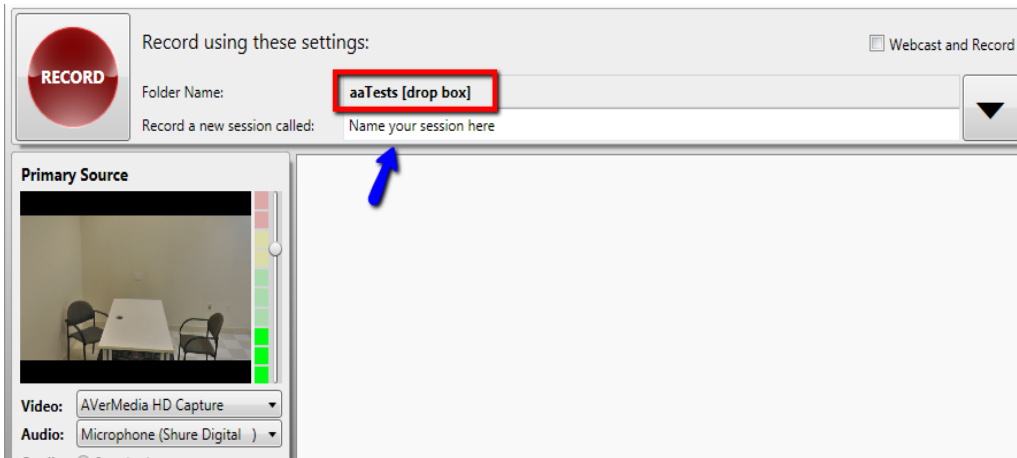
3. Add a session, and name it:



Click the down arrow to go to folders

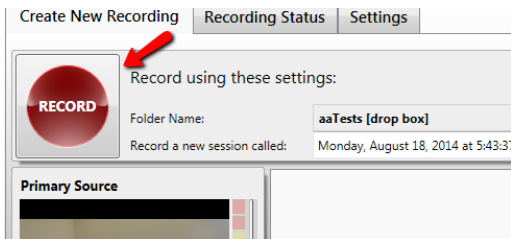


Choose the correct folder and "Add New Session"

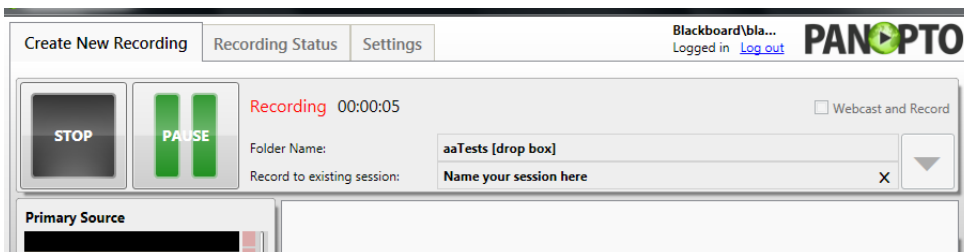


Name your session in the "Record a new session called" window

4. Hit Record:



You should see "Recording" in RED, and the counter moving:



5. Hit Stop, make sure your file uploads, then delete the local file

Uploaded Recordings						
Start Time	Duration	Folder	Session	Actions	Status / Link	
8/18/2014 5:42 PM	00:00:26	aaTests [drop box]	Name your session here	Delete Local	Set Offline	View Edit Share (default)

Step Six: Close the application, don't just log off

