

Making Videos in ActivInspire & Sharing Them

1. Making videos: use ActivInspire!

[Note: You can download it at home for free. Get the license number from your TRT.]

- a. Plug in a microphone OR use a computer that has a webcam. That will give you audio.
- b. Navigate to: Tools → More Tools → Screen Recorder
 - i. Full screen will record everything on your screen
 - ii. Area screen recorder – the screen will turn gray, so click anywhere & create a white box that covers everything you want recorded
- c. Recorder Controls (move this out of the way)
 - i. Click the red button to begin
 - ii. Choose a file name & location for your video
 - iii. Video will automatically begin (red button flashes blue) & video will automatically save
 - iv. Hit the stop button to stop
- d. Saves in Windows Media Player (avi format) – can upload directly to YouTube!



NOTE: These instructions will record your flipchart. If you have PowerPoint or something else you'd like recorded, click on the Desktop tools icon. Then select the Screen Recorder tool from the round tools icon. Play your PowerPoint or Prezi slideshow, speaking as you would normally.

2. Edit videos, if desired, in Movie Maker at school → see Resources in Vision for tutorials

3. Posting videos to YouTube

- a. Sign in to YouTube using a Gmail account
- b. Click the Upload button on the top right
- c. Follow the directions! Set the video to public, or available with link.
- d. Copy the web address so you can link to it later

4. Posting videos on CMS website [Log in & select the Site Manager]

- a. Go to the page you want to show your assignments on
- b. AVOID the *Insert Rich Media* button. I've tried it & couldn't get it to work properly.
- c. Type in your text, then, click the paperclip *Insert File Link* button.
- d. Browse for & upload your video. Click Continue. Write in the text



Insert File Link

you want to link to that video, then change the Target to Open Link in New Window. Click Insert File.

- e. If you want to link to a YouTube or other video, click *Insert Link* then paste in the web address. Save.
 - f. For blogs, click on the How do I? - Watch Interactive Video Tutorial on 'Add a Blog Page'
5. Posting videos on Vision: Vision will only allow smaller file sizes. Many videos will be too big. Here's a get-around for it:
- a. Log in to your Vision course.
 - b. Click *Turn editing on* in the upper right-hand corner.
 - c. Click Add a resource... Compose a web page.
 - d. Name the page (i.e. Unit One Assignments)
 - e. Under the full text Compose a web page, type in whatever information & instructions you want.
 - f. Go to your CMS website or wherever you posted your videos. Click on your video. Copy the web address for it.
 - g. Back in Vision, click on the chain image: *Insert Web Link*. Paste in the link to your video. Do the same for YouTube links. Those will automatically be embedded into the website.
 - h. Click Save & display to make sure it's what you wanted.



Insert Web Link