

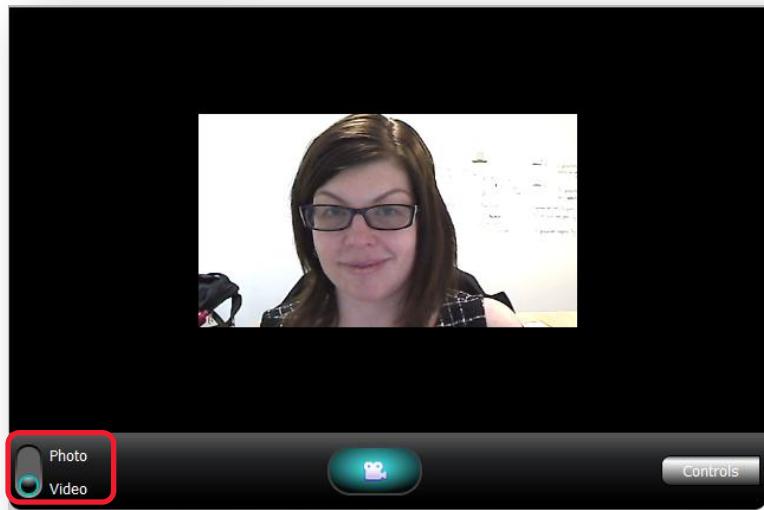
# HOW TO RECORD A SHORT VIDEO

Using a web cam, microphone and YouTube you can create short videos, which you can make available to your students in MyLO. The instructions shown here are applicable to the common Logitech webcams used by many staff, but are generally applicable to most webcam software packages. Instructions showing how to access YouTube and upload a video can be found in the [HOW TO: Upload a video to TSBE YouTube channel](#) guide.

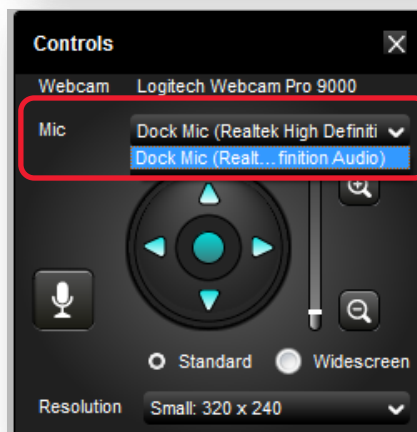
1. Ensure that your webcam is connected to your computer. Launch the software associated with your webcam. An icon representing the webcam is usually located on your Desktop.



2. Your webcam software will open. Generally, you will have the choice of capturing either a video or a photo. Choose the video option. The image shown on the right is of the Logitech Webcam Software.



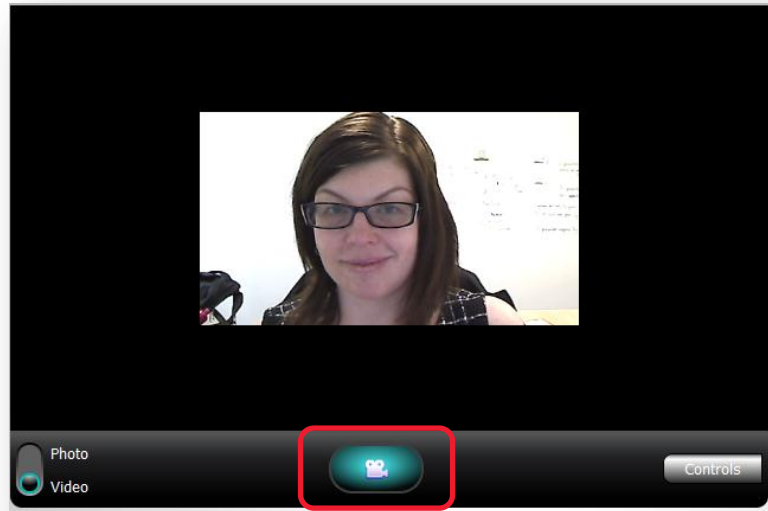
3. Choose the source of your audio. This may be the microphone included with your webcam, or perhaps the microphone in a headset. If you have several options to choose from, record a test video using each audio option and play it back (see Steps 4-6). Use the microphone produced the best sound. The image to the right shows the Logitech Webcam Software audio option.



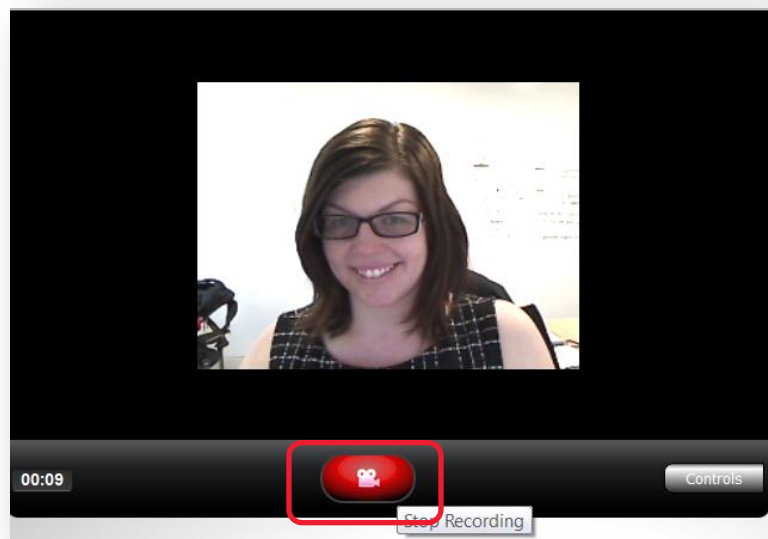
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4. Press the **Record** button to capture your video. The image to the right shows the Record button in the Logitech Webcam Software.

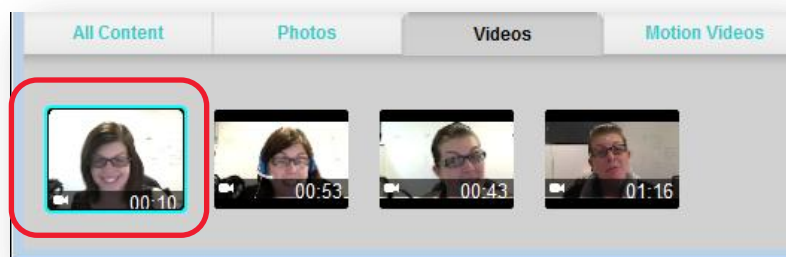
Once you have pressed **Record**, wait about three seconds before you start speaking. You will probably see a three-second count-down of on screen.



5. The colour or symbol on your **Record** button will probably change to show that you are being recorded. To stop the recording, click on the **Record** button again.



6. Once you have finished your recording, the file is usually saved somewhere on your computer. The Logitech Webcam software shows your latest videos at the bottom of the video pane. The video to the far right is the most recent. Double click on it to preview it.



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- Once you have recorded a video that you are happy with, you need to determine where it has been saved on your computer.

Logitech Webcam Software users can right click on a video and select **Go To File**. This will open the folder that the video has been saved to. It helps to note the location of this folder as you will need to browse for the file when you upload your video to YouTube.

For more information about how to upload your video to YouTube, [click here](#).

You can find instructions showing how to embed a YouTube video in MyLO [here](#).

