

## Anatomy of Microsoft Encoder

To open encoder click on Windows Media Encoder, found in the Windows Media Folder.



### Session: Capture Screen.

In the dialog box that will appear select the Capture Screen session. Next, make sure that you have ticked the Capture audio from the default audio device option



### The Capture screen options:

Each recording requires you to capture the activity of your screen into a video file, including mouse movements, scrolling and everything you type on the screen. You need to decide however, if you are capturing from a specific window, a region of the screen or, the entire screen. At home I use region, because I an extended my desktop onto two monitors side by side displaying the work.

To use the Specific window option, you need to have the window already open to enable selection. The main limitation of this option is that it only captures what happens inside the window selected.

The Region of Screen option, requires you to specify a screen area and there is a tool that allows you to select it using the mouse , or, you can provide the information as co-ordinates of the top left corner and bottom right corner.

To confirm which area is being captured, you can select to have the border of your screen capture area flashing during recording. After selecting your capture screen option, click Next.

## The Output file:

The program creates a Windows Media movie (wmv extension). You need to consider how you want to name the file, given how you intend to provide the feedback to the students and if you want to maintain a record for each student on your computer.

The virtual learning environment of Blackboard allows the Lecturer to share the feedback file with the student as a permanent record, so there is no need to maintain a personal back up by the Lecturer.

With Blackboard and many other Virtual Learning Environments (VLEs), the file does not need to have a name that identifies the student, because the file will be stored in Blackboard under the student's module

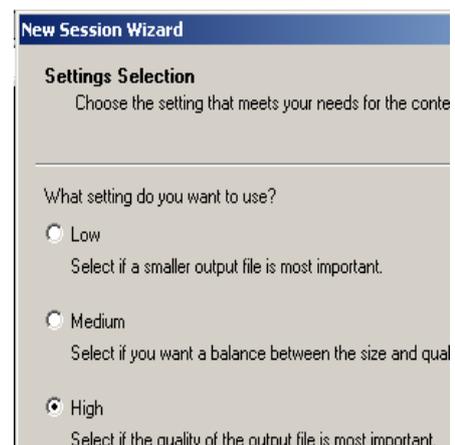
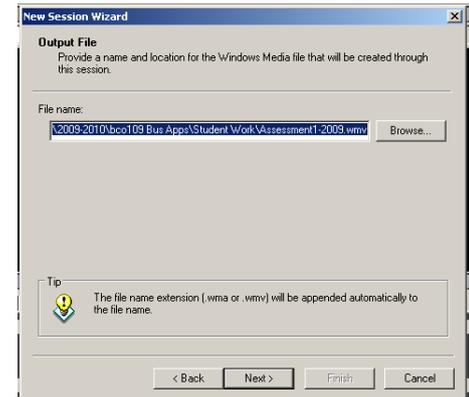
assessment folder and therefore will be easily identifiable. I have found that it saves me time to use the same filename for all videos, since Encoder keeps the previous name in memory and all I have to do is click once to give permission to overwrite the file (after I have uploaded the previous one onto Blackboard). For example the assessment 1 for the BCO109 module could be recorded into a folder structure to identify the module and called "Assessment1-2009.wmv".

If you want to maintain a personal back up for each student include a unique identifier for them in the file name, i.e. their student number. Remember the Output file name must be changed each time, or, amended after recording.

Browse to the folder where you wish to store you recording, enter its name and click on next.

## Select Settings for recording Quality:

The three options describe why each setting could be used. The quality of the low setting may be too poor to provide the best feedback



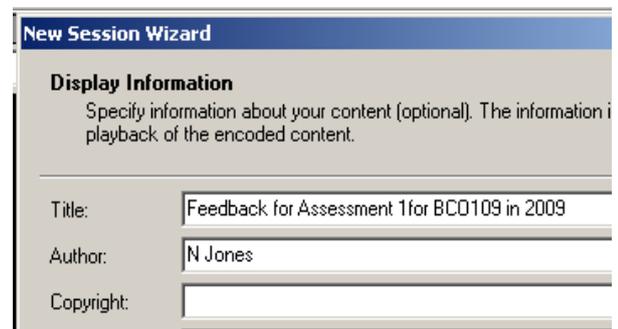
for the students. Medium is the middle of the road, with file size and recording quality.

The High Quality option will produce the largest file, there may be issues of uploading and downloading to consider. There is no point in recording the file if at the end of the day students do not watch the file because it takes too long to download it. You may want to consider adjusting the screen properties to a lower specification to decrease file size. We have found that for movies 3-5 minutes long High Quality is fine.

Once you have selected the quality setting (select High) , click Next.

**Recording Information:**

You can record additional display information that will appear when the video is played in Windows Media Player. Enter the title and Author and click Next.



**Review Settings:**

You can now review the settings and use the back button option to return to a previous form to amend the settings if necessary.

If you select the begin capturing screen when you click Finish the encoder immediately starts to record. When you have checked the settings, click Finish.

