Controlling the screen capture:

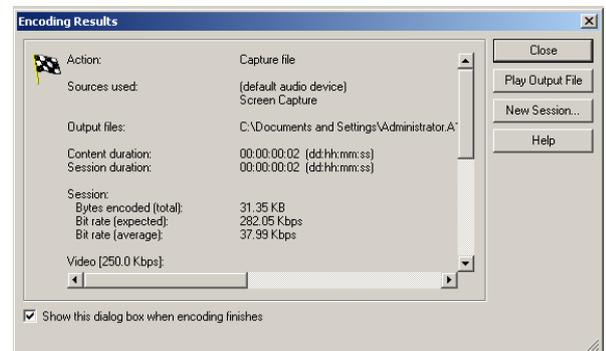The Encoder control panel now appears ready to start recording.

From this window you could click on new session which allows you define a new set of parameters for a recording session.

The properties button allows you to amend the setting for the current session.

The Start Encoding, Stop, and Pause buttons control the recording.
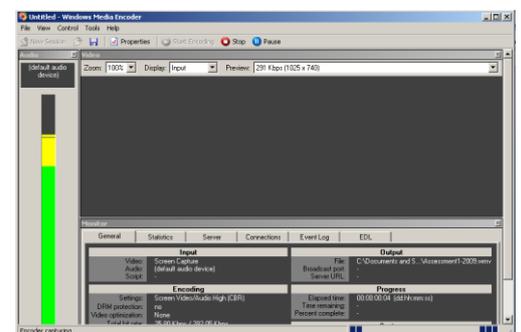
Testing the quality of recordings:

Before you start marking you need to test the recording quality. Click on "start encoding" button. You may have a confirmation window open, click on yes to continue.
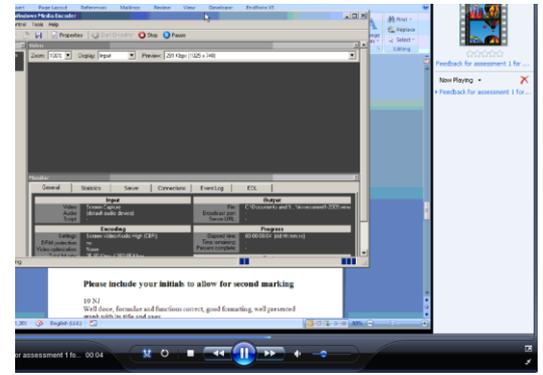

Remember to say a few words as you intend when marking, let the system record for a few seconds and click the "stop" button. Click on the "Play Output file" button to see and hear you recording quality.

Review the quality of the file captured. Pay particular attention to the audio, review the positioning of the microphone. Can you hear you breathing or popping as your speak, you may improve the quality by increasing the distance between your mouth and the microphone. Is there any sound, check the default device and the on/off switch for the microphone?

To check the microphone level you can open the audio panel from the view menu to see a graphical indication of sound levels, but it is available only when recording.

Review the recording through Microsoft Media Player

When playing the file open the Windows Media player as full screen, and turn the player's View full screen mode on, to check the quality.
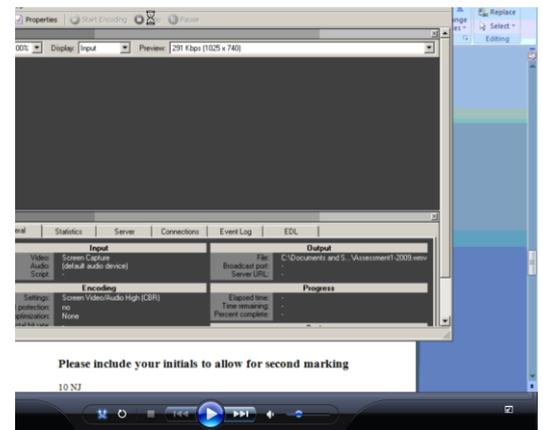

Press the arrow to start the movie and press the Pause button to pause the movie.

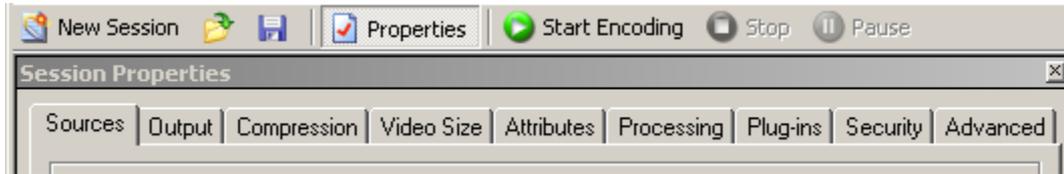To return to normal mode, click on the Exit full-screen mode icon .

The video quality improves moving to full screen, but note the colour graduation of the screen and menu backgrounds, they have become chucky not as smooth as they were. This is due to the video compression and will vary according the quality setting of Low, Medium or High that you had chosen previously.

Changing Encoder Properties

You can amend this through the properties window and appropriate tab.

When you are happy with the sound and video recording, then you can start to record your feedback.

Pre-set Feedback Phrases for Blackboard Instructor Comments.

Before starting to record, create a word document of your initial marking phrases; this is based upon the original marking criteria that were part of the assessment handout.

Decide what is considered a Pass, Merit, Distinction, 40%, 50%, 60%, 70%, what the students will receive marks for, and any limits you need to impose. Make sure you know what mark results are in what grade, or, what percentage the assessment contributes to the overall grade.

Always create a set of positive phrases, but some will have negative elements to them. The final phrase will include "we need to discuss this work together". All phrases need the message, please watch your feedback video.

If working in a team you can include your initials in the feedback phrase to allow for auditing and to ensure you don't second mark your own work.