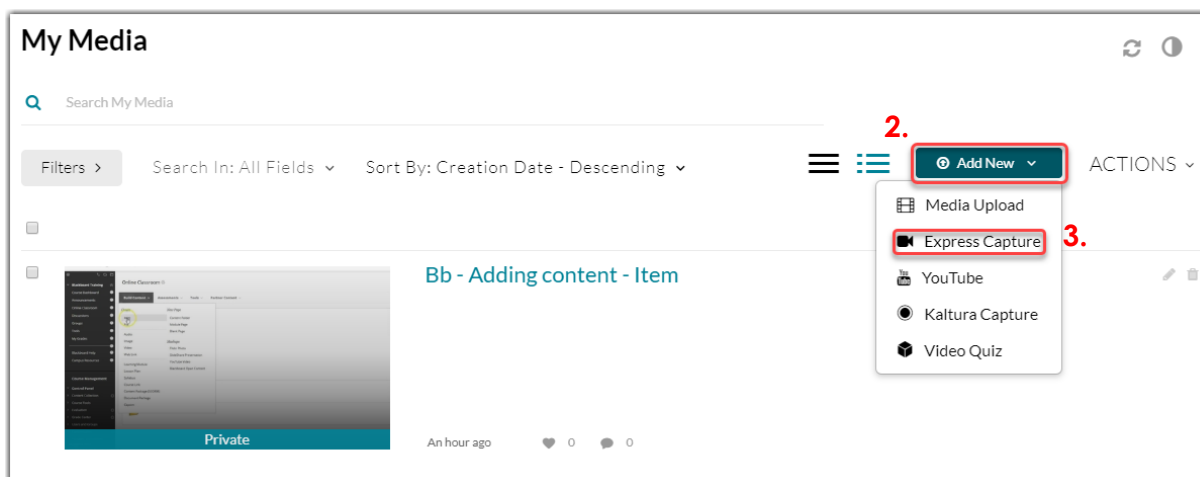
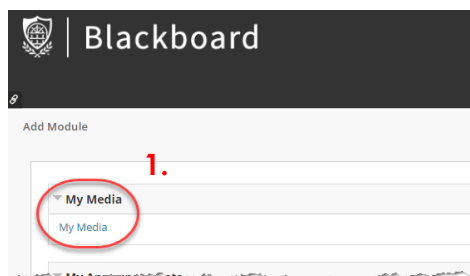


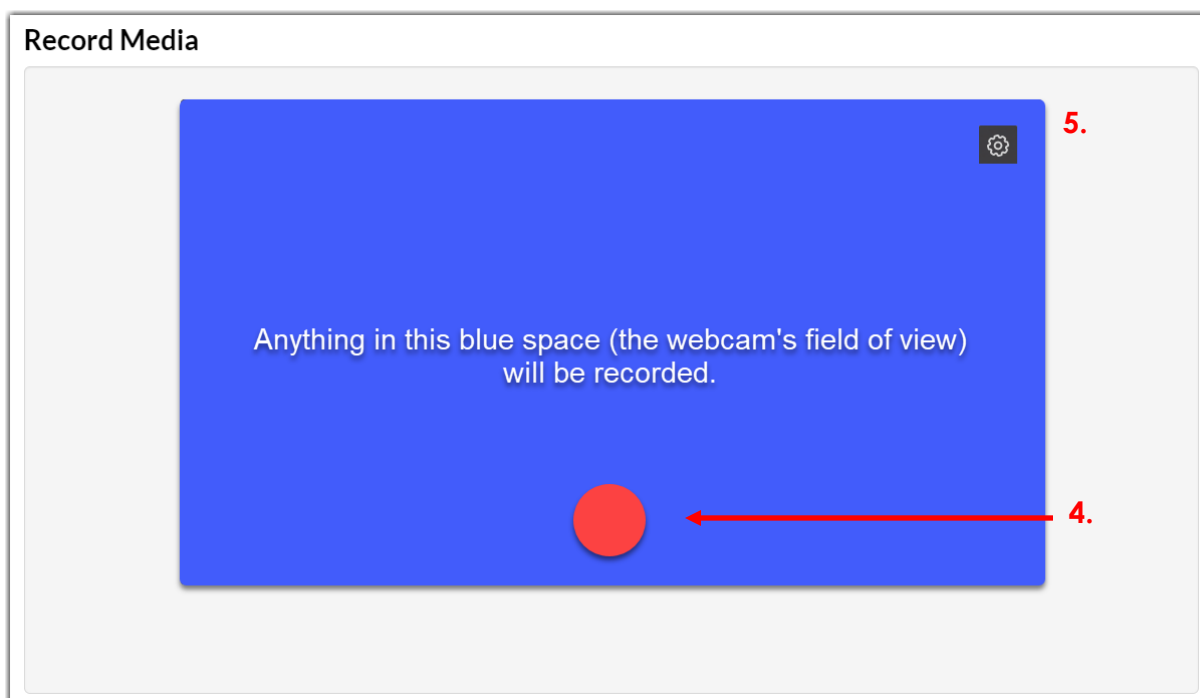
Using Express Capture

1. Login to **Blackboard** and click **My Media (1)** on the **My Institution** page.
2. After the My Media page opens, click the **Add New (2)** button.
3. Click **Express Capture. (3)**

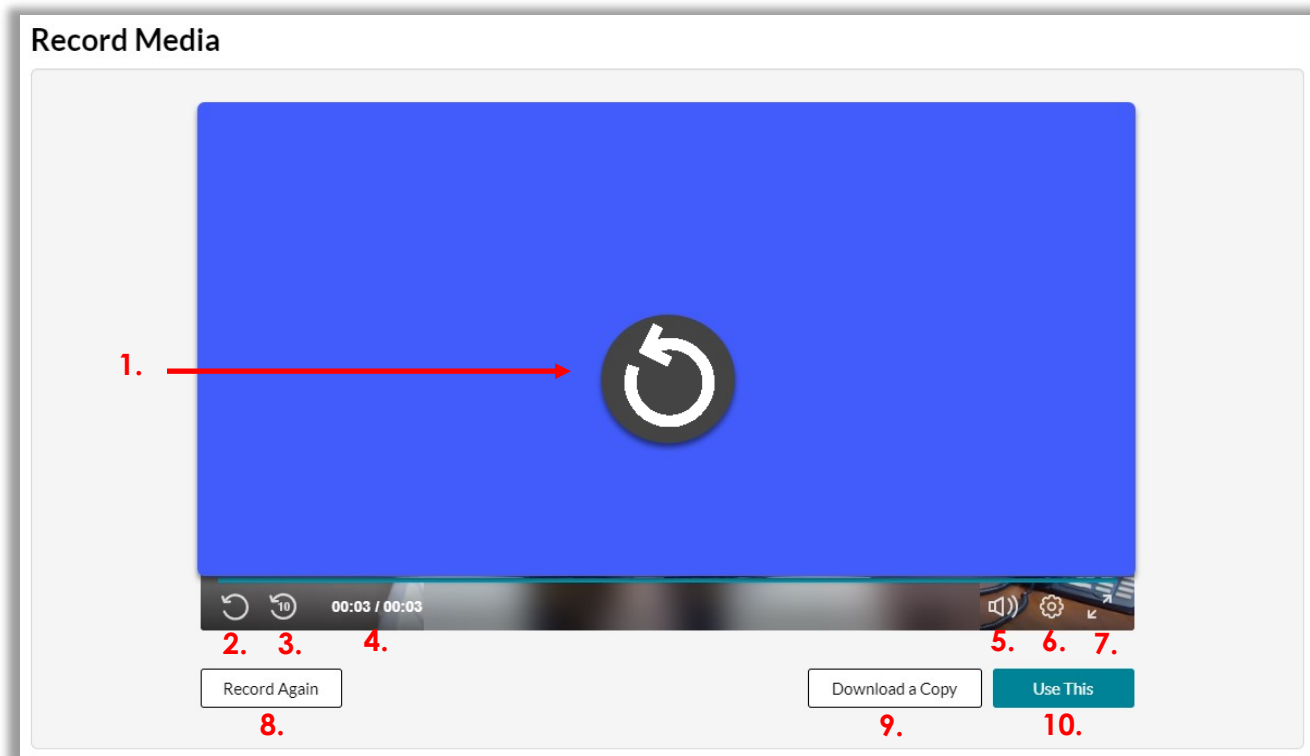


A webcam must be installed to use Express Capture.

4. Using the connected webcam, a recording page is opened. Click the **Record (4)** button to begin recording.
5. Use the **Settings (5)** button to adjust the camera and/or microphone selections.



6. After recording, click the **Stop** button.
7. A screen similar to the image below is shown. Options available to you include: **Replay (1)**, **Rewind/Play/Pause (2)**, **Rewind 10 Seconds (3)**, **Time (4)**, **Volume (5)**, **Settings (Speed) (6)**, **Full Screen View (7)**, **Record Again (8)**, **Download a Copy (9)**, **Use This (10)**.



8. Once you have the recording you want, click **Use This (10)** and the video will be uploaded to your **My Media**.
9. Enter a **Name**, **Description**, and **Tags**.
10. Select between **Private** and **Published**.
11. Click **Save**, **Go To Media**, or **Go To My Media**.

*You may only have one or two videos now.
Adding descriptions and tags will allow you to easily find
the videos you want when you have many more!*

