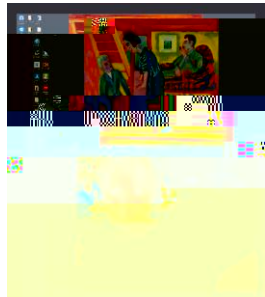
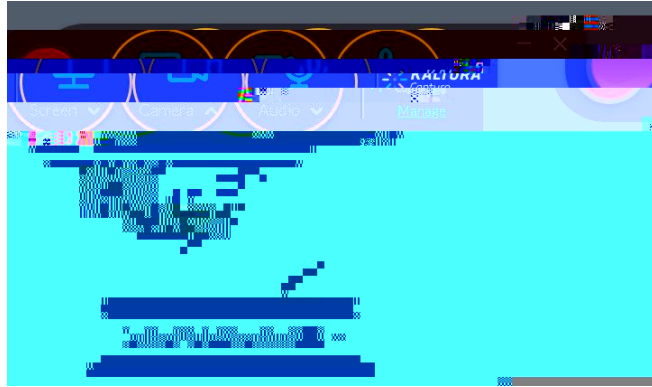


# Getting

6. Se

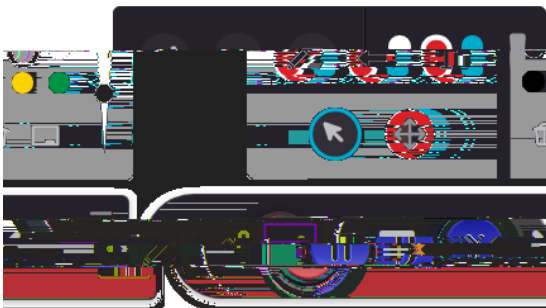
**Record a single screen with audio.** Turn on one screen and turn off the camera or second screen. A screenshot below the screen option shows you what you will record. If you are using a screen reader, use the arrow keys to hear which0 1 485.38 689.38 TmW\*nBTesbelo7 TEG8 TmWn2.02 Tm0 g0 G[y]11(ou)3( )-4(w)5(i)5(l)



**Record audio only.** Turn off the camera and/or screen; leave the audio on.



7. To start the recording, click on the red record button; if you are using a screen reader, tab to the **Start Recording Button**, then hit **Enter**. There will be a three-second countdown before the recording begins.
8. If you are recording your screen, you can use the annotation menu to draw on your screen. If the menu below is not visible, click on the pencil icon; click on the pencil icon again to cancel the annotation mode. Screen reader users will hear **Annotate Button** to open this menu.



9. To stop the recording, click on the square grey stop button. Screen reader users will hear **Stop Recording Button**; once identified, hit the **Enter** key to stop the recording.

Once you have stopped the recording, you will be asked to confirm. Screen reader users will hear **Modal Dialog: Yes Stop It Button**.

10. An **Entry** screen will appear where you can add a title, description, and tags. Tag your video with UAA, your last name or username, and any relevant department or course tags, e.g., UAA dkhaff ART.
11. Once those have been set, click on the **Save and Upload** button. The video will now be uploaded to your **My Media** section of Blackboard.

## Editing Your Video

1. From **My Media** in **Blackboard**, click on the title of the video. Click on **Actions** (or locate the **Actions Button Menu** and press **Enter**) to access the dropdown menu.
2. Select **Edit**.
3. Select **Launch Editor** (or **Launch Editor Button**).
4. For assistance, click on the **Help** icon (**Help Button**) on the far left side of the screen.
- 5.

5. Selecting one of the text boxes will take you to that moment in the video. Press the play button under the video preview (screen reader users: the play button is titled **Unlabeled Zero Button**) and type any corrections into the text box.
6. Save often by clicking the **Save** button.
7. If you need to change the caption timing, select the timing and manually change it. This step is rarely needed.
8. Once all captions are accurate, save the video. To meet regulations for captioning, captions must be 99% accurate.

If you would like further training or assistance please contact Academic Innovations & eLearning at [uaa\\_design@alaska.edu](mailto:uaa_design@alaska.edu) or 907-786-4496.