Classroom Recordings Basic Workflow – for Harrison Hall

1) Record student presentations
2) Change privacy settings
3) Create a playlist

Record student presentations

1. Schedule the room, date, and timeframe during which you will be doing classroom recordings using Classroom Recordings in illumira.
   All recordings during that timeframe will be claimed by your account.

2. (If you wish to have a copy of the recordings on a flash drive, plug in your flash drive now.)

3. Press RECORD when ready.

4. Press STOP after each presentation concludes.

5. (After the last presentation, wait for the flash drive to stop blinking, then remove it.)

6. Your recordings will now be in the process of uploading to NJVID. This takes about one minute per minute of recording (so, 60 minutes' worth of recordings takes about 60 minutes.

7. After that time has elapsed, log into NJVID at https://jmu.illumira.net

8. Hover over your e-ID (upper right) to open the user menu and select **Admin Dashboard.**

9. In the left-hand column, click Media

10. You should see file names with the room number and time of the recording, like this recording which was made in Harrison 1290 on 8/21/2017 at 9:40am:

harrison1290-20170821094000

Don't see the video for your room and time? The server may be busy. Wait 15 minutes and refresh the web page. If your video(s) don't show up within one hour, don't panic ☺ Please email LETSupport@jmu.edu the room, date, time, and if you wish, any eIDs of the people who should be receive access to the video(s).

Change Privacy Settings

Videos are PRIVATE and UNLISTED by default, meaning only YOU and illumira administrators can view or even search-and-find the video. You need to change the privacy settings so your class can view the videos. The videos will remain UNLISTED. Unless one of your students posts the URL publicly, it is highly unlikely anyone would be able to discover your video(s) exist.

1. Check off all the videos corresponding to that class section and click the blue Actions button (at the top of the list):

LET's Video Management Services: http://www.lib.jmu.edu/vms/   Get Help: LETSupport@jmu.edu

2. From the Actions menu, select "**Share**" and choose "Everyone at my Institution:

Students will have to **log in** using eID and password to view. If you feel this is too permissive, you can Share with an individual user OR with a Group of users. See the last section of this document for details.

Creating Playlists

1. Click Media in the left-hand column to get started

2. Select multiple videos, then click "Actions" button

3. Choose Add to lists (playlists)

4. Since you don't have a playlist yet, you will need to
   a. type in a new list name
   b. click Add, then Submit.

5. After creating the list, click the NJVID logo in the upper left

6. Then click your account/eID in the upper right and choose "Lists (Playlists)"

7. From here you can Edit your list or Delete your list

8. Click on the list name to get a Persistent/Share URL or Embed code (e.g. to embed in Canvas).

   Note that Linking or Sharing a Playlist does NOT change privacy settings.
   If videos are private or restricted to specific user(s), **only** those users will be able to see the videos.
   Others will get this:

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