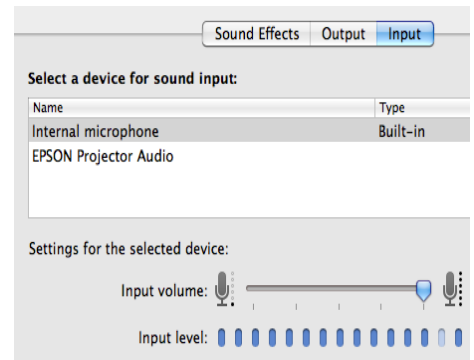




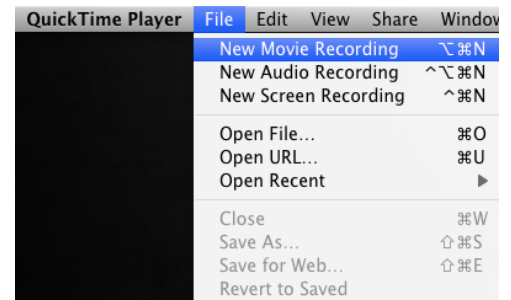
PODCASTING USING QUICKTIME

VIDEO/MOVIE CAPTURE - MACINTOSH

1. Before recording, check to make sure the microphones are picking up audio. To do this, click on the Apple menu in the top left corner of your screen, and select System Preferences > Hardware > Sound. Click the Input tab at the top of the window – there should be an input volume gauge. The input level gauge should rise and fall if the microphones are picking up audio.
2. Click on the QuickTime icon in the dock at the bottom of your screen. If the icon is not there, it can be found in the Applications folder.
3. When the program opens, it looks as if there is nothing on the screen at first. However, at the top left corner of the screen, you should see the QuickTime Player menu.



4. Now you have to choose which kind of podcast you would like to use. There are three options: movie, audio, or screen recording. To record a video of yourself, pull down the File menu and select “New Movie Recording.”
5. Locate the Polycom remote control, which should be located in the drawer of the teaching station.
6. On the remote press the “Near” button. This will ensure that the Polycom camera is capturing the appropriate video. You should now see video in the Podcast Capture window on the computer.
7. Move the camera to the desired position by pressing the number buttons on the remote. The camera will move to preset positions as follows:



- a. Buttons 1, 2 and 3 are closeup left to right
 - b. Buttons 4, 5 and 6 are zoomed out half way from left to right
 - c. Buttons 7, 8 and 9 are zoomed all the way out from left to right
- i. Note: You can also use the zoom and directional buttons on the Polycom remote to fine-tune where you would like the camera oriented.



8. Before recording, click on the grey down arrow located to the right of the red record button. After clicking on the arrow, make sure that ADVC-55 is selected for your microphone. If that is not an option, select Built-in Input. When you are ready, click the red record button on the QuickTime window to begin recording. When you are finished recording, click the stop recording button.



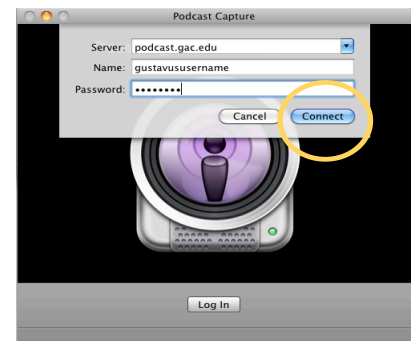
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9. If you would like to preview your video before publishing, click on the play button. If you would like to redo your recording, close this recording session by clicking the “x” in the upper left corner, and choose a new recording from the File menu.
10. When you have reviewed your audio file and are happy with it, you have a few options. You can choose Export, Export to, or Share from the file menu.
 - a. Export will save the file.
 - b. Export to will export the file to either iMovie, iTunes, or the Web.
 - c. Share will allow you to send the file via e-mail, You-Tube, and Facebook, among others applications.

11. Once exported or shared, you can publish to the Podcast Server, upload to Moodle, or email it as an attachment.

12. To publish to the Podcast Server, open Podcast Capture. This can be found in the Applications folder. Log in using your Gustavus username and password. Click Connect.



13. A new screen will open and there will be five choices. Click on the “Open an Existing File” towards the bottom of your screen. When the open file window opens, locate the movie file that you recently saved from QuickTime. Click Open.

14. Once logged in, you will need to select the appropriate workflow. You will only see workflows currently available to you. If this is for a class, you should select the workflow that corresponds with your course.

15. Fill in the Title as follows: username - mm/dd/yyyy - class - section, or the title of your choosing, as appropriate.

16. Fill in the Description with any other information you would like to provide.

17. Click Submit.

- a. Make sure to wait until your podcast screen reads, “Your podcast has been submitted for publication” to verify that it has been completely submitted.

