

How to send a video presentation

There are two basic ways to do this. Either **create a screencast** online, or **create a video** then email it to LCB.

Creating a Screencast Online

1. Go to <http://www.screencast-o-matic.com> website

2. Click the **Start Recording** button



3. Select your microphone from the list



4. Select your webcam

5. Click on the red record button.



6. When it has finished recording, you can save it as and Flash flv file, or upload it to SOM (Screencast-O-Matic website). You will need to create an account to upload it.

7. When uploaded, you can deselect the options at the bottom, then click Upload.

SOM Options:

- Searchable
- Users can add notes
- Users can leave comments

Upload **Cancel**

9. You can also include the video as an entry in your blog. You will need to copy the **Embed Code** from the Screencast-O-Matic page.



a. When logged into the <http://lcbglobal.org> website, click on **My Profile**



b. Click on the blue tab **Blog**



c. Now you can [Add a new entry](#)

d. To embed your video into the page, click on the **Toggle HTML Source** button, then paste the code you selected in step 9 here. Click back on the **Toggle HTML Source** button again to continue editing your blog entry.



e. Click **Save Changes** at the bottom of the page.

f. Your blog entry and your video are now viewable by all of the participants in your class, as well as your tutor.

10. Your video is now online. You can delete it anytime that you desire.

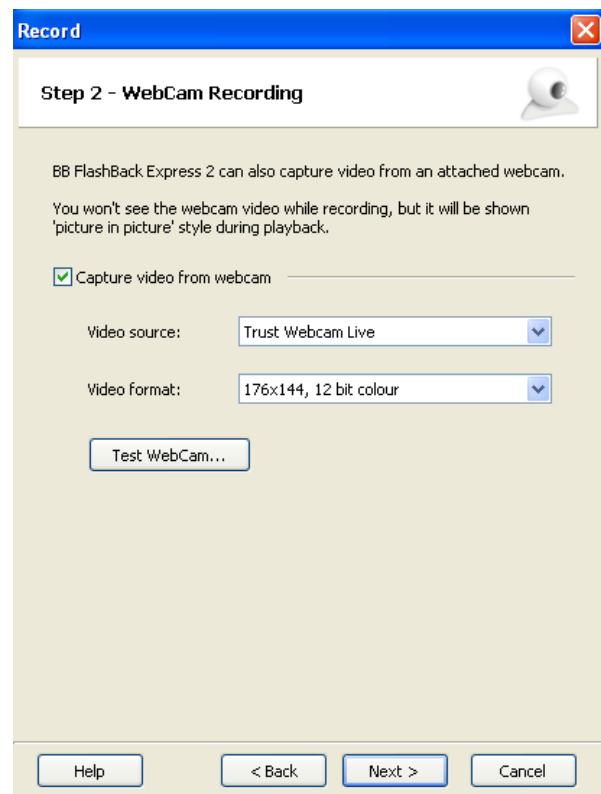
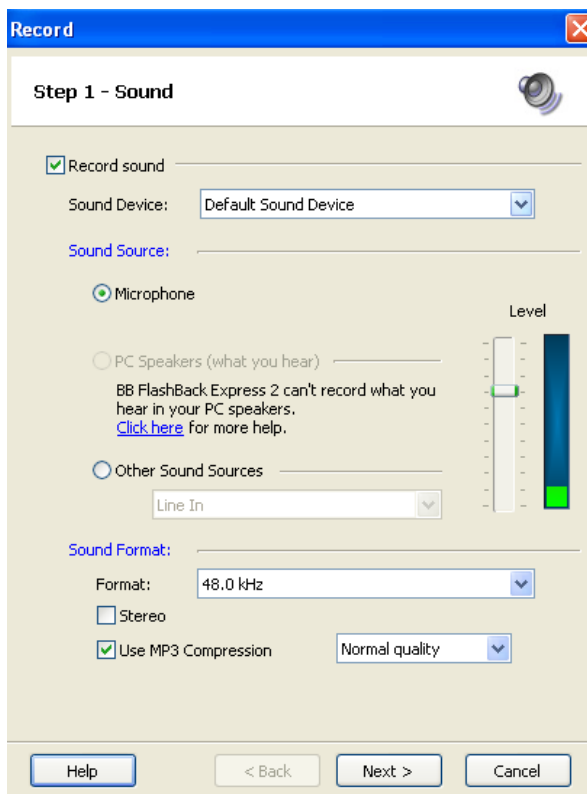
Creating a Video to email



You will need to have a webcam and microphone already set up and plugged into your PC.

1. Go to <http://www.bbsoftware.co.uk> to download free screen recording software **BB Flashback Express**. Click **Download** then follow instructions.



2. Install the software by double clicking on the downloaded file (bbfbex2.exe).
3. When the programme is installed, there is a short tutorial video to watch to learn how to create your own recording.
4. When creating your own recording, ensure that you are recording sound from your microphone.



5. Also, ensure that you are capturing video from webcam
6. Please try to keep your presentation brief, and within the time limits set by your tutor.
7. When you have finished your presentation, click on the  stop button on the Blueberry Express control panel. 
8. You will now be asked whether you want to convert the file to Flash or AVI. It is better to leave it alone, as LCB staff have the software installed, so can view the native .fbr Flashback movies.
9. Make sure that the name of the file contains your login name and the module code that it is for e.g. **ahmad.patel7-CM703-Assignment1.fbr**

Sending Large Files to LCB

10. As the file is likely to be quite large, it is not possible to email or upload the file to the LCB website (Max size 2Mb). Rather, you should upload it to a file transfer site, like <http://www.transferbigfiles.com>, <http://www.dropsend.com> or <http://www.sendspace.com> entering your tutor's email address as the recipient.
11. The tutor will download your file, then delete it from the server.