

How to Make a Video Recording

1. Open up Quicktime
 - a. Found on the dock (the big 'Q' on the bottom of the desktop screen)
 - b. After clicking on Quicktime icon, go to 'File' then 'New Movie Recording'
2. Record by hitting space bar to start and stop recording. Playback by clicking 'Play' button
3. Save OR discard recording by clicking the red 'x' in the upper left hand corner of recording window (**IMPORTANT—THIS IS THE ONLY WAY TO SAVE!**)
 - a. If discarding, click "don't save" then go back up to 'File: New Movie Recording' to start over
 - b. If saving, be sure to enter first and last name (or however your professor has instructed you to save your videos) and save to DESKTOP (**IMPORTANT**)
4. Move video from desktop to your professor's folder in Speech Server
 - a. Open Speech Server (icon on desktop labeled 'Speech')
 - b. Open 'Spring 2018' folder
 - c. Open your professor's folder
 - d. Open your class folder (make sure you have the right day, time AND course #!)
 - e. Drag video from desktop into the proper assignment folder within your class folder
5. Finish by dragging video from desktop into trash (your video is still safe in your professor's folder!)