Man Met Capture

Blueberry FlashBack Recorder

User Guide for Staff

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1.0 Blueberry FlashBack Recorder Software

BB Flashback is a recording application, that has the ability to capture anything displayed on your screen.

It can also be used to add annotation to your captures.

1.1 Installing BB Flashback software

BB Flashback should already be installed on your Man Met provisioned device. If it is not please call the Helpline on ext. 4646.
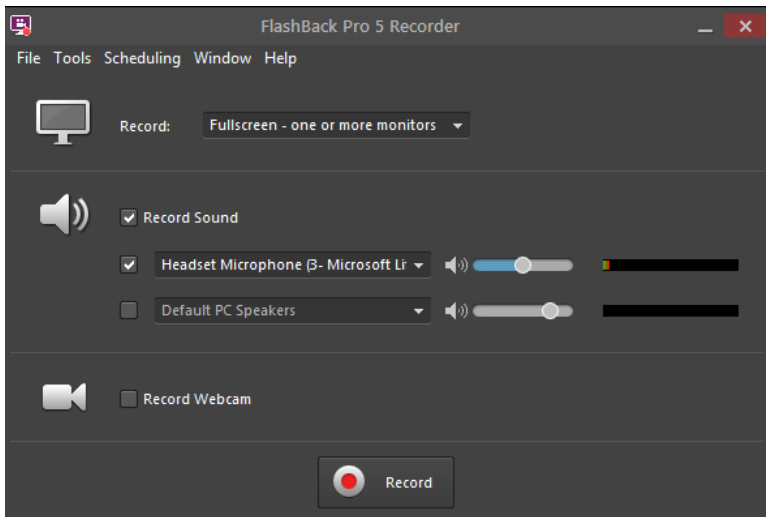
1.2 Prerequisite

For optimum audio capture we recommend the use of a headset\microphone combination. However the inbuilt microphone in your laptop may suffice. More information on appropriate hardware setup and advice on purchasing can be found in the Skype for Business setup video here.

1.3 Launching the software

1. Start – Flashback Pro 5 Recorder

2. Click on Record Your Screen.

If you are new to using this software, it is good to look at **Tutorial Videos** and the **help file** under the **Getting Started.**

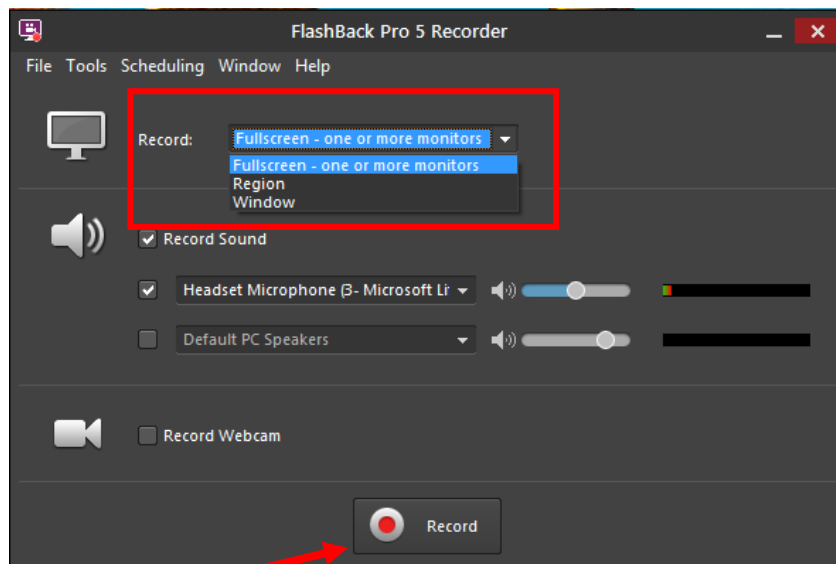Make sure the correct hardware is selected ie. **Microphone** is working.

Make sure the '**Default PC Speaker**' is disabled.

Make sure '**Record Webcam**' is enabled if you want to record yourself, or disabled if not.
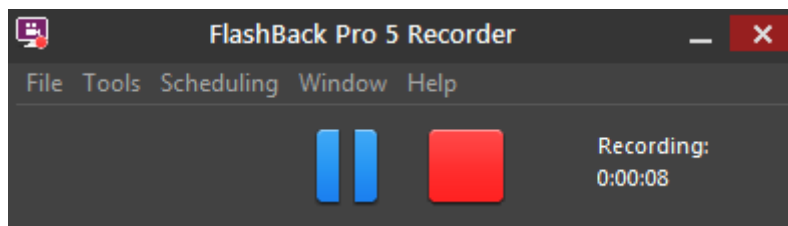
3. Screen record options
   You can record your computer **Fullscreen**, A **Region** or any **Window** you have open.

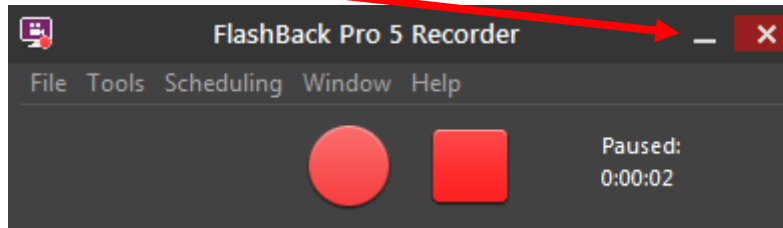Select the appropriate option. For this guide the fullscreen option is selected.

4. Click on Record (you have 3seconds to place your PowerPoint slide on slideshow) before it starts recording.
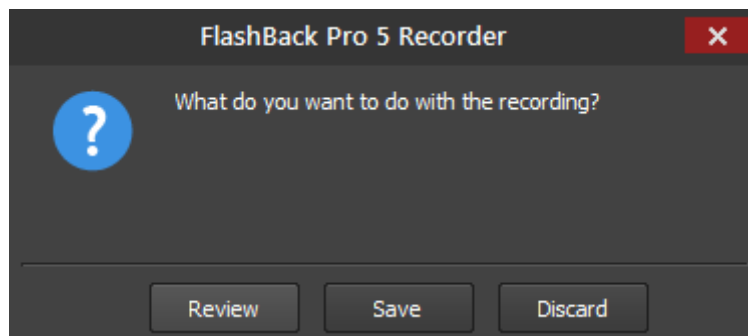
You can Pause and Resume as you narrate your PowerPoint Slides

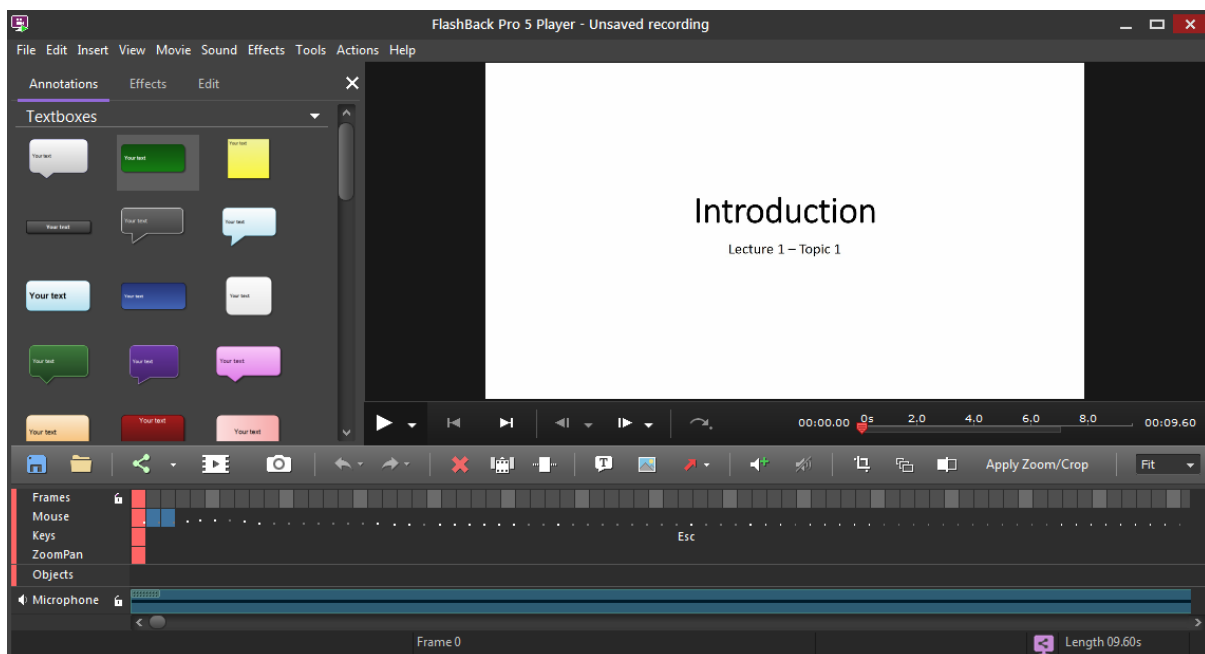BB Flashback recorder – user guide for staff

5. You can Minimise the Recorder toolbar, so that it will not be part of your recording.

6. Click on Stop, when your narration has ended.

7. Click on review for further editing and annotation.

Appendix 1 has the player's various parts of the screen.

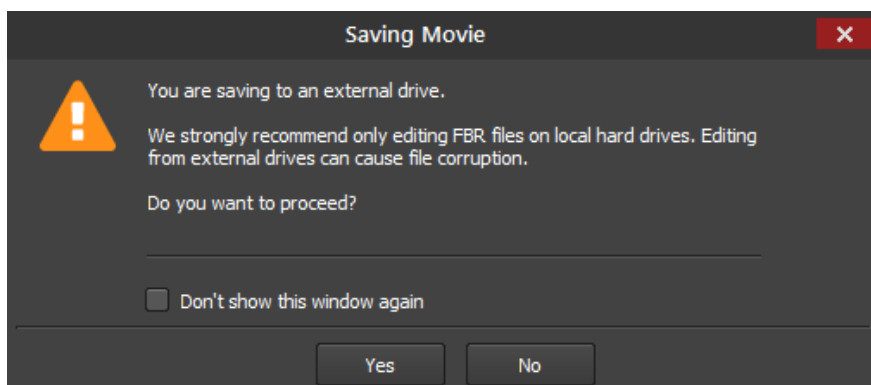BB Flashback recorder – user guide for staff

1.4 Saving as a .FBR file format

At this stage you can save this as a BB Flashback .fbr file. It's always good practice to save it as a .fbr file, as you may want to use it for different edits.

8. Click on File – Save As

Type in the file name (make a note of where you are saving this project. It's a good idea to create a folder, so that you know where the file will be saved.)
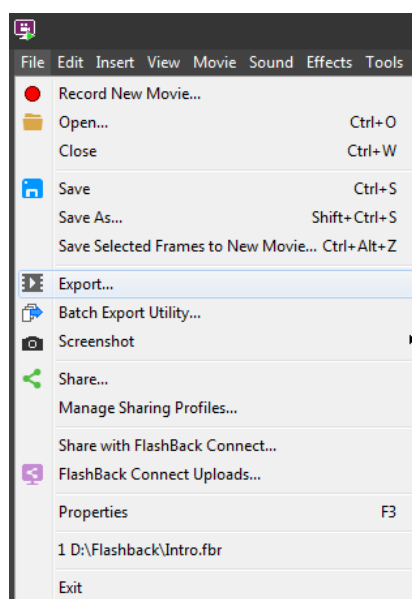
9. Click on Save

ISDS do not recommend saving any content locally. If however you chose to do this please ensure that you back your files up to an appropriate storage area to avoid the risk of loss. It's also recommended that you check you have enough disk space in the devices you are saving on, as Media files are usually very large.
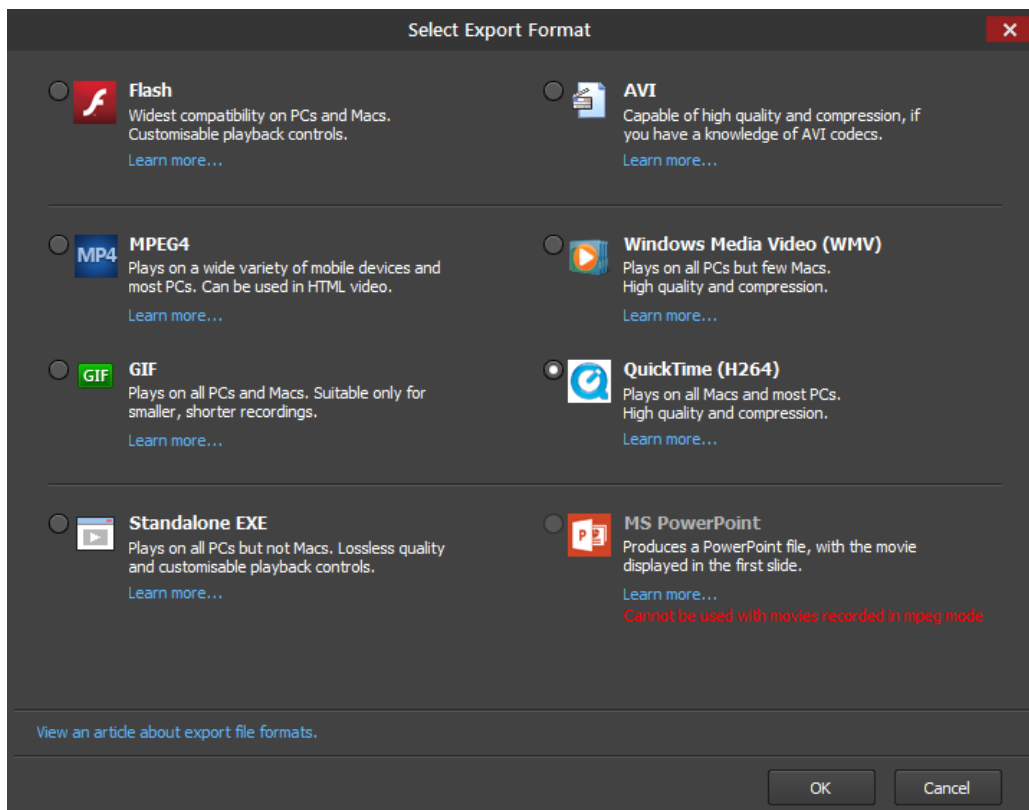
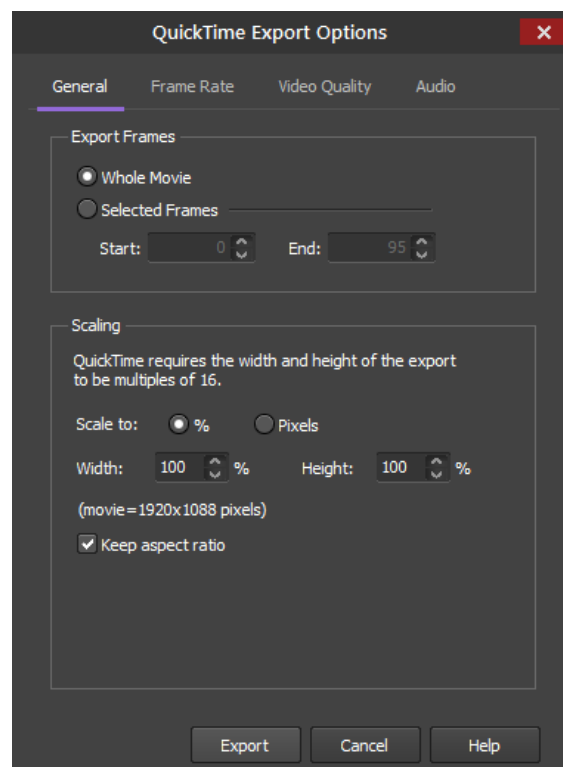## 1.5 Create a movie file for your students to view.

1. Click on File

2. Click on Export

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There are number of file format choices, please select your preferred output format. For the purpose of this documentation we have selected QuickTime (H264).

3. Click on OK

4. Click on Export.

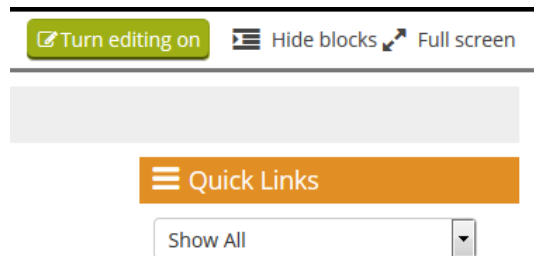BB Flashback recorder – user guide for staff

5. Navigate to the folder you want the file to be saved in, give it a name and click on **Save**.

6. Wait for the file to process. Depending on how large the recording is, it will take time to process. Once the processing of your movie file is complete it will then play your movie file.
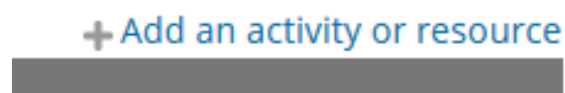
This is the file you can make available to your students via Moodle.

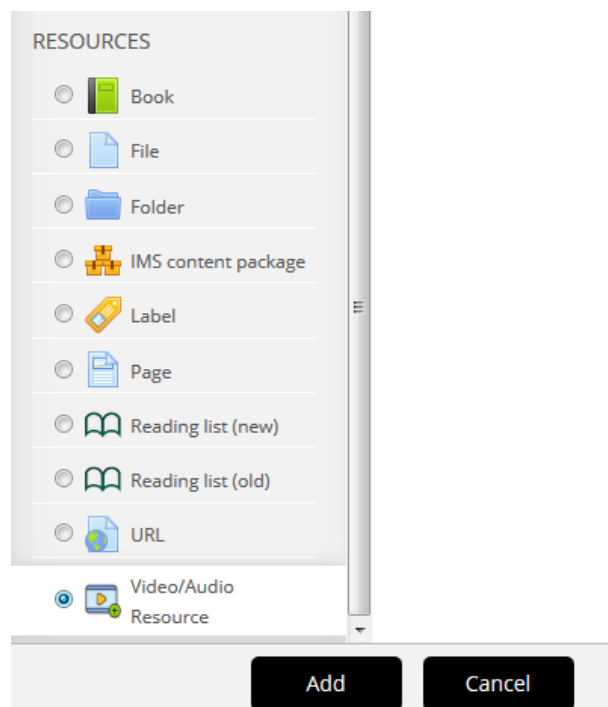## 2.0 Making your media file available in Moodle.

1. Login to Moodle

2. Select your unitcode

3. Turn Editing on

4. Select the Teaching week\topic you want your podcast to be available in.

5. Click on **Add and activity or resource**

6. Select **Video/Audio Resource** and click on **Add**

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7. Fill in the details and Click on **Add Media**

8. **Select** your video and choose the appropriate **Large, Medium or Small** embed.

9. **Save and return to Course**.

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Appendix 1

The Player Window

The Player window

Use this window to play back and edit your movies.

Menus — File Edit Insert View Movie Sound Effects Tools Actions Help

Side Panel — Annotations / Effects / Edit — Textboxes

Movie area

Playback controls

Toolbar

Framebar

Sound track

Status bar

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