

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

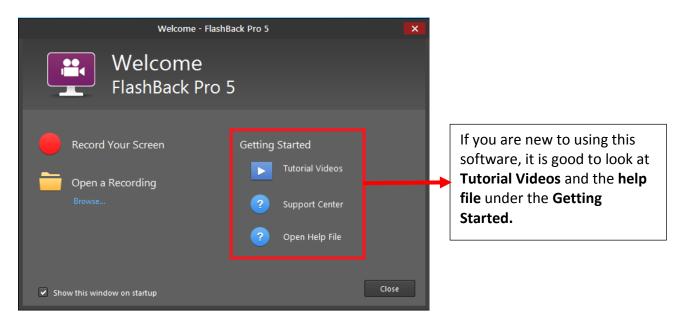
BB Flashback should already be installed on your Man Met provisioned device. If it is not please call the Helpline on ext. 4646.

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 <u>here</u>.

1.3 Launching the software

- 1. Start Flashback Pro 5 Recorder
- 2. Click on Record Your Screen.



🖳 FlashBack Pro 5 Recorder 🗕 🗙	
File Tools Scheduling Window Help	
Record: Fullscreen - one or more monitors 👻	Make sure the correc
Record Sound	selected ie. Micropho
✓ Headset Microphone (3- Microsoft Li	Make sure the 'Defau
Default PC Speakers 🗸 📢 🛲 💭	is disabled.
Record Webcam	Make sure ' Record W enabled if you want t
e Record	yourself, or disabled i

ct hardware is one is working.

ult PC Speaker'

Vebcam' is to record if not.

3. Screen record options

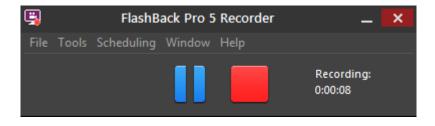
You can record your computer Fullscreen, A Region or any Window you have open.

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

	FlashBack Pro 5 Recorder	_ ×
File Tools	Scheduling Window Help	
_	Record: Fullscreen - one or more monitors - Fullscreen - one or more monitors Region	
- 10	Window	
<i>"</i>	Record Sound	
	🖌 Headset Microphone β- Microsoft Li 👻 📢 🛑 🚺	
	🔲 Default PC Speakers 🗸 📢 💶 🗭	
	Record Webcam	
	Record	

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



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.



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.)

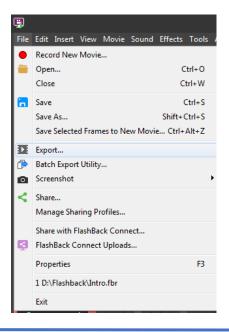
9. Click on Save

	Saving Movie	×	
	You are saving to an external drive.		
We strongly recommend only editing FBR files on local hard drives. Editing from external drives can cause file corruption.			
	Don't show this window again		
	Yes No		

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



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

		Select Export Format		×
	Flash Widest compatibility on PCs and Macs. Customisable playback controls. earn more	0	AVI Capable of high quality and compressi you have a knowledge of AVI codecs. Learn more	
P P	MPEG4 Plays on a wide variety of mobile device nost PCs. Can be used in HTML video. Learn more	s and	Windows Media Video (WMV) Plays on all PCs but few Macs. High quality and compression. Learn more	
P	GIF Plays on all PCs and Macs. Suitable only maller, shorter recordings. .earn more	for 🔍 🥑	QuickTime (H264) Plays on all Macs and most PCs. High quality and compression. Learn more	
P a	Standalone EXE Nays on all PCs but not Macs. Lossless of and customisable playback controls. .earn more	uality	MS PowerPoint Produces a PowerPoint file, with the m displayed in the first slide. Learn more Cannet be used with newbo recorded	
View an article	about export file formats.			
			ОК	Cancel

- 3. Click on OK
- 4. Click on Export.

QuickTime Export Options		
General Frame Rate Video Quality Audio		
Export Frames		
Whole Movie		
Selected Frames		
Start: 0 C End: 95 C		
Scaling		
QuickTime requires the width and height of the export to be multiples of 16.		
Scale to: • % Pixels		
Width: 100 🗘 % Height: 100 🗘 %		
(movie=1920x1088 pixels)		
Keep aspect ratio		
Export Cancel Help		

- 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.

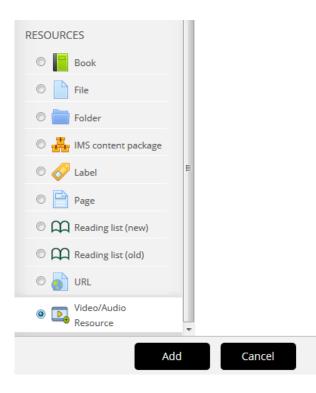
- 1. Login to Moodle
- 2. Select your unitcode
- 3. Turn Editing on

Turn editing on	Hide blocks 🖍 Full screen		
🗮 Quick Links			
Show	All		

- 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



7. Fill in the details and Click on Add Media

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nedia

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

			×
My Media Media Galleries Shared Repu	isitory		• Add New 🗸
Sort by Most Recent - View All	Statuses • View All Media • View Media I Own •	Q Search Media	
	B Screen Capture - 2018 Apr 11 03:26:36 From Nillan Fakira 17 Hours ago [0 ● 00:46	Large Medii Small	um
	Screen Capture - 2018 Mar 07 09:14:38 From Nillan Fakira A month ago [0 ● 00:24		Select -
LECONTRACTOR TABLE TO TABLE T	I Core From Nillan Fakira 5 Months ago		Select 🔹

9. Save and return to Course.



Appendix 1

The Player Window

The Player window

Use this window to play back and edit your movies.

