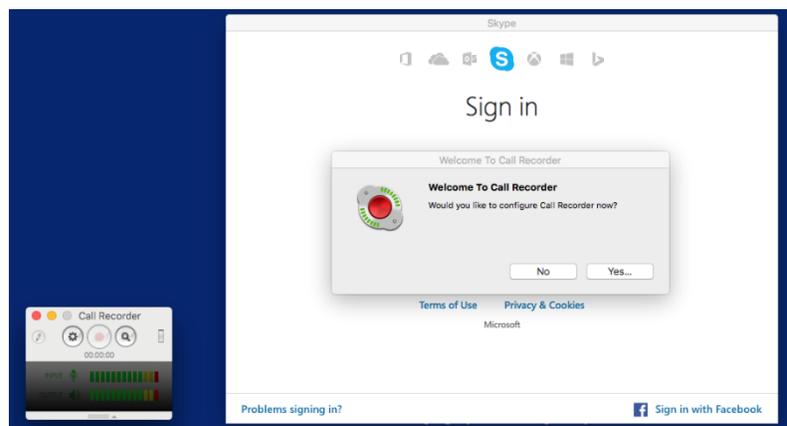


Recording Video Calls Using Call Recorder

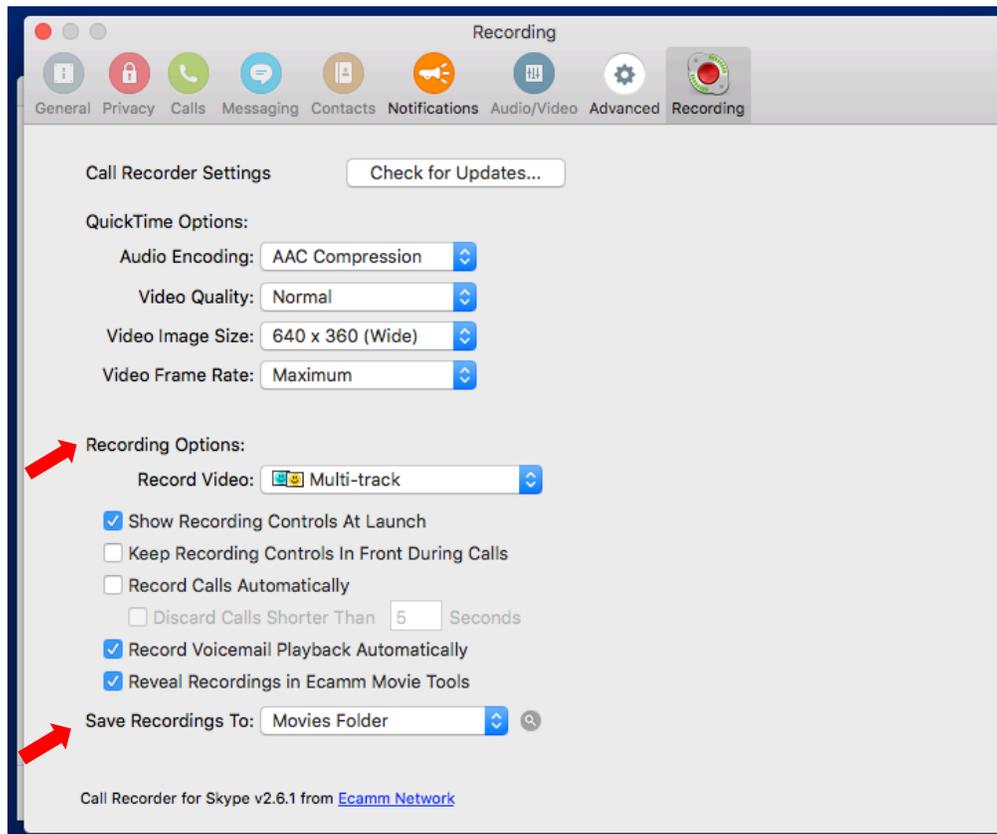
Please follow the following guidelines to properly record a video call on Skype using Call Recorder on the Mac computers located in Rooms 116-120 of the Weigle Information Commons.

1. Once you have successfully opened Skype, a window asking if you would like to configure Call Recorder will also open. This application allows you to record a Skype call as a .mov file.

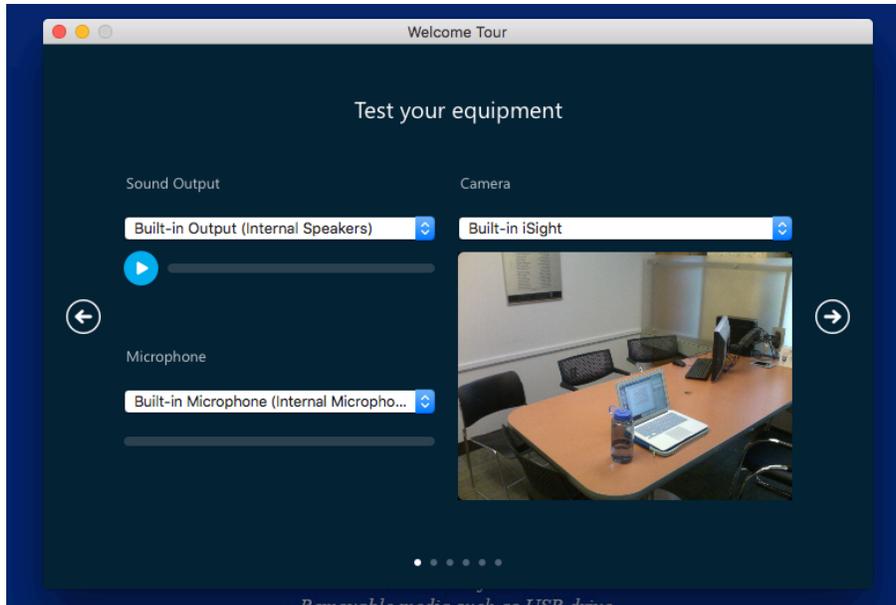


2. If you would like to save a recording or change the visual configuration of windows during the call click yes to configure and yes again if it asks permission for your contacts.
3. You may now select how the windows appear during your call under "Recording Options: Record Video".
 - Local Only (the window shown will only be of yourself)
 - Remote Only (the window shown will only be of the other party)
 - Split Screen (the window will be shared equally between parties)
 - Picture in Picture (the window shown will be of the other party primarily, with a smaller window within of yourself)

- Multi-track (there will be separate windows- one of yourself and one of the other party)



4. Under “Save Recordings To:” select Desktop. When your call is completed, a .mov file will appear on the desktop.
5. You may then exit out of that window and your desired settings will be saved.
6. Sign in to Skype using your personal credentials.
7. A window allowing you to test your equipment will appear. Please check that the green light is on next to the webcam in the top center of the screen and that you can see yourself in the window. To check the microphone, a green bar should appear when you are speaking.



8. You may now proceed to use Skype. See guide “Making Video Calls Using Skype” for further direction on making a video call on Skype.
9. To record a call, simply press the red button in the Call Recorder window **after** beginning your call. The video file will appear in a folder labeled “Saved Calls” on the desktop. This file can be uploaded to Canvas, Box, Google Drive, etc.

