<h1 style="text-align:center">VidGrid Recording Instructions</h1>

1. **VidGrid Instructions:** If you have never used VidGrid, you will have to download the program the first time. It is relatively quick. Below is a link from the VidGrid training tutorials for that process:
   https://app.vidgrid.com/view/D9f67u8RfjKj
2. Below are instructions for making a recording:
   a. Open the Northwest Online (Canvas) course site.
   b. In the navigation area on the left side of the screen, scroll and click on VidGrid Recording. You may have to hit Okay. (The tech folks tell me you may have to click several times to make this work).
   c. When it loads, click the blue Record button.
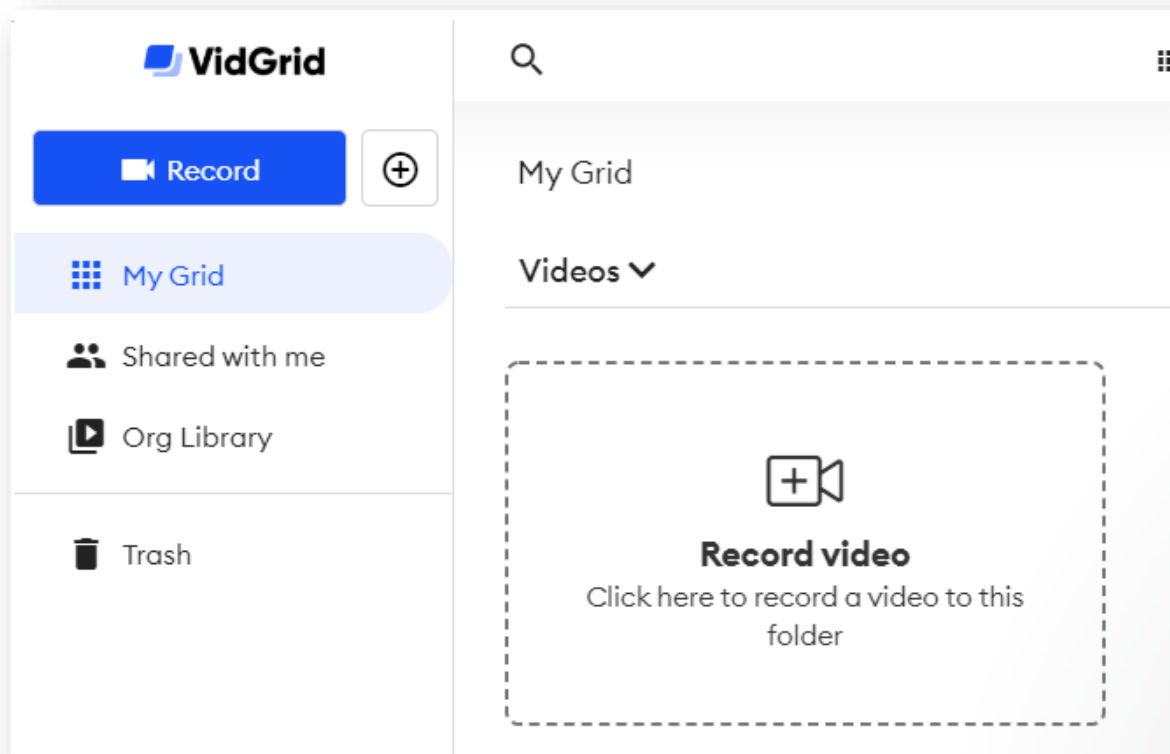
   d. Click "Open VidGrid Screen Recorder"

<div style="text-align:center">Directions provided by Dr. David Shadinger</div>
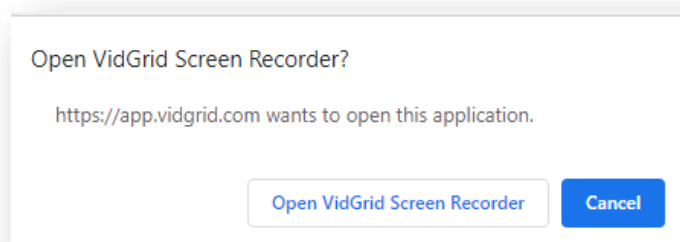
e. Look for the small box containing the Video Tool bar.

f. Click on the second icon from the left (webcam).
A rectangle outline should appear on the screen (you are almost ready to record).

3. Adjust VidGrid rectangle outline:
   a. Adjust the sides of the rectangle to match the area you want to record (around a PowerPoint slide, webpage, etc.). The area inside the rectangle is what will show in the video recording.
   b. Click on the VidGrid square icon (second from right) and the rectangle outline will expand to record everything on the screen.
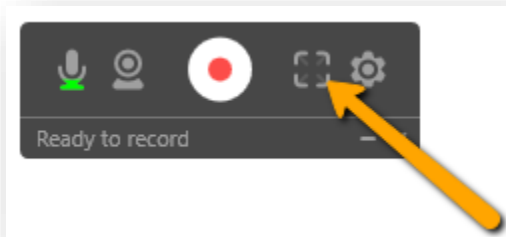

4. Camera: Click on the webcam icon on the video toolbar .
   a. Whatever your computer's camera is pointed will now appear in a video box in the lower left corner of the rectangle. Most faculty computers have a web cam already located at the top of the screen.
   b. If you only want the webcam image to appear, click the webcam icon and choose "Webcam only mode".
   c. If you do not want a webcam of yourself (only want to record what is on the screen with audio), choose "None".
   d. You can move the camera box around the rectangle area or reduce the size of your camera box.
5. Record: Click on the circle with the RED dot.
   a. A three (3) second countdown will put numbers on the screen. After "1", the recording starts.
   b. To Pause – click on the pause button. When you are ready to continue recording, click the RED dot again.

6. Finish: Click the "check mark" and that will stop the recording.

   a. In the Title box, type a name for the recording and click the "check mark"

   Example:

Directions provided by Dr. David Shadinger
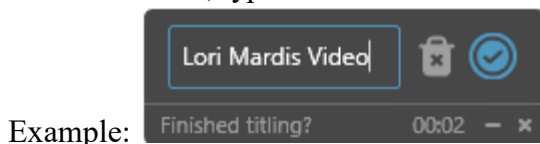
b. The video will automatically save to the VidGrid cloud server. You can click the triangle to preview the recording. ▶️

c. Click the **CC** icon to insert closed captioning 🆑

    i. Click **Request**

    ii. Click the red **Request** button

    iii. An email will be sent when the closed captioning is finished processing

d. Click the "share video" icon. 🔗

e. In the "Send Link" area, copy the link
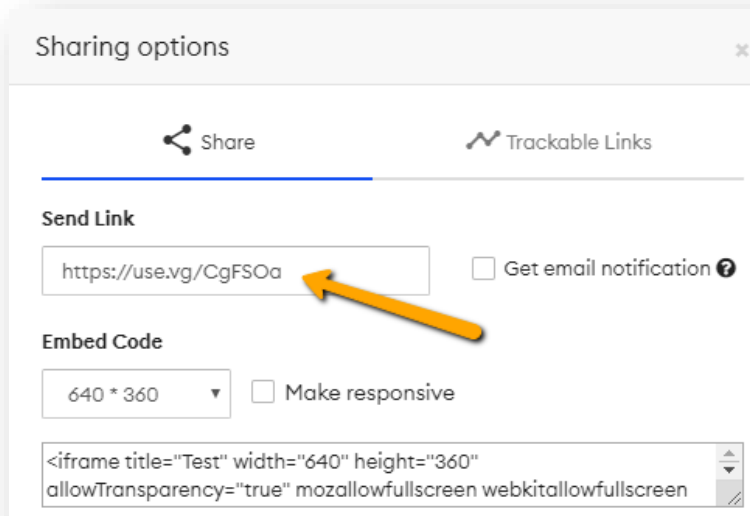
f. Paste the link into your Northwest Online (Canvas) course site area

g. OR, click and copy the Embed code text

h. Past this into your Northwest Online (Course Site) area.