

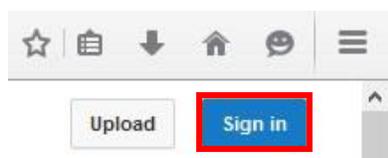
Recording a Video Journal Entry in Blackboard

Setup Your YouTube Account for Recording

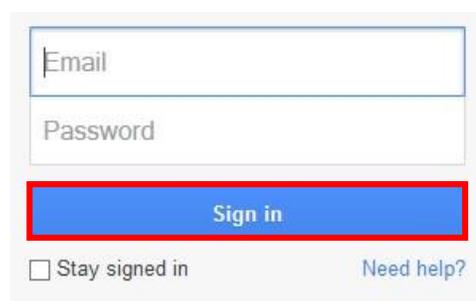
Before you start your first recording, you will need to make sure that your GVSU Gmail/YouTube account is setup and ready.

NOTE: You can also use a standard Gmail account if you have one. Please make sure its associated YouTube account is configured before recording.

1. Go to www.youtube.com and click "Sign In" in the upper right hand corner of the screen.



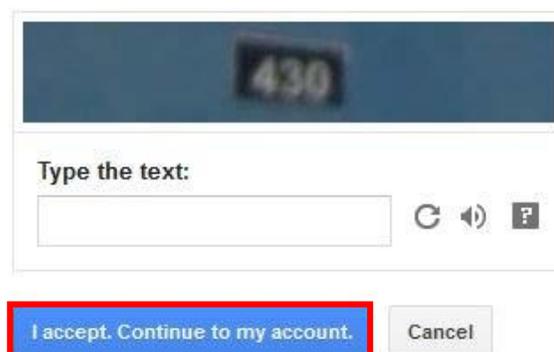
2. In the Google account "Sign in" window, enter your full GVSU email address and GVSU network password. Then click "Sign in".

A screenshot of the Google account sign-in window. It features two input fields: 'Email' and 'Password'. Below these fields is a blue 'Sign in' button, which is highlighted with a red rectangular box. There is also a checkbox for 'Stay signed in' and a link for 'Need help?'.

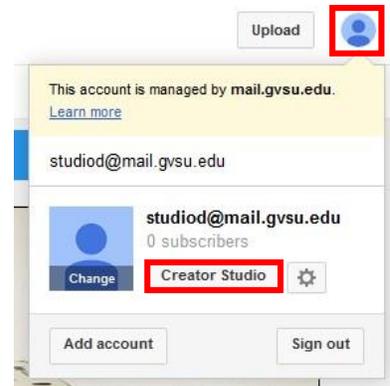
3. You will automatically be redirected to the GVSU email login page. Enter your GVSU username and GVSU network password. Then click "LOGIN".

A screenshot of the GVSU email login page. It prompts the user to 'Enter your GVSU Network ID (e.g. smithj) and Password below.' There are two input fields: 'Username:' and 'Password:'. Below the password field is a 'LOGIN' button, which is highlighted with a red rectangular box, and a 'clear' link.

4. If you have not previously logged into your GVSU email account you will be prompted to type the text displayed and accept the Terms of Service by clicking "I accept..."

A screenshot of the GVSU email account verification page. It shows a blurred image of a clock displaying '4:30'. Below the image is a text input field with the prompt 'Type the text:'. To the right of the input field are icons for refresh, volume, and help. At the bottom, there is a blue button labeled 'I accept. Continue to my account.' which is highlighted with a red rectangular box, and a 'Cancel' button.

- You will automatically be redirected to YouTube where you will have successfully logged in.
- Click the image icon at the top right of the window and then click the Creator Studio button.



- In the "Videos" window click the "Create a channel" link.

You must create a channel to upload videos. [Create a channel](#)

- Set up your channel on YouTube by entering the needed information and click "Continue". Your channel will now be activated.

Set up your channel on YouTube

How you'll appear

To use a business or other name, click here.

Gender

Birthday ⓘ

Create a Video Journal Entry in Blackboard

- Login to Blackboard and open your Bb course.

NOTE: The Firefox web browser was used in the creation of this handout. Other browsers can be used, but some prompts may appear differently.

- In the Content Navigation pane on the left select "Reflection Journal".

NOTE: The name(s) may vary.

- On the Journals listing page, click the appropriate link to open the Journal.

Journals

[BUS 631 Leadership Reflection Journal](#)

Visibility: **Private**
 Last Modified Date: 3/31/15 2:40 PM
 Entries: 0

- To add a Journal entry, click the "Create Journal Entry" button.





Journal Entries make up the content of a Journal. Depending on the Journal settings, Entries can be edited or deleted by their authors. Journal Entries can also be saved as a draft to edit or delete at a later time.

5. Type an Entry "Title". The title of the Entry is what appears in the Journal Index.

JOURNAL ENTRY INFORMATION

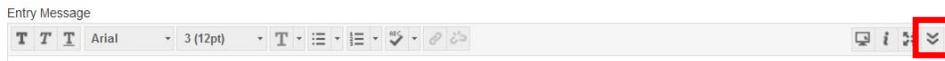
* Title

My First Journal Reflection

In the "Entry Message" window use the Text Editor functions to format text and add images, links, multimedia, Mashups, and attachments.

6. To see the full Text Editor click the "Show More" drop down arrow at the far right of the editor.

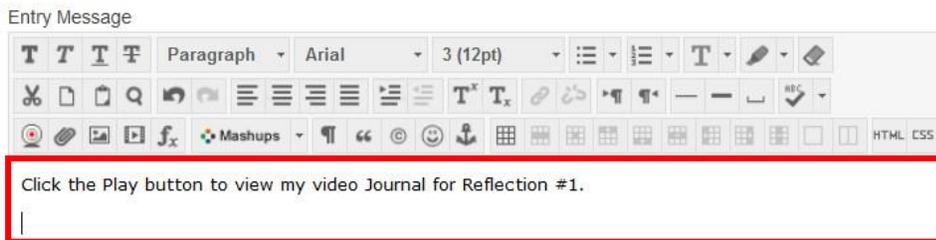
Minimized Text Editor



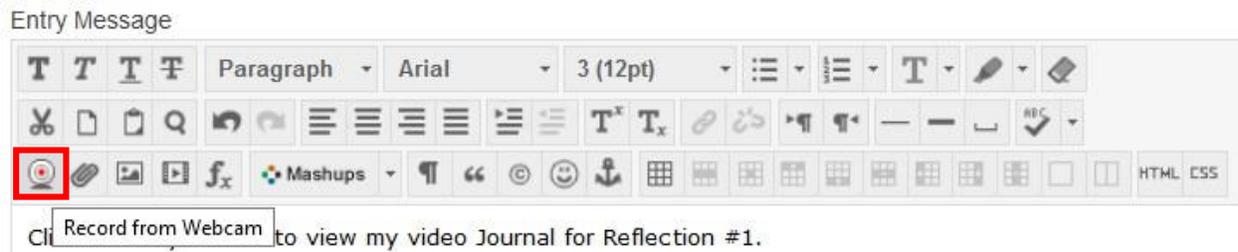
Maximized Text Editor



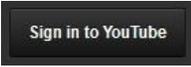
7. Click in the "Entry Message" window to add typed text.



8. To record your Video Journal and add it to the message window, click the "record from Webcam" icon in the bottom row of the Text Editor. The "Webcam Recorder" window will open.



9. In the Webcam Recorder window click the "Sign in to YouTube" button.



10. In the Google account “Sign in” window, enter your full GVSU email address and GVSU network password. Then click “Sign in”.



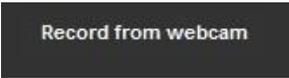
11. You will automatically be redirected to the GVSU email login page. Enter your GVSU username and GVSU network password. Then click “LOGIN”.



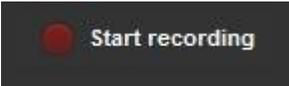
12. In the “Request for Permission” window click the “Accept” button.



13. In the Webcam Recorder window click the “Record from webcam” button.



14. Click the “Start recording” button to begin recording.



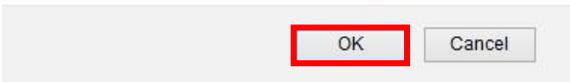
15. In the “Adobe Flash Player Settings” window click the “Allow” button, “Remember” checkbox and then click “Close”.



16. Click “OK” to allow <https://mybb.gvsu.edu> would to use your webcam for uploading to YouTube.

The page at <https://www.youtube.com> says:

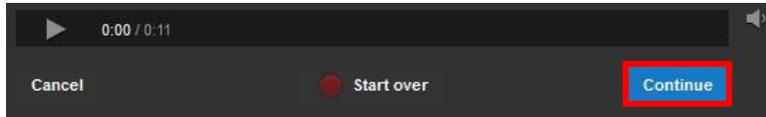
The website at <https://mybb.gvsu.edu> would like to use your webcam to upload to YouTube.



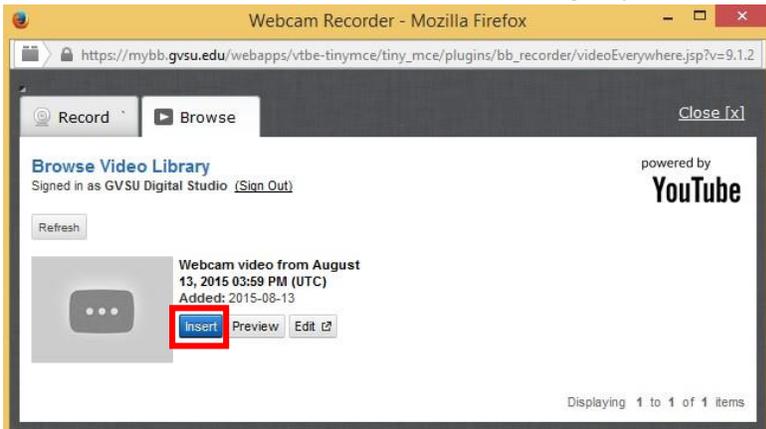
17. The recorder will immediately begin recording. Look into your webcam and deliver your video Journal entry. When finished, click the “Stop” button in the Webcam Recorder window.

NOTE: Recordings may occasionally fail and need to be restarted.

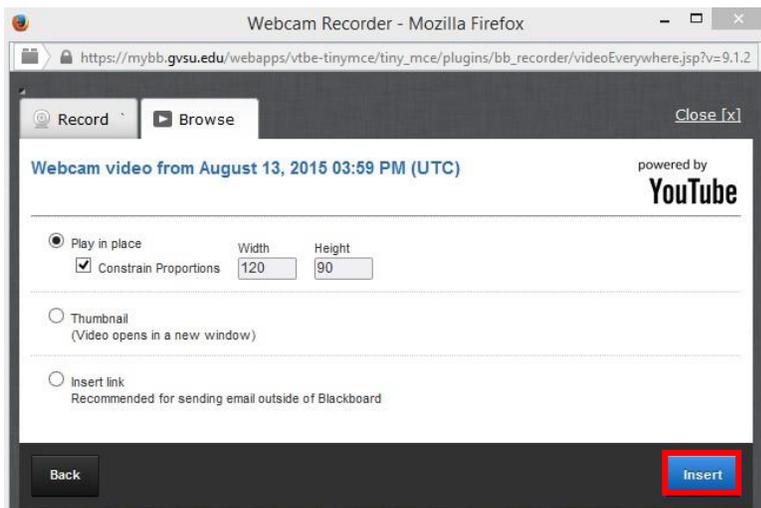
18. To cancel your recording, click the “Cancel” button, to rerecord your Journal entry click the “Start over” button. If you are satisfied with your recording click the “Continue” button.



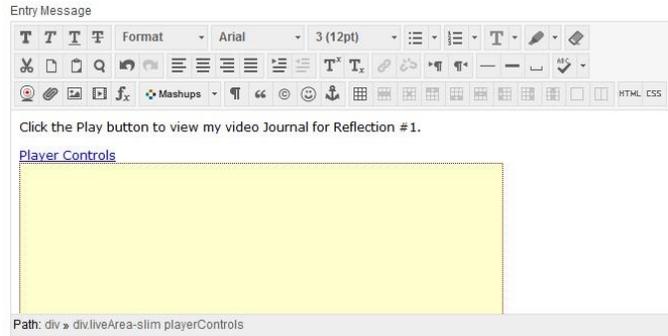
19. On the “Browse” tab in the Webcam Recorder window click the “Preview” button to playback and preview your recording, click the “edit” button to access additional editing features in YouTube or click the “Insert” button to add the recording to your Journal entry.



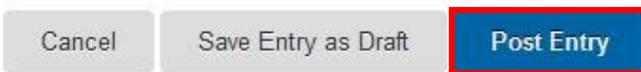
20. In the next window, leave the “Play in place” with “Constrain Proportions” options selected and click the “Insert” button.



20. A yellow “placeholder” will now be added to the Entry Message window for your video recording.



21. At the top or bottom of the Journal Entry page, click either the “Save Entry as Draft” button to save your entry for further editing at a later date and time or click the “Post Entry” button to submit your entry for review.



22. Once you click Post Entry, your video Journal recording will appear as the first entry in your BUS 631 Leadership Reflection Journal. Subsequent recordings will always appear at the top of your Journal page. Scroll down to view older entries.



Edit a Video Journal Entry in Blackboard

1. To edit a previous Journal entry, click the drop down arrow next to the title of the entry and select “Edit” from the list of options. You can also delete the Journal entry by selecting the “Delete” option from the menu.



2. In the Edit mode, you can change the title, retype and format the Entry Message using the Text Editor or add images, links, multimedia, Mashups, and attachments.

3. Click the “Post Entry” button at the top or bottom of the window when finished.

