

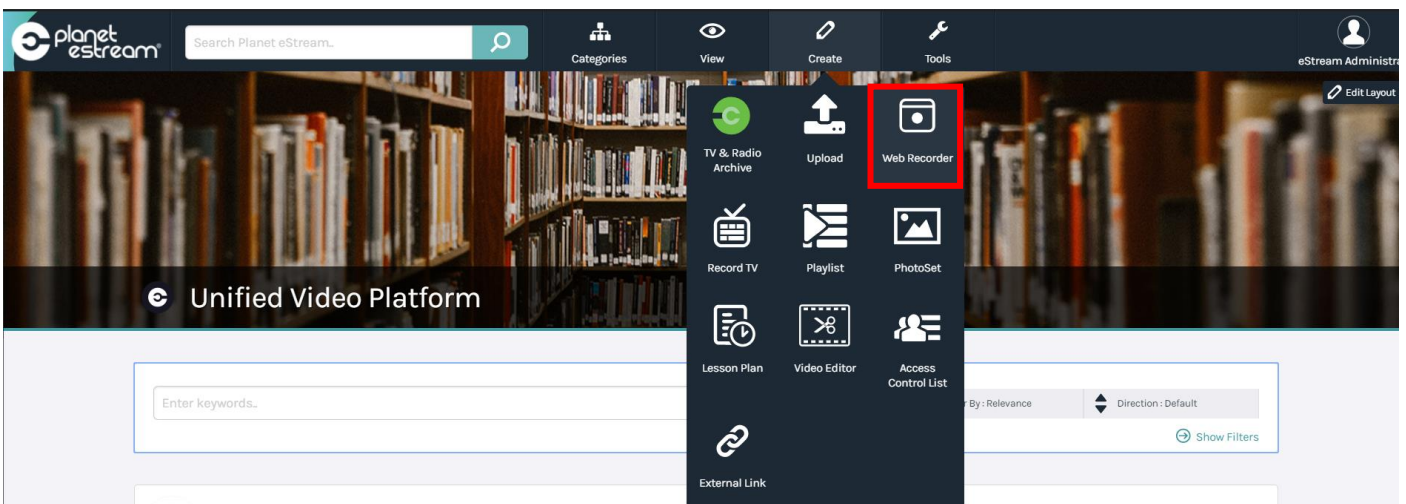


Using the Web Recorder

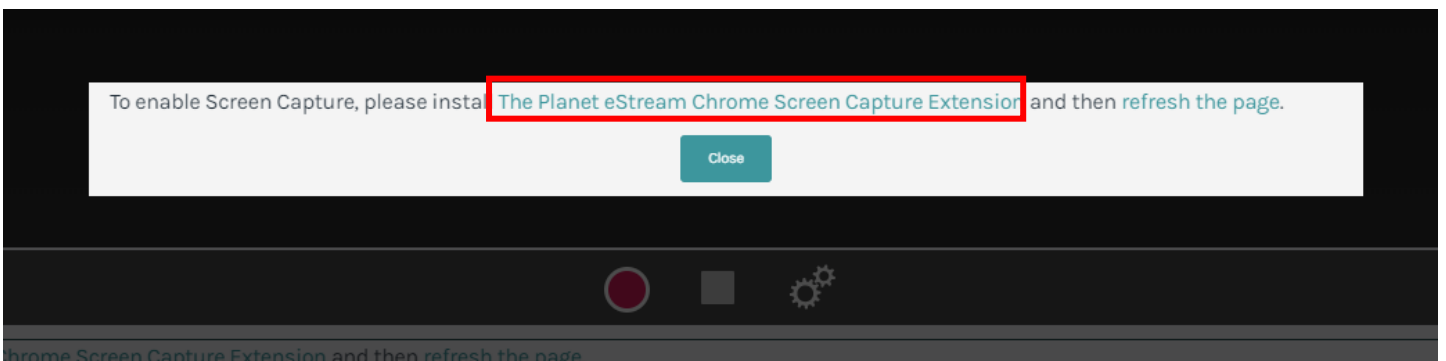
The Web Recorder function in Planet eStream provides screen, camera and audio capture directly within the browser when accessing Planet eStream from the Google Chrome or Chromium Edge browsers.

Step One – Accessing the Web Recorder

To access the Web Recorder, go to Create and then select Web Recorder from the top navigation on your Planet eStream site.

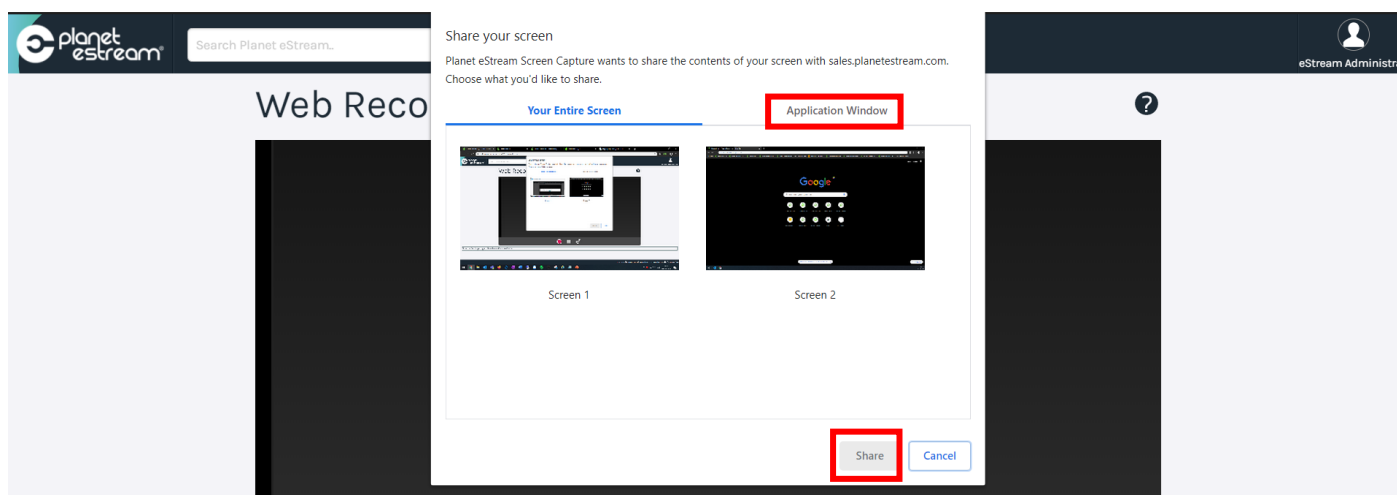


N.B. If you haven't accessed the Web Recorder before you will need to install the Planet eStream Chrome Screen Capture Extension. Click on the link when prompted and follow the instructions.

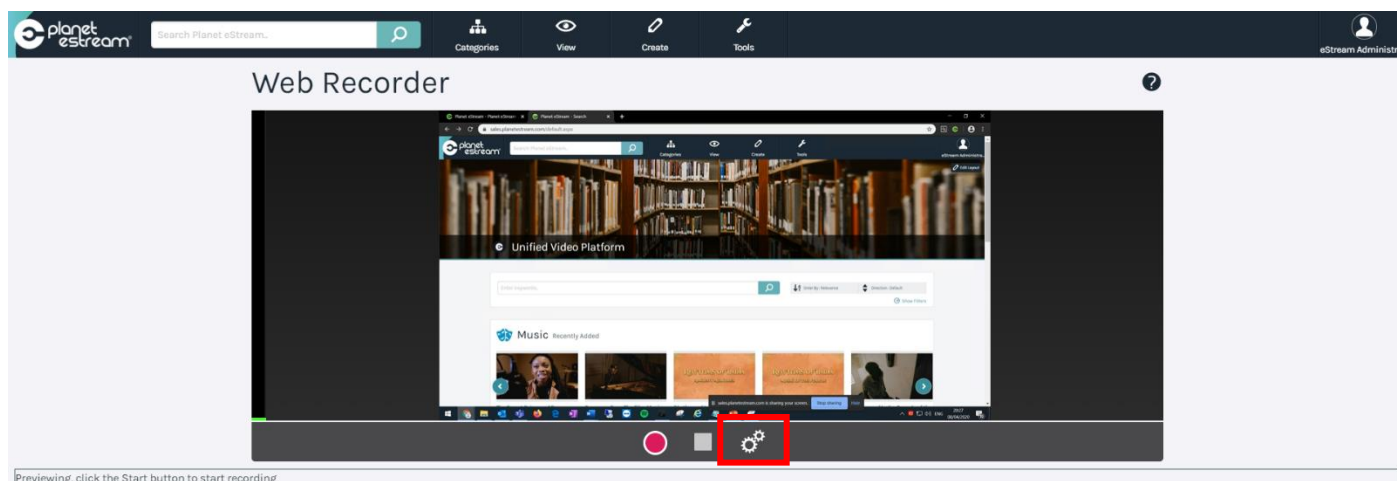


Step Two: Using the Web Recorder

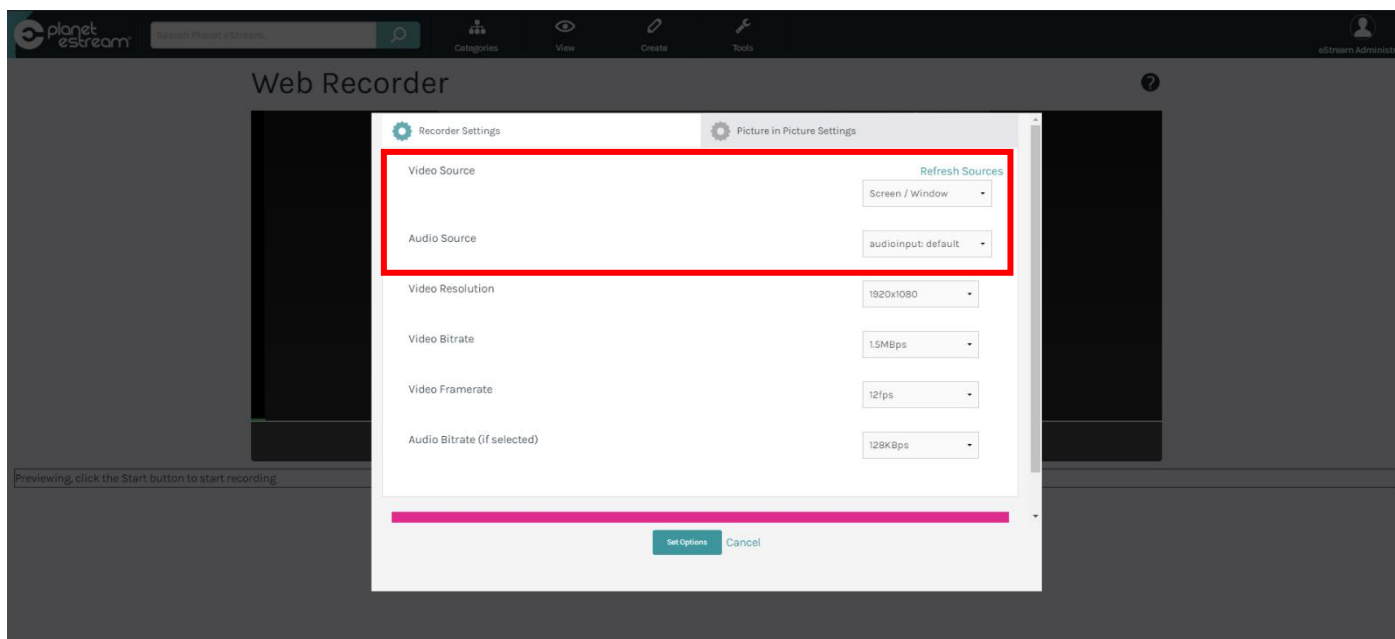
Once you have opened the Web Recorder (and added the Chrome extension, if required), you will be presented with the following window. To begin recording, click on **Start**. After clicking start, it will bring up a window in which you can select which screen to capture, make sure you click on your screen even if you are only using one monitor. You can also choose a specified application window by selecting Application Window. This is useful to create tutorial videos on a specific piece of software or record a PowerPoint presentation. Once you have made your selection, you can proceed by clicking **Share**.



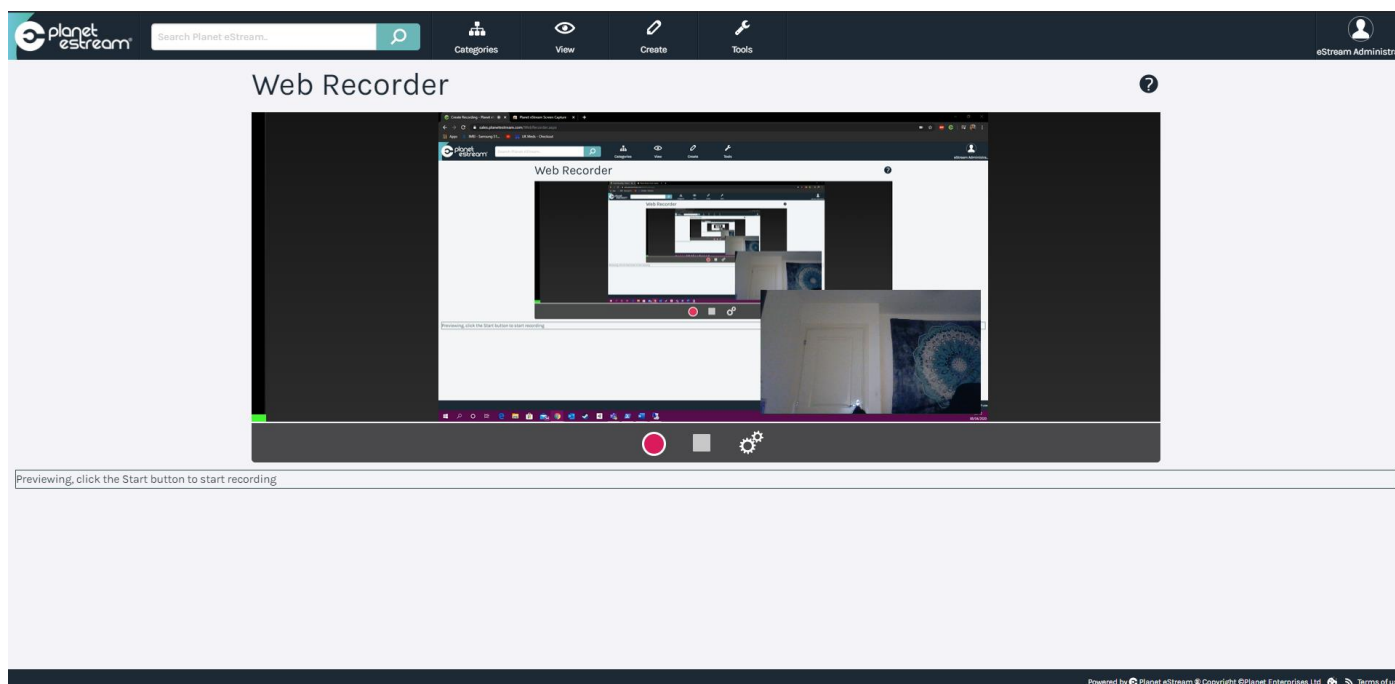
The settings icon at the bottom will provide you with several different settings that can be changed depending on what you want to record. Click on the cogs to enter the Web Recorder settings.



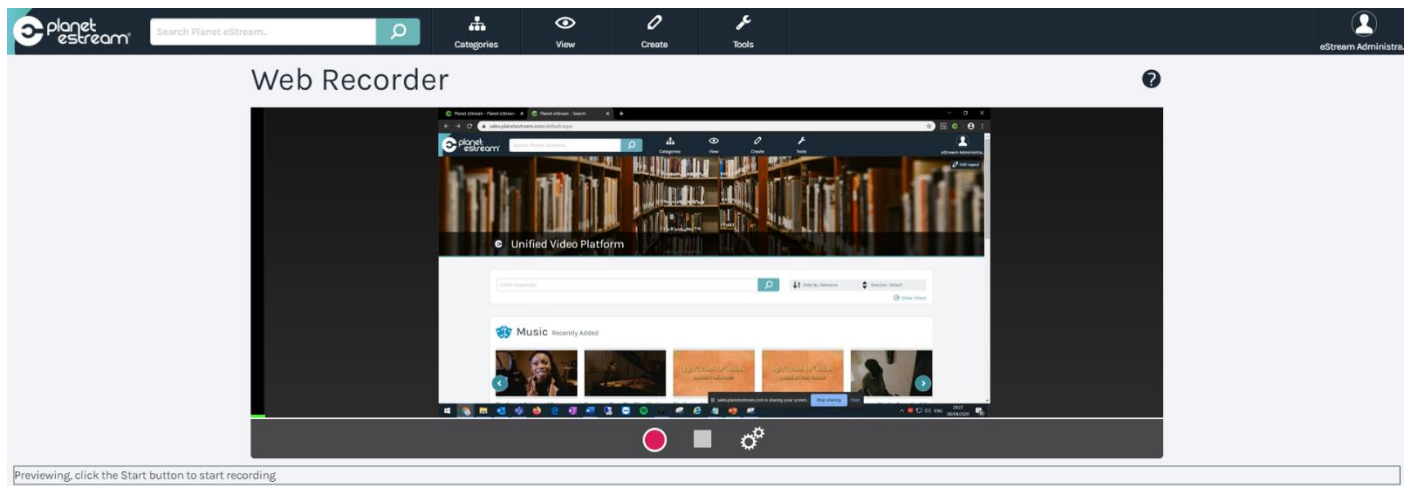
After clicking the settings icon, a window will appear where you will be able to alter any settings. You can change elements such as resolution, bitrate, framerate and audio bitrate, although most of the time the default values will be as required, and no changes will be needed. There are also two drop down boxes in which you can set the relevant video/audio source. This can be recognised video devices such as a webcam or onboard capture card.



In the video settings you will also notice an option for **Picture in Picture Settings**. Picture in picture allows you to record two video sources at the same time. This is especially useful if you would like to record an online class as part of a remote learning programme where you have the ability to record your webcam and your screen at the same time. To record Picture in Picture, select and configure your main source on the recorder settings tab, typically this will be your screen, and then your second source, typically a camera, on the Picture in Picture settings tab. Click **Set Options** to continue and your screen will look similar to the one below.



Once you are ready to record your session, click on the red circle at the bottom of the window to begin recording. You can select this again during the recording to pause and resume the recording.



Step Three: Uploading your Recording

After you have finished recording your session, you can stop the recording by clicking the little square logo next to the record button. Doing so will prompt an upload window to appear. This will be a very familiar window as it is like other upload areas and you can enter your title, description, publishing policy, privacy settings and any other metadata which you may want to include. As soon as you're happy with your choices, click on **Upload Recording** to add it to your Planet eStream site.

