

STEP 2: Reco

Under "View" open the call recorder and click the setting Icon and make sure these boxes are checked to record.

kype

View	Contacts	Conversations		
Show Tab Bar				
Show	w All Tabs	☆ 第 \		
as Li	ist	√第4		
/ as Pi	ictures	て第5		
Sidebar Show Media Previews in Chat				
Mak	e Text Bigge	r		
Make	e Text Norm	al Size ೫0		
Mak	e Text Small	er #-		
Jum	p Back	•		
Relo	ad Page	ЖR		
Ente	r Full Screer	n ^ቘF		
Call	Recorder			



Show Recording Controls At Launch				
Keep Recording Controls In Front During Calls				
Record Calls Automatically				
Discard Calls Shorter Than	5	Seconds		
Record Voicemail Playback Automatically				
🗸 Reveal Recordings in Ecamm Movie Tools				
Save Recordings To: Movies Folder				

STEP 3: PLACE A CALL

- Click on an online user

- From the three options

in the right corner of the selected person; call by

clicking the green

STEP 1: SIGN IN

Skype name: larcst# Password: student# The # will be your station

STEP 5: HANG UP By clicking the red

telephone icon

When you hang up, the file is created in the Saved Calls folder.

telephone (for audio) or camera (for video) option. - If you want to see

yourself on screen, click the video icon

STEP 4: CHECK CONNECTIONS

Call and make sure you can hear your partner, and they can hear you.





STEP 6: FIND CALL IN SAVED CALLS FOLDER

*Saved Calls folder should be in Movies Folder 7

STEP 7: CALL AGAIN

Repeat STEP 2

Once done, repeat STEP 4



STEP 9: SIGN IN TO MOODLE

Select your course, select assignment, click browse and upload your file.



STEP 8: REVIEW CALL

Find call in Saved Calls folder

Save under your last name and first initial

Right click mouse, go to "get info," change name but leave ".mov"

*You may view or edit (trim, rename) using QuickTime player.

