	Lifesize Video Conferencing	Lifesize How-to	Vidgrid Video Recording
Asynchronous and/or Synchronous	Synchronous- • Some or all participants are remotely joining Lifesize meeting • Those not joining remotely are in f2f class • **May or may not be recorded** Asynchronous- • Some or all participants are remotely joining Lifesize meeting • Those not in f2f class or remotely joining have the option to watch the recording in their own time • **Recorded Lifesize meeting**	**LCU Instructor /staff account with record option:** 1. Download Lifesize App https://call.lifesizecloud.com/downloads 2. Select device type 3. Download and locate download 4. Click Open, Run or Save depending on download location 5. Click tab – "Sign In" 6. Enter LCU email and password 7. May be asked to authenticate 8. Call into Meeting room using Meeting directory, favorites/recent calls, or entering known extension	Asynchronous Only- • **Recorded** f2f classes or stand-alone recordings • Some or all participants may be working remotely • Those not in f2f class have option to watch the recording in their own time. *Restrictions may be set for individual users or date availability within Moodle settings* • Recordings may serve as the lesson, lecture, demonstration, or review • Go to vidgrid.com >Login>BLUE ENTERPRISE login> LCU email >Click Record to download recorder
Recordings	• Recordings must be downloaded from Lifesize • Recordings must then be deleted from Lifesize • Downloaded Lifesize recordings save as mp4 files • Recordings can be any length, **BUT Moodle will only accept** recordings no more than approximately 1.5 hours in length • *Recordings can be uploaded to Vidgrid and then split into 2 parts or the initial recording can be stopped and then restarted to create the 2 parts*	**Download and Delete Lifesize recording:** 1. Lifesize App 2. Home menu 3. "View Recordings" in lower right corner 4. Double click on recording 5. Click download (arrow pointing down) 6. Locate download and save to desktop or file 7. Double click on recording 8. Click Trashcan to delete *Option:* *Contact Jeanna.morton@lcu.edu, (806)720-7356* *Give the date of recording, the course code it should go in.* *Videos will be uploaded to your Vidgrid and Moodle course*	**Recordings in Vidgrid:** Uploaded Mp4 files, which once uploaded are now considered Vidgrid recordings Vidgrid Recorded Videos • Recordings are stored in Vidgrid • Recordings can be any length and can be split into smaller parts through duplication and editing • Captions may be added to recordings • Multiple recordings may be combined • Video quizzes may be created & tied to Moodle gradebook • Option of URL link or embed link
Moodle	Drag and drop option • Videos will be stored in the course, not in a consolidated user library Upload from Vidgrid • MP4 files uploaded into Vidgrid are available to be added into any dialogue box in Moodle either as hyperlinks or embedded videos • Videos will be stored in the Vidgrid User Library	**Drag and drop option:** 1. Go to course, Turn editing on 2. Drag mp4 file onto Main course page in desired section 3. File will take time to process: processed files show as purple film reel icon **Upload to Vidgrid:** 1. Go to Vidgrid.com 2. Click (+) next to blue record button 3. Click "Upload" 4. Drag mp4 file into upload box and click upload. This will process 5. Video will then begin processing in Vidgrid (may look like a blue green kaleidoscope while processing)	**Adding Recordings to Moodle:** 1. Add an assignment, forum, quiz, label, folder, or other activity or resource 2. Click on the blue Vidgrid icon in the Atto editor toolbar in any dialogue or text box 3. Double click video > Click Actions > Click copy link > Click checkmark to embed 4. Type date and or video topic > highlight text > click chain-link icon in toolbar > paste URL > Click "Create link" >Save 5. **Video Quiz**-Use External tool: ilos quiz