

Recording and sharing project and lecture videos

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ITS provides several resources which allow faculty, students and staff to create and share video resources, including asynchronous lectures, presentations, and interviews.

Recording project and lecture videos

- In [Windows 10](#), the [Camera](#) app can be used to record videos using an attached or integrated webcam or video-recording device. Instructions can be found [here](#).
- On [Mac OS](#), the [Photo Booth](#) app or [QuickTime Player](#) can be used to record videos using an attached or integrated webcam or video-recording device. Instructions for using Photo Booth can be found [here](#). Instructions for using QuickTime Player can be found [here](#).
- Smartphone devices have free video-recording tools and apps available for both iPhone and Android-based models.
- Slide-based presentations and lectures can be recorded, with timed voice narrations, within [Microsoft PowerPoint](#), licensed to all campus students and employees. Instructions can be found [here](#).

Storing and sharing video files

Because video files may be large, please be aware of device and system limits when creating, storing, and sharing videos.

- In [Sakai](#), each Course Site and Project Site have a 1GB maximum storage capacity for all files and data. Instructions for uploading Resource Tool files to [Sakai](#) can be found [here](#).
- In [Microsoft OneDrive](#), each user is provided with 1TB of storage. Instructions for uploading files to [OneDrive](#) can be found [here](#). Instructions for sharing files using [OneDrive](#) can be found [here](#).
- The Home Drives provided to students each have 5GB of storage.
- Email attachments sent through W&J's email system can be no larger than 25MB. This restriction does not apply to [OneDrive](#) file attachments.

Preparing to record videos

All subjects should be advised to choose a well-lit and quiet place with few environmental noises or distractions. Ensure that all video and audio recording hardware is high quality and tested and full functional prior to recording and production.