

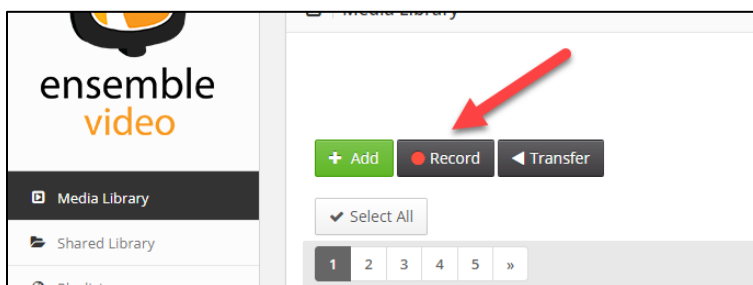
### Using Ensemble Anthem Screen Capture on PC

Ensemble Anthem is a personal capture software that can be used to create recordings of your computer screen that can then be uploaded into your video library in Ensemble. You will need to have an Ensemble account. To register for an Ensemble Account, go to <http://bit.ly/EnsembleRequest> and fill out the form so an account can be created for you. Once your account has been created, log into Ensemble at <https://ensemble.hartford.edu>.

### **Install Ensemble Anthem**

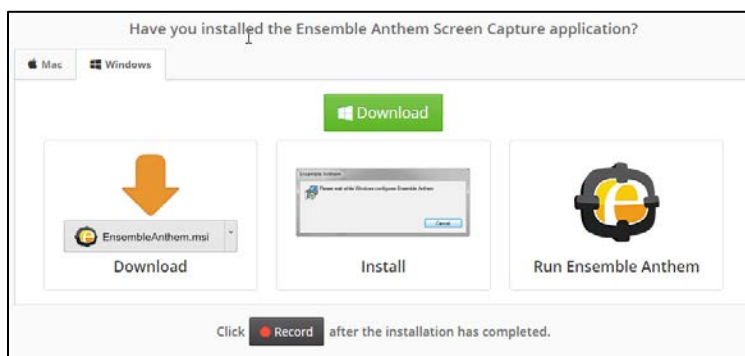
Before recording for the first time (on any new computer), you will need to download and install the Ensemble Anthem software. This is for individual use only. Please do not install on classroom computers.

1. When you are in Ensemble in any web browser, you will see a record button near the top of the window as shown below. Click on the **Record** button.



**Click Record to get the Install Download**

2. A new window will appear asking you if you have installed the Ensemble Anthem Screen Capture application. It should auto detect that you are using a PC, and at the top of the window, click on **Download**. Sometimes this new window is behind Ensemble window.



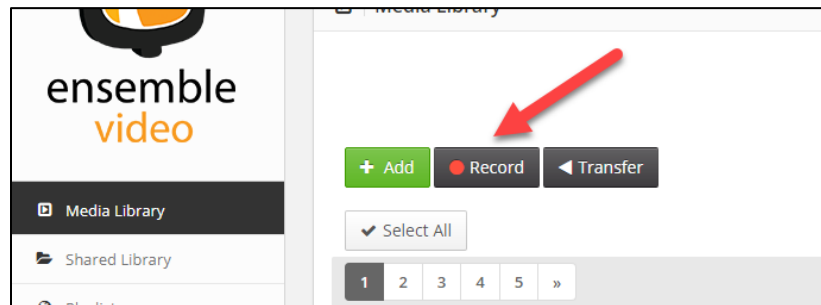
**Click on the Download button to download to your computer**

3. After the installer file downloads, open the installer file and run through the install process. Once it is complete, the application will be installed on your machine.

## **Begin Recording**

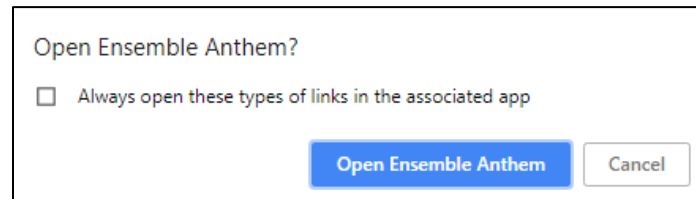
There are two ways to record using Ensemble Anthem:

1. You can open the Ensemble Anthem application directly from your computer.
2. When you are logged into Ensemble in any web browser (<https://ensemble.hartford.edu>), you will see a record button near the top of the window as shown below. Click on the **Record** button.



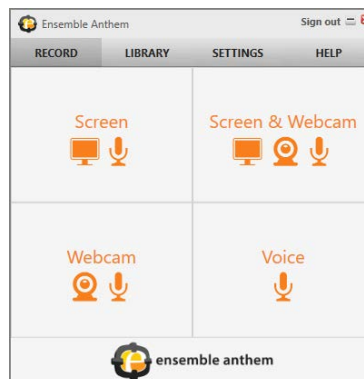
**Click Record to get started**

A message will appear, as shown below. Click on **Open Ensemble Anthem**. To stop this message from appearing in the future, click on the box next to *Always open these types of links in the associated app*.



**Click the Open Ensemble Anthem button**

The Ensemble Anthem application will open and you will see the window shown below.



There are four different options for recording:

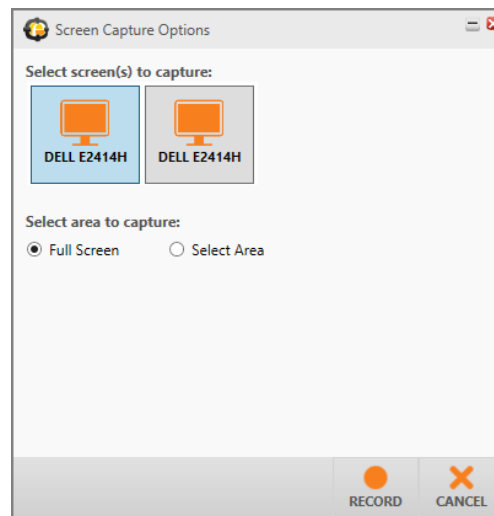
**Screen:** Records the screen and from a microphone.

**Screen & Webcam:** Records the screen, the microphone and video from a webcam.

**Webcam:** Records from a webcam and microphone.

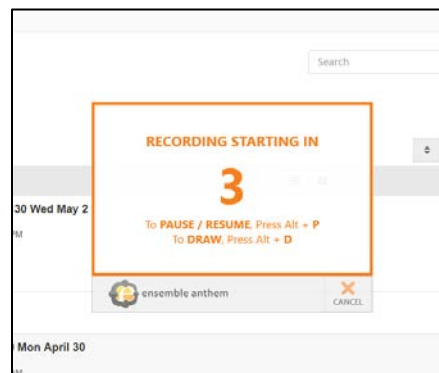
**Voice:** Records from a microphone.

If you would like to record your computer screen, click on **Screen**. A new window will appear, asking you to select a screen (if you have multiple monitors), and then asks you to select an area to capture, either the full screen or a specific area of the screen, as shown below. When you have selected your options and are ready to record, click the **Record** button.



**Select the monitor and area to capture, then click Record**

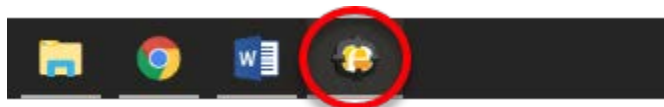
A window will appear along with a countdown letting you know when Anthem will begin recording, as shown below.



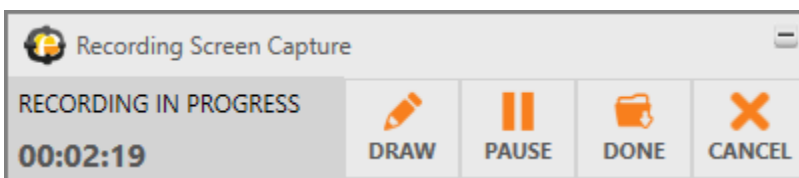
**The countdown to start recording begins**

Press **Alt+P** to Pause/Resume the recording. Press **Alt+D** to draw on the recording.

While you are recording a screen capture, there will be a menu in the corner of your screen, as shown below. Sometimes, this window will be hidden and you will need to find the Ensemble icon located at the bottom of your Windows Toolbar and click on it to open it.



#### Locate the Ensemble Icon on your Windows Toolbar



Recording is in Progress, use the Tools if needed

**Draw:** Click the pencil icon to draw on the screen while you are recording it. This allows you to highlight certain areas.

**Pause:** This pauses the recording. Click on the pause button again to continue.

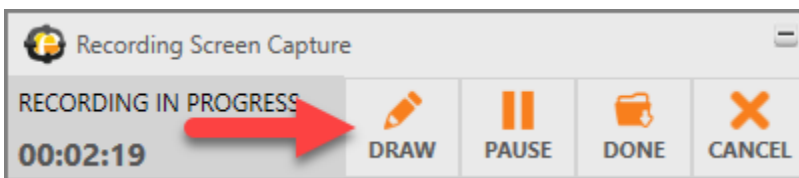
**Done:** This allows you to finish the recording and save it.

**Cancel:** This will stop the recording and will not save it.

There is also a timer in the window that will tell you how long your screen capture is running.

#### *Using the Draw Tool while Recording*

You can annotate screen recordings while in progress by clicking on the Draw button in the *Recording Screen Capture* window.



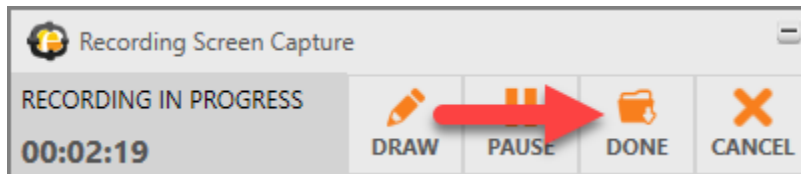
Click on the Draw button to annotate your screen recording

When you click on the **Draw** button, a new menu will appear, as shown below. This menu offers a variety of options for annotating your screen, such as free-hand drawing, adding lines and shapes, etc. Click **Done**, when finished annotating with the Draw Tool.



The Annotation Options under the Draw Tool

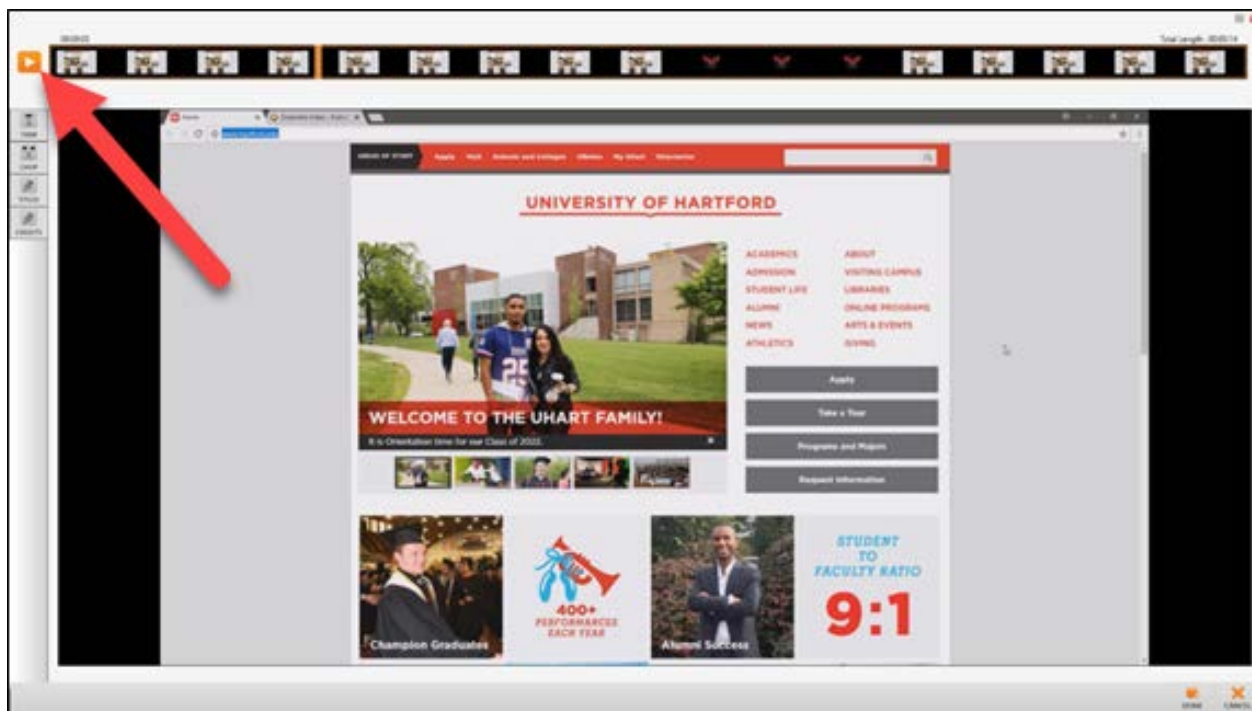
When you are finished with your recording, click on the **Done** button in the Recording Screen capture menu.



Click on the Done button to finish recording your screen

## Preview your Recording

A new window will now open, the Video Editor, where you will be able to preview your video, as well as trim certain parts of the video, add titles and credits, etc.



The Video Editor Window

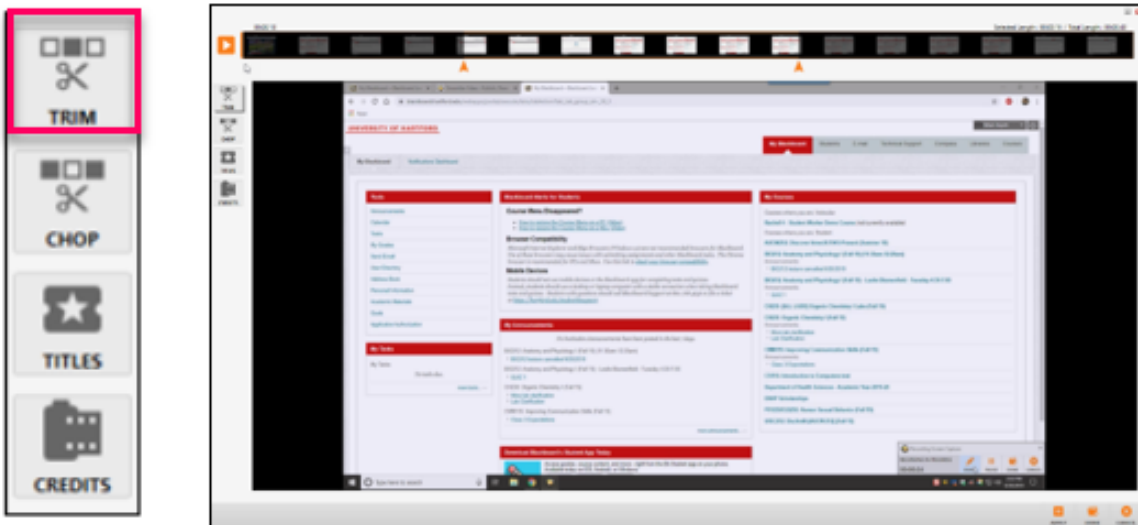
Click on the **Play** button to watch your video.

## Editing your Recording and Uploading your Video

- Click on **Titles** button and the new screen will allow you to edit the title screen for the beginning of the video.
- Click on the left or right **orange arrows** to see available templates.
- Once you find which one you'd like, type over the text to create titles.
- Or click on **Custom Image** to upload your own template from your computer



- Click on the **Trim** button to trim the beginning and/or the end of the video.
- Slide **orange arrows** on the top of the screen to adjust the portion to be removed.
- Click on the **Apply** button. The darken part on the timeline of the screen will be deleted from the recording.

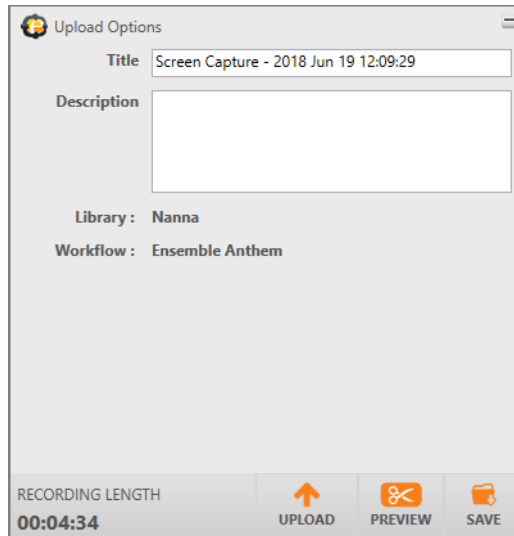


- The **Chop** button allows you to remove section in the middle of the video.
- Slide **orange arrows** on the top of the screen to adjust the portion to be removed.
- Click on the **Apply** button. The darken part on the timeline of the screen will be deleted from the recording.



- The **Credit** button is the same as the **Titles** button where it adds a slide to finishes the video.
- When you are done making edits to your video, click on the **Done** button towards the bottom of the video editor window.
- The upload video window will appear, as shown below. Here you can give your video a title and a description, and at the bottom of the window, you can also see the length of the video.



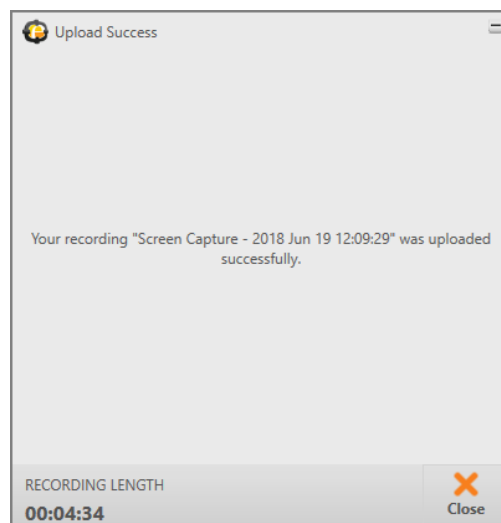


**Upload:** This will save the recording on your computer and upload the recording directly to your media library on Ensemble.

**Preview:** This will take you back into the video editor window where you can preview the video and make edits.

**Save:** This will only save your recording to your computer; it will not upload it to your media library in Ensemble.

To upload the video to your media library, click on **Upload**. You will see a progress bar appear, and when it is done, a confirmation that the upload was completed successfully, as shown below.



**Upload Success, click Close**



Your video will now appear in your Ensemble Media Library, and can be displayed in your Blackboard course, on your website or shared as you like. Other Ensemble documentation can be found on the FCLD website at: <https://hartford.edu/fclد>.

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## **Getting Help with Technology at the University of Hartford**

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fclد@hartford.edu](mailto:fclد@hartford.edu)

**Website:** <http://www.hartford.edu/fclد>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>