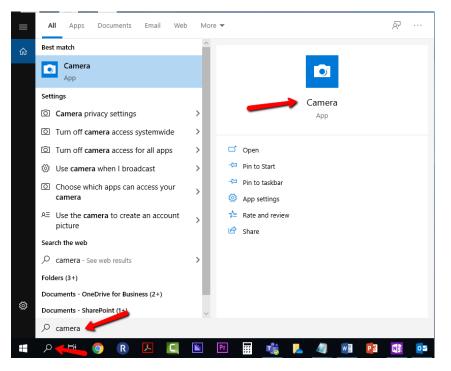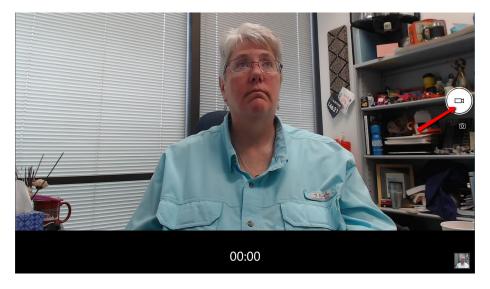# Using Windows' Camera App to Create a Video

If you need to create a video without any recorded on-screen information, visuals, PowerPoint shows, etc., you only need a camera, a microphone and Windows' built-in Camera application. The following is the procedure for creating a simple video using these two tools.

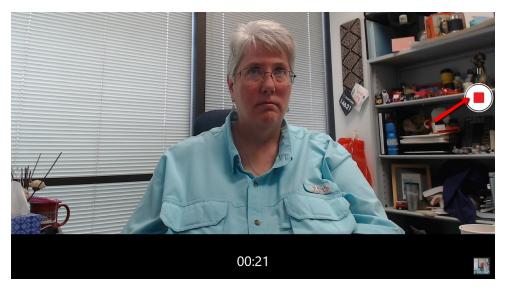## Part 1 – Creating and Saving the Video

1. Navigate to your Windows search field, type "camera," press the Enter key, and click the Camera application displayed in your search results.

2. On the right side of the Camera app, locate and click the Video icon/button.
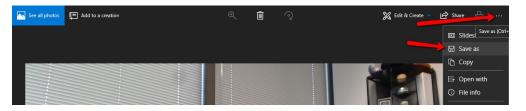
3. When you are ready to record, click the Video icon/button again.
4. Record your video and press the Stop Taking Video icon/button when you are finished.

5. Click the Camera Roll image in the lower right corner to retrieve your video for playback, editing, and saving.

6. To save your new video, click the More icon (. . .), located in the upper right corner, and then click the "Save as" option.

7. At the Save As screen, you can select the location on your computer where you would like the file stored and then click the Save button. We also recommend changing the file name from its default (usually something such as WIN_20200130_12_18_56_Pro.mp4) to one that is shorter and more descriptive.

Part 2 – Deploying to Your Blackboard Course(s)

It's tempting to simply upload your MP4 video as a file in your Blackboard course(s). However, doing so can be detrimental to both your course(s) AND to UHCL's entire Blackboard system. Because video files tend to be significantly larger than other files, such as Word documents, PDFs, or PPTs without narration, they take up large amounts of storage space within the Blackboard database and within your course(s). The more files that you (and other instructors) directly upload to Blackboard, the slower the system and its courses become. In addition, it imposes an additional burden on students to successfully download those video files, especially if they lack high-speed internet access, or if they share internet access with multiple people in their home or workplace.

To avoid these issues, we recommend that faculty deploy their MP4 files in one of the following ways:

- [Recommended] Provide a copy of your video file to your designated instructional designer, who will compress the file, upload it to the university's streaming server, and deploy it into your Blackboard course(s); or
- [Optional] Upload to your own YouTube account (preferably as an "unlisted" video) and then deploy the video in your Blackboard course as a clickable web link that opens and plays the video from YouTube.