

# SPRING 2018 COLLEGIATE SEMINAR 104



## HOW TO RECORD, UPLOAD & SHARE READING RESPONSES TO MOODLE FORUMS

This page describes how to properly respond to the readings set as homework. Please read very carefully - and if you have any questions about this process, seek help from the Tech Bar or email me.

Welcome to your playlist video forum!

This course will use an alternate reading response methodology. Instead of writing responses, students will instead record short video responses. Every reading (that's two per week) will have a folder on Moodle, which will house a forum for video uploads. You will go through the steps below once you have finished your reading. Part of this process involves you creating a topic posting in a forum named for the particular reading. Each member of the class should have ONE posting only.

### Preparation:

1. Do the assigned reading
2. Make some notes about the reading – questions, insights, confusions, disagreements, etc
3. Ensure that your preferred device (phone/tablet/computer) has a working camera & audio input (microphone)\*
4. Set a timer for 60 seconds, and run it once to get the feel of the time limit.

### Recording/Upload

1. Sign into your St. Mary's account
2. Navigate to our Seminar 104 Moodle
3. Find the current reading forum:

The screenshot shows a Moodle course page with a playlist of reading folders. The folders are organized by date ranges:

- February 12 - February 18** (circled in red)
  - Feb 14th - Ghandi AND The Universal Declaration of Human Rights (circled in red)
- February 19 - February 25**
  - Feb 19th - Freud, Civilization and Its Discontents, Chps I-IV
  - Feb 21st - Freud, Civilization and Its Discontents, Chps V-VIII

Each folder has an 'Add a resource...' and 'Add an activity...' dropdown menu. The 'Feb 14th' folder is highlighted with a red oval.

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4. Make a new topic in the forum – try to give it a unique title to defeat confusion:

## Conversa: 20th&21st Cen '[18-SP]'

February 12 - February 18 ▶ Feb 14th - Ghandi AND The Universal Declaration of...

### Feb 14th - Ghandi AND The Universal Declaration of Human Rights

Gandhi is famous for his inspiring his followers in a non-violent movement against colonial rule of India by the British Empire.

After studying law in England, Gandhi worked with Indian immigrants in South Africa for over twenty years before returning to his homeland in 1914.

*The Universal Declaration of Human Rights* was drafted by a committee, chaired by Eleanor Roosevelt, that included representatives from Britain, Canada, and the Soviet Union. More than 50 Member States of the United Nations participated in producing the final draft, which was adopted by the General Assembly.

It was intended to establish universal standards of right against which the relative justice of particular laws and governments could be measured.

Use this forum to upload your recorded reading response video. If you forget or get stuck with this process, please re-read the instructions document.

Please remember to follow the following directions:

- Video are to be recorded directly to your post using Poodle, as detailed in the document;
- Reading response videos are no more than 60 seconds;
- If necessary, you may provide additional notes in the text field of your post.

If you cannot resolve a problem, please consult with: me, OR peers in this course OR one of the tech bars on campus. Remember that it is your responsibility, and that responses not uploaded using this excuse will be considered missing, and your grade will reflect it.

[Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

5. In the text field, press this button -  - a dialog box will open:
- 6.

## Your new discussion topic

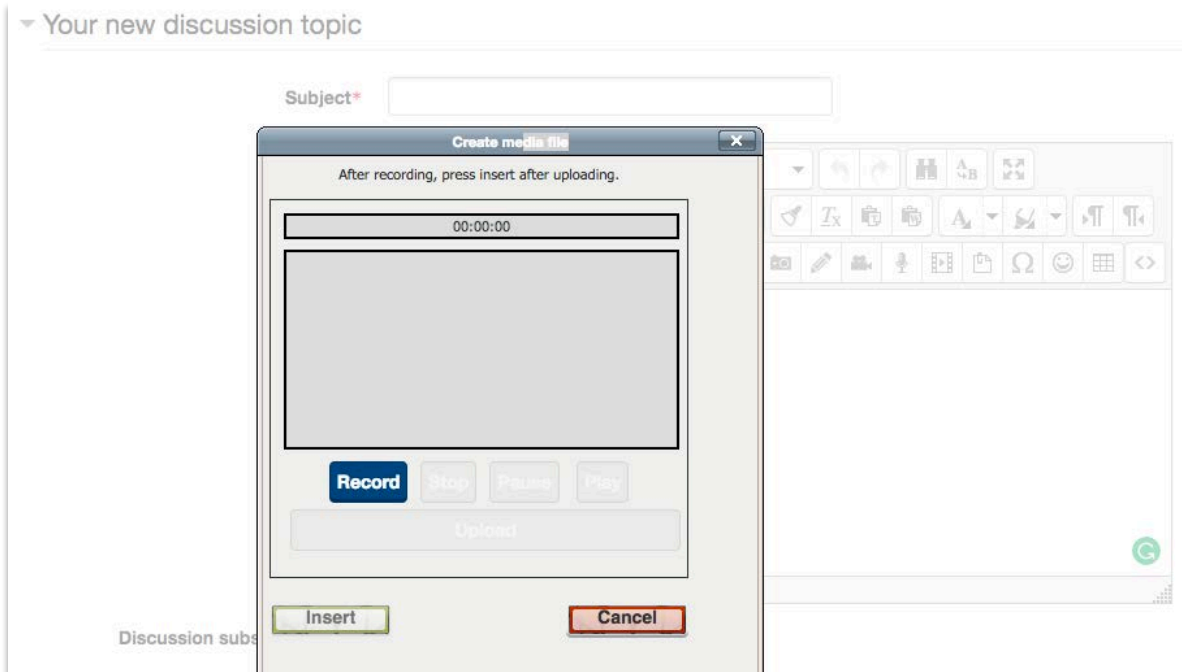
**Subject\***

**Message\***

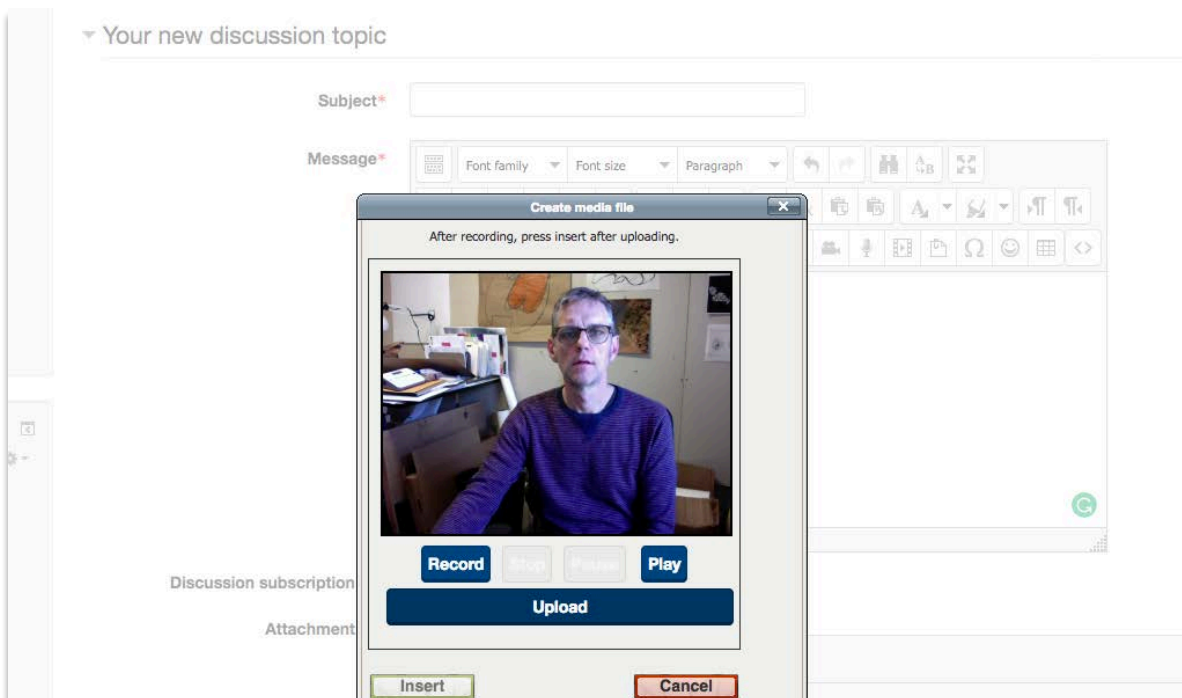
The image shows a rich text editor toolbar with various icons for text formatting and media insertion. The video camera icon, used for inserting a video, is circled in red. Other icons include font family, font size, paragraph, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, image, video, audio, and other standard text editing tools.

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7. The Poodl dialog box will open for you to record video: *NOTE: you may need to authorize the use of your camera/microphone – your browser will show an alert if so. Click 'yes and remember'*

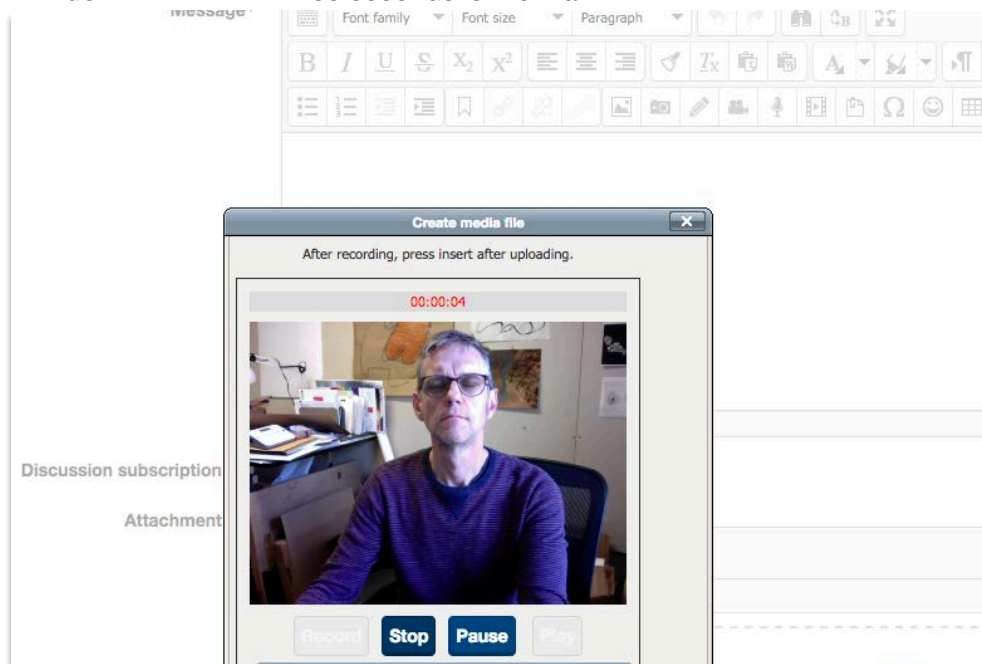


8. Click "record" and the camera and microphone will activate:

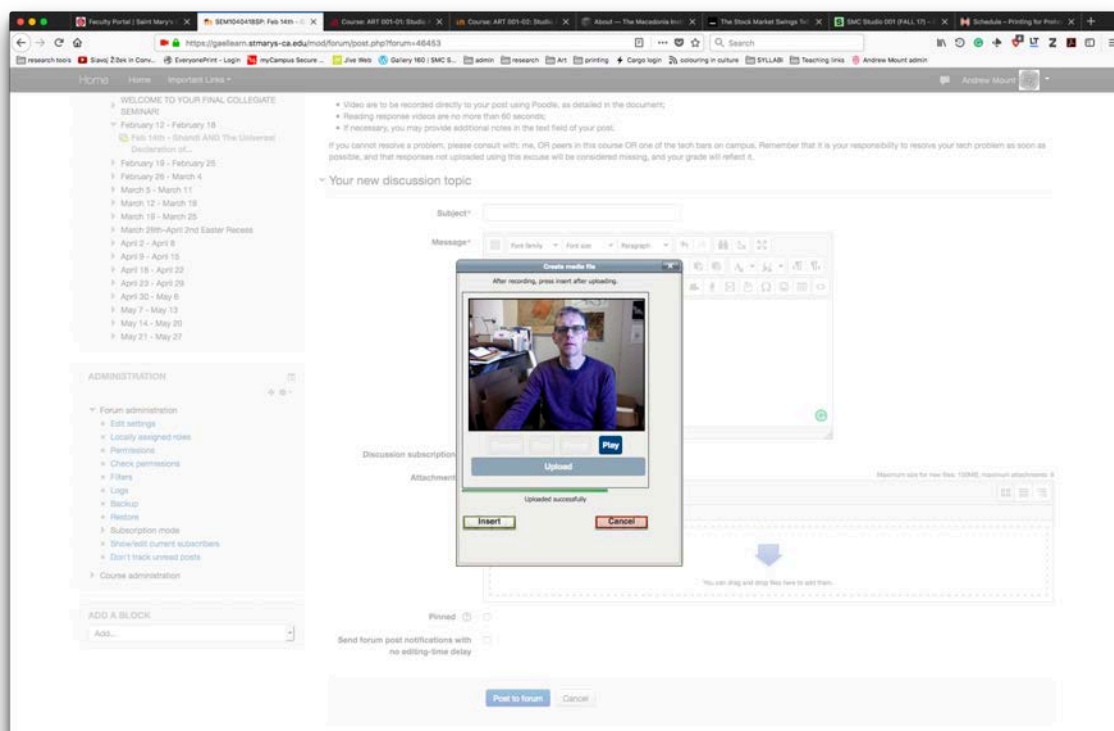


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9. Stop the recording at 60 seconds – there is a timestamp at the top of the recording window. **REMEMBER- 60 seconds is the max!**



10. Press upload to save the video and prepare it for posting:



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11. Once you see the 'uploaded successfully' note, click insert. This will result in a link posted in the forum window, like this:

A screenshot of a forum message editor. At the top is a "Subject\*" text box. Below it is a "Message\*" section with a rich text editor toolbar. The toolbar includes options for font family, font size, paragraph alignment, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert video, insert audio, insert code, insert table, and insert smiley. Below the toolbar, the text "poodllfile5a7e1e6fbad231.mp4" is displayed as a blue hyperlink. At the bottom left of the editor area, it says "Path: p". A green circular icon is visible in the bottom right corner of the editor area.

12. Post this to save it to the forum, and your post will display like this:

## Ghandi reading forum

Your topic heading here

Display replies in nested form

 **Your topic heading here**  
by **Andrew Mount** - Thursday, February 1, 2018, 4:34 PM



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While the repetition in this process appears to create some churn, there is no more efficient way to post your videos, so we will have to use this process. I will run through this process with you all in class, and we will discuss more fully exactly why we want to use this process to capture your reactions to readings.

Please, don't fear the Resources:

The Tech Bar will be able to help you with anything tech-related that you do not understand - whether you are trying to do this section of your homework on a mac, a PC, a tablet or a smartphone. If you have any other questions or concerns regarding technology, please stop by the Library Tech Bar. It would be a good idea to print these instructions before you go and explain your issue when you get there.

Tech Bar hours:

M-TH from 7:30am to 9:00pm, Friday 7:30am to 5:00pm, Saturday 9:30am to 6:00pm and Sunday 10:00am to 6:00pm.