

## TUteach: Instructions for Recording and Saving Teaching Sessions

### To Record:

1. Turn camera on
2. Touch the **X** on the display to go to recording mode
3. Press the **RED** button to begin recording: you should see a red **REC** on the display
4. Press the **RED** button again to stop recording: the REC should turn into a green **STBY**
5. Continue recording until all students in your group have completed their recordings. At the end of all recording, transfer your files to the computer.

### To Transfer Your Recordings to the Computer:

#### ON the camera . . .

1. Press the HOME button on the camera display panel (top left)
2. Press the USB CONNECT button on the camera display panel (bottom right)
3. Press the USB CONNECT button with the disk symbol on the camera display panel (top left): You will hear a connection sound from the computer.



#### ON the computer . . .

4. Double-click on the **Handycam Utility** Icon on the desktop
5. Confirm the "Location for imported media files": T:\TUteach\m-dd-yyyy

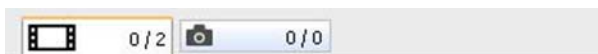


6. Click **IMPORT** button (bottom right):



your files will be copied from the camera to the computer and the **Picture Motion Browser** will open to display your recordings.

7. Double-click on any recording to play it back.






Wednesday, August 27, 2008 - 2 media files



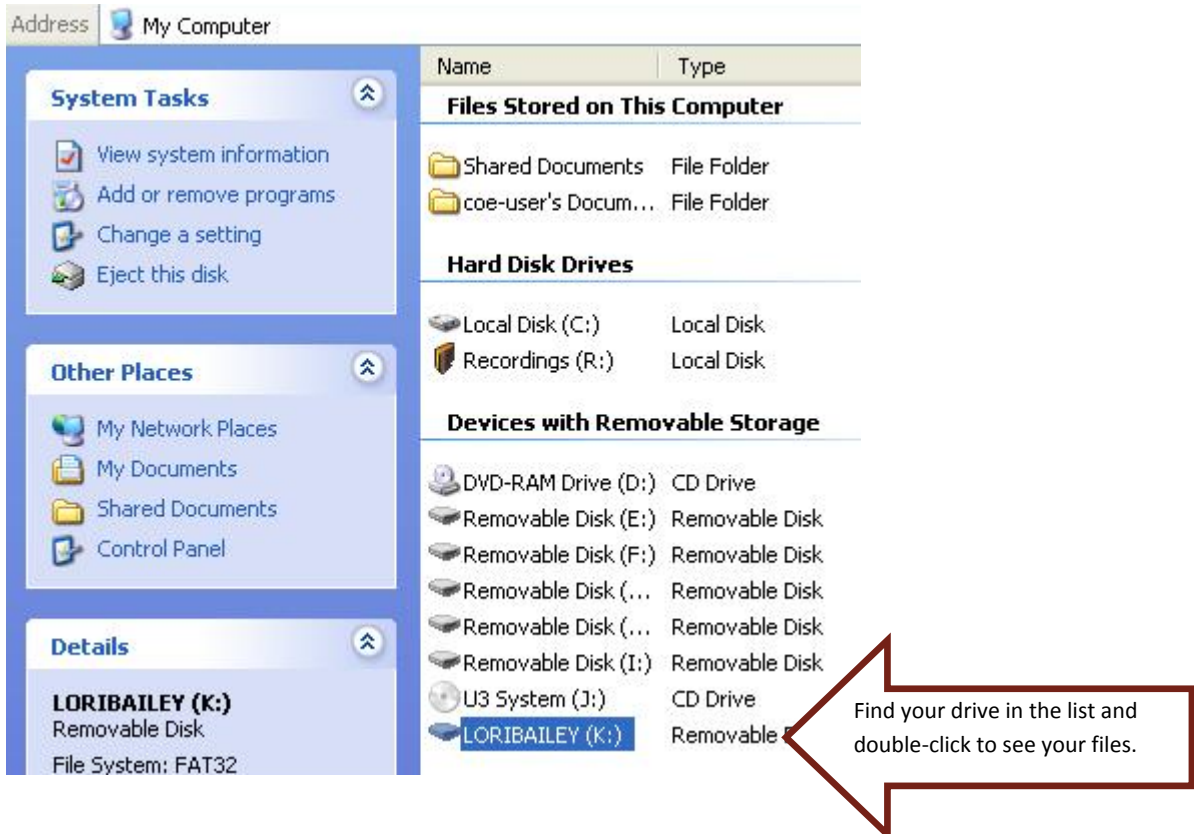
## To Transfer Your Recordings to Your USB Portable Hard Drive

1. Insert your USB Portable Hard Drive (provided by your instructor) into one of the available USB ports on the computer.
2. Double-click on the **T:\TUTeach** icon on the desktop
3. Double-click on the folder where you saved your recordings (see above). Hint: check the date and time.
4. Find your recording files (you may have to double-click on the file name to see it play and determine which one is yours). Note: there are two files for each recording – **1) a VLC media file and 2) a MODD file**. They are both named the same. **YOU MUST COPY BOTH FILES** in order to playback your recordings on another computer.

Name	Size	Type
 20080827155142	4,416 KB	VLC media file (.mpg)
 20080827155142.modd	1 KB	MODD File

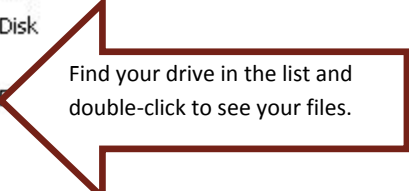
 You must copy both files

5. Select both recording files (VLC and MODD); hold down the CTRL key to select multiple files.
6. From the **FILE** menu, choose **SEND TO** and select your USB Portable Hard Drive as the location. Your files will be copied. If you want to confirm that your files have successfully copied, double-click on the MY COMPUTER icon on the desktop, then double-click on your USB Portable Hard Drive. You should see the files in that window.




The screenshot shows the Windows 'My Computer' window. On the left, there are sections for 'System Tasks' (View system information, Add or remove programs, Change a setting, Eject this disk), 'Other Places' (My Network Places, My Documents, Shared Documents, Control Panel), and 'Details' (LORIBAILEY (K:) Removable Disk, File System: FAT32). The main pane displays a list of storage devices:

Name	Type
<b>Files Stored on This Computer</b>	
Shared Documents	File Folder
coe-user's Docum...	File Folder
<b>Hard Disk Drives</b>	
Local Disk (C:)	Local Disk
Recordings (R:)	Local Disk
<b>Devices with Removable Storage</b>	
DVD-RAM Drive (D:)	CD Drive
Removable Disk (E:)	Removable Disk
Removable Disk (F:)	Removable Disk
Removable Disk (...)	Removable Disk
Removable Disk (...)	Removable Disk
Removable Disk (I:)	Removable Disk
U3 System (J:)	CD Drive
<b>LORIBAILEY (K:)</b>	Removable

 Find your drive in the list and double-click to see your files.

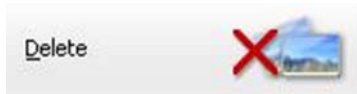
## To ERASE Recordings from the camera.

 AFTER all recordings have been transferred to the computer and each student has a copy of his/her recordings on a USB Portable Hard Drive, you need to erase the recordings from the camera to leave room for the next class.

- 1) Double-click on the Handycam Utility icon on the desktop
- 2) Click the “Delete Media Files from Handycam” button (on the left side)
- 3) Click the CHECK BOX on the top right to select all the recordings



- 4) Click the DELETE button (bottom right):



- 5) Confirm you want to delete the files: ALL files will be deleted from the camera!

## Disconnect the Handycam from the Computer

After you have saved your recordings and deleted them from the camera, the final step is to disconnect the camera from the computer.

### On the computer . . .

- 1) Click the **GREEN ARROW** in the computer system tray to “Safely Remove Hardware”



- 2) Click the camera drive (I:)
- 3) You will see a pop-up notice and hear a sound when the camera has been removed.

### On the camera . . .

- 4) Press the **END** button on the camera display screen (top left)
- 5) “Disconnect from computer etc. before exiting USB function. Ready to exit USB function?” – press **YES**.
- 6) You will hear another noise confirming the camera has disconnected. The camera will return to ready-to-record mode (**STBY**)
- 7) Turn the camera off