**How To Create a Video Using Notability on your iPad**

*This procedure will instruct you how to use your iPad to record your voice, the iPad screen, and anything that you write on the screen with an iPencil. Instructions include how to create an upload to YouTube, and upload to Blackboard.*

***Disclaimer:***

Video files are very large and usually cannot be emailed. Use of the OneDrive app will work around this. You can also use a file compression software to create a smaller file which can be emailed; however, these instructions do not cover that.

Before beginning:

* Let’s create a place for the recordings. On your OneDrive, create a folder where you’d like to store your recordings.
* Download **OneDrive app** to your iPad
* Download the **Notability app** to your iPad. This is a great app which lets you write on a pdf or a blank page. Use of an iPencil is needed to write on the screen.
* Go to **Settings** > **General** > **Software Update.** Determine if you have iPadOS of at least 12. If not, update software.
* Go to **Settings** on your iPad and enable screen recording by going to **Settings** > **Control Center**> **Customize Contols**, then tap the Green + next to **Screen Recording**.

**To record:**

1. Turn off Notifications so that notifications will not display on the screen during your recording. To do this, go to **Settings** > **Do Not Disturb**. Click on the slider button at the top right on **Do Not Disturb**.

2. Open **Notability**. You can either create your notes first prior to recording or start with a blank screen and the students will see your write on the Notability screen. **Tip: A good mix is pre-write some information but leave yourself room to annotate or write additional information.**

3. When you are ready to record, open the **Control Center**, tap, the Screen Recording button, then during the three-second countdown, go to Notability. (After you get more comfortable, you can trim the beginning or end of the movie if you wish.)

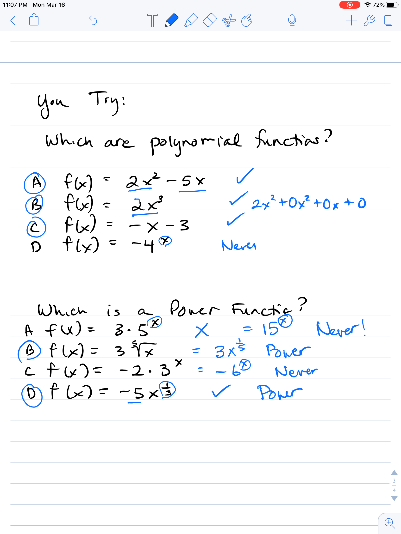
4. While recording, you’ll see a red circle (Figure 1) in the top right. Your voice, what is on the screen, and what is written on the screen will be recorded.

Figure : Recording Indicator

5. To stop recording, tap the red status bar at the stop of the screen, then tap Stop.

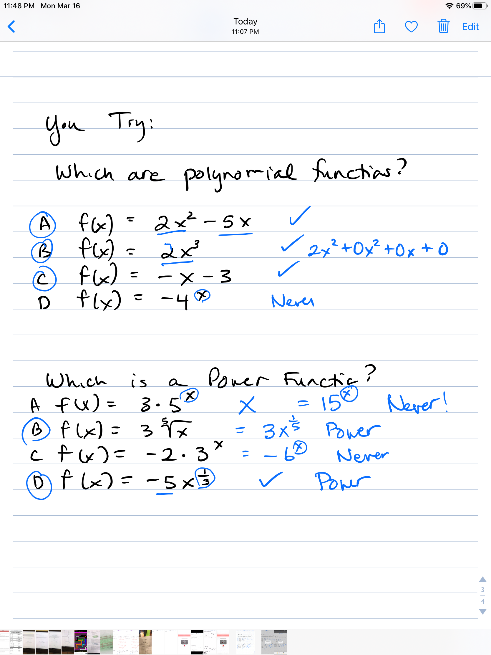
6. Your video will be saved where your photos are stored. Go to your photos and click on the Share icon (Figure 2).

Figure 2: Share Icon in Photos

Click on the OneDrive app from among the list.

Click on Files and select the folder that you created to house your recordings.

**Uploading the Video**

You can either place the video in Blackboard or YouTube. The Design Center is recommending YouTube as their servers can handle much more than Blackboard.

**To Create a YouTube Channel**

1. Sign into **YouTube** and click on the user icon at the top right of the screen.

2. Click on **Create a new channel**.

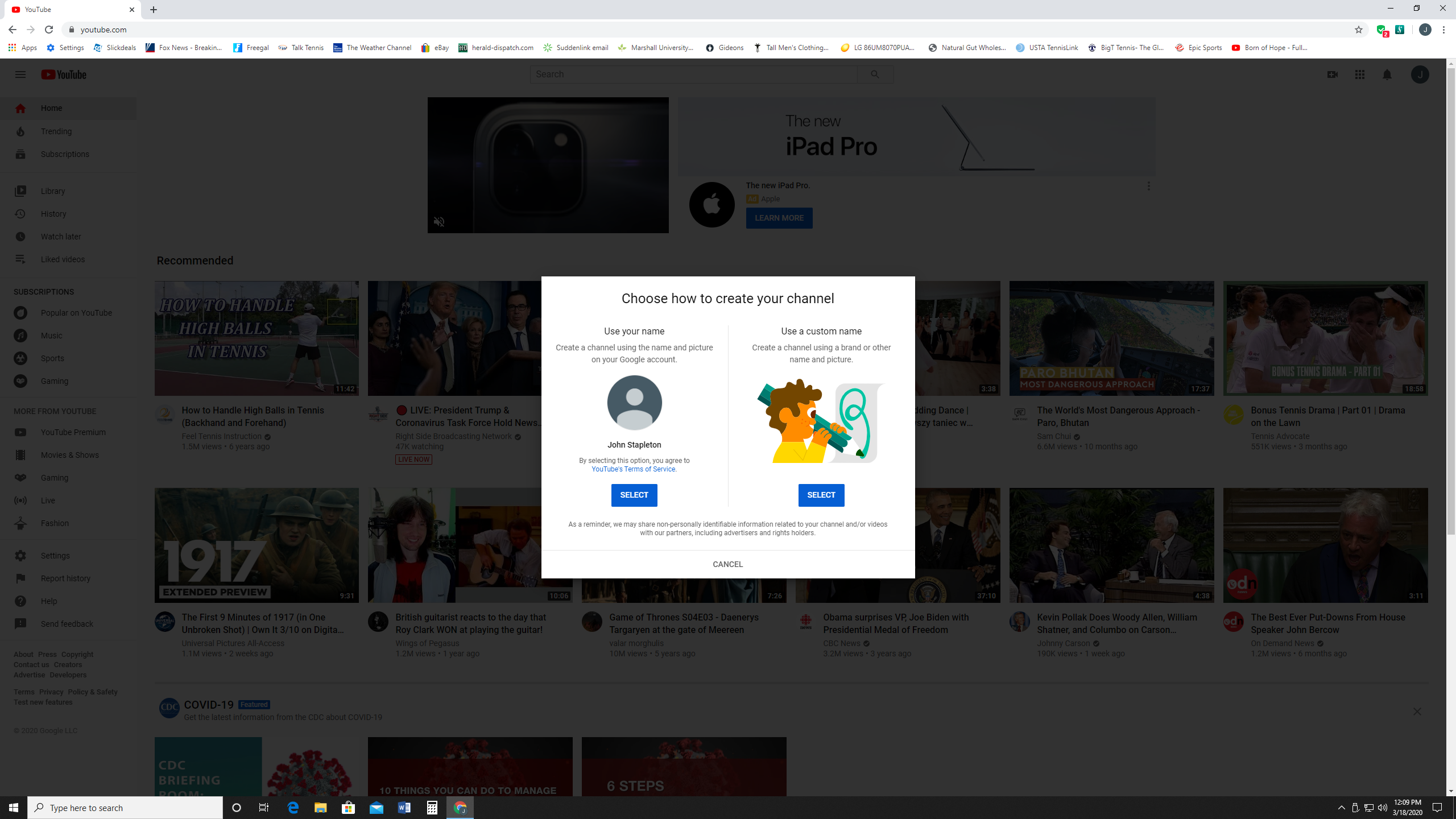
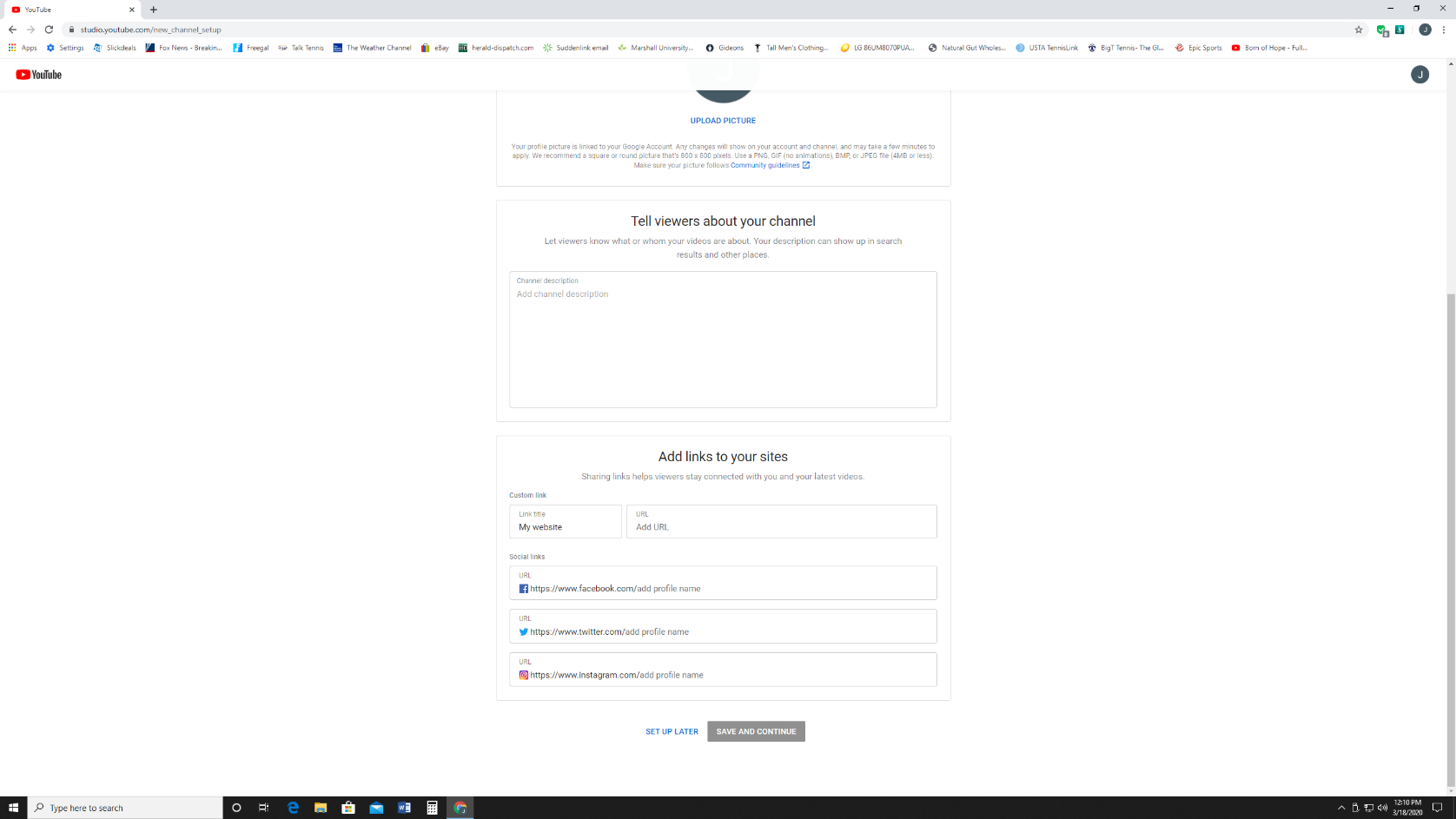
3. Choose “Use Your Name” (Figure 3). Remember, this is only where the videos will be housed. Students don’t necessarily need to go here. In later instructions, we will put the video link within the Bb course.

Figure : YouTube Account Choice

4. You’ll see the following set up channel screen. You can update as necessary. Links for Facebook, Twitter, and Instagram can be modified, if desired. When complete, click **Save and Continue**. (See Figure 4)

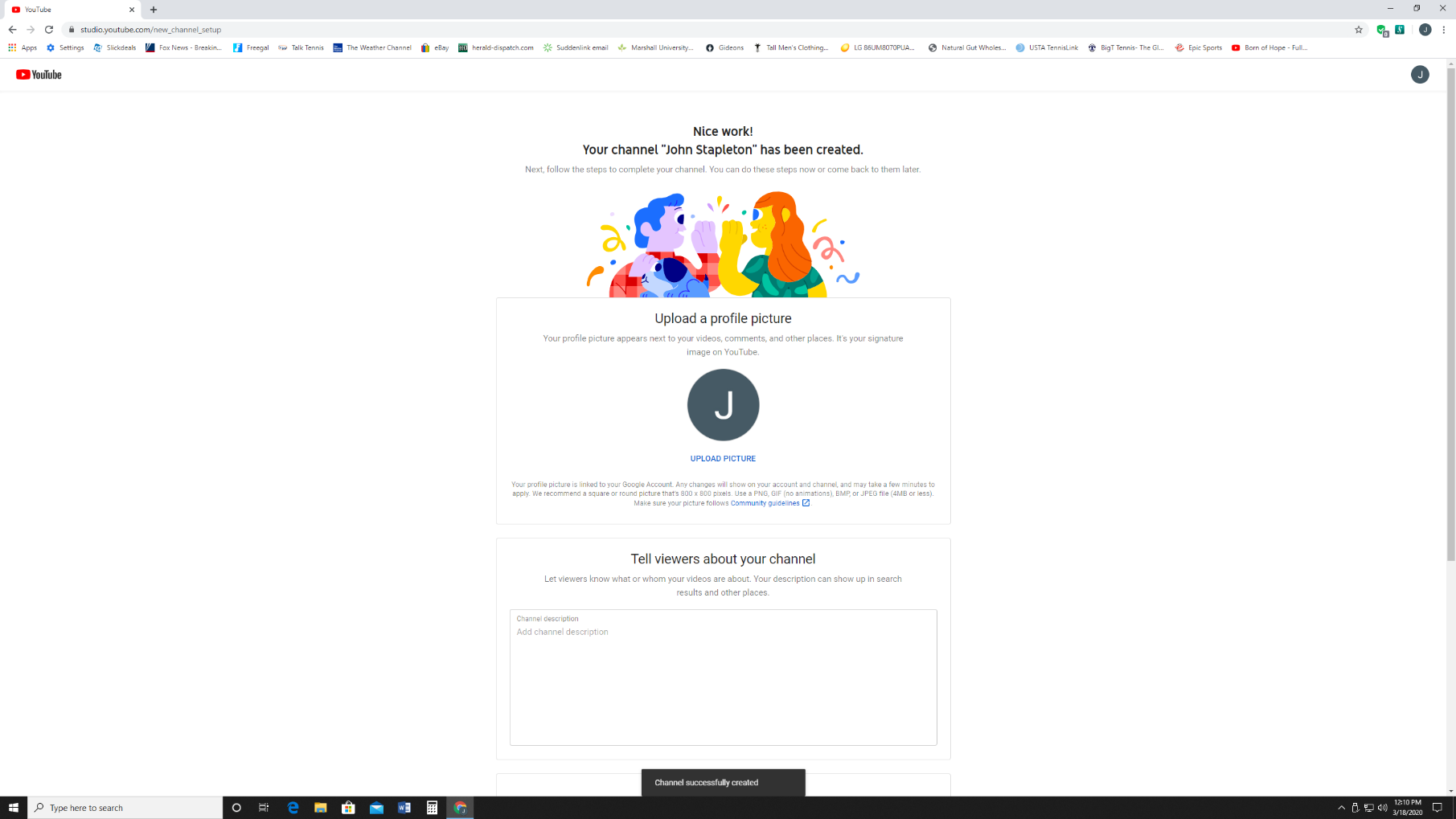


Figure : Channel Set-up Screen

5. Click **Upload Video**. Select the movie from the OneDrive folder. Tip: Keep videos short (5 – 10 min max). See Figure 5.

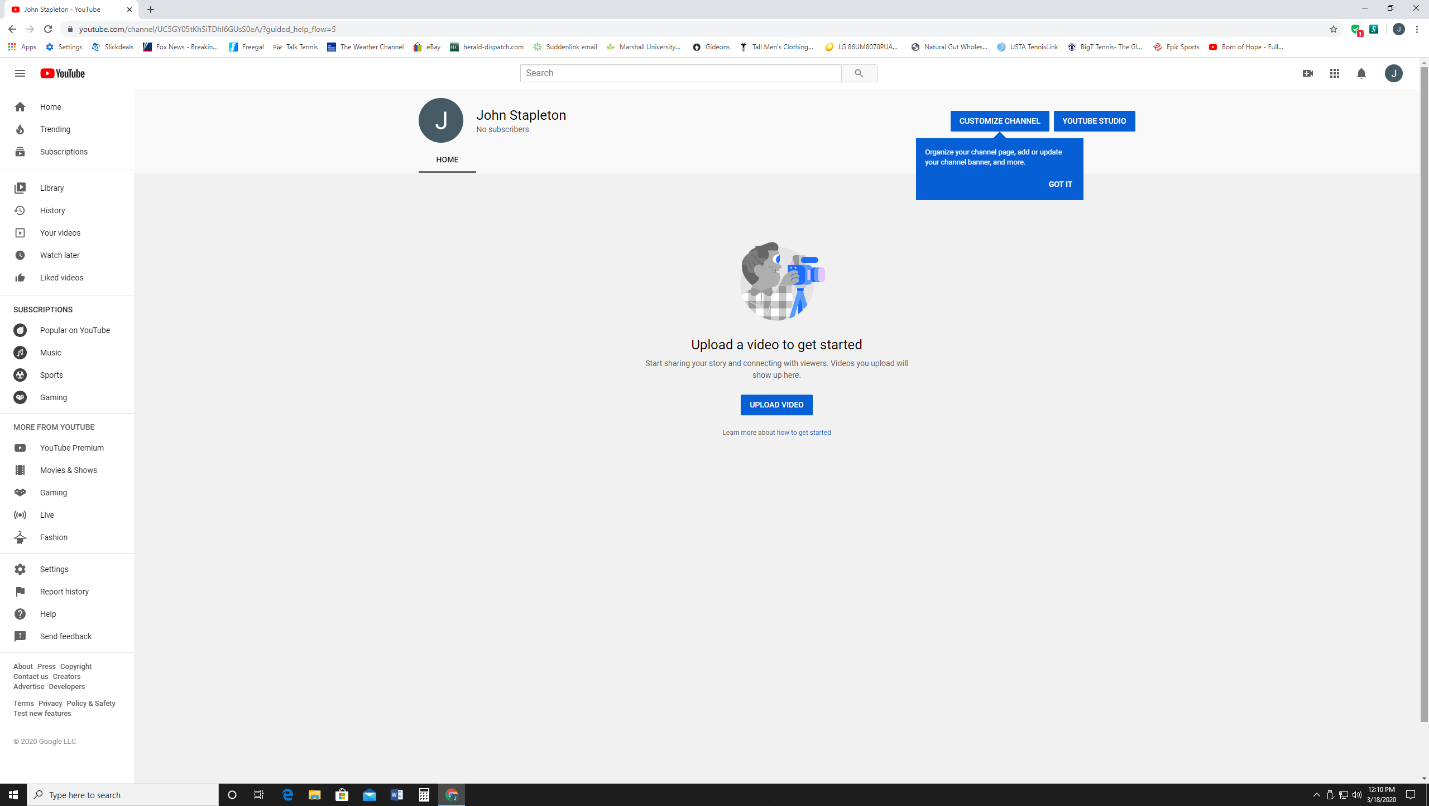


Figure : Upload Video screen

6. There are three screens to modify settings. In the first screen, (Figure 6) you will be required to provide a Title, and Audience. Other options exist. Click Next when complete.

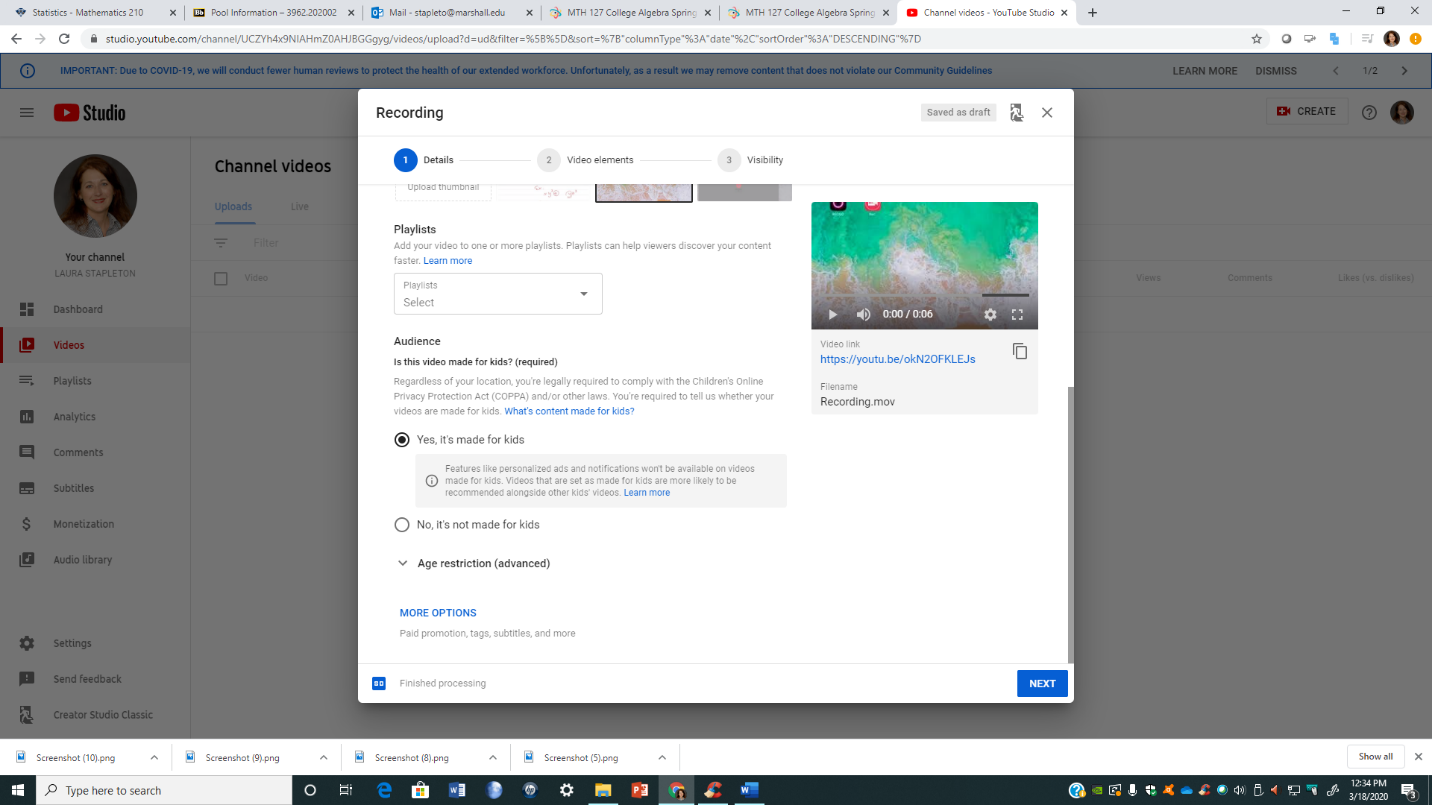


Figure : First screen of Video Upload Settings

The second screen (Figure 7) allows video elements to be chosen. Click next when complete.

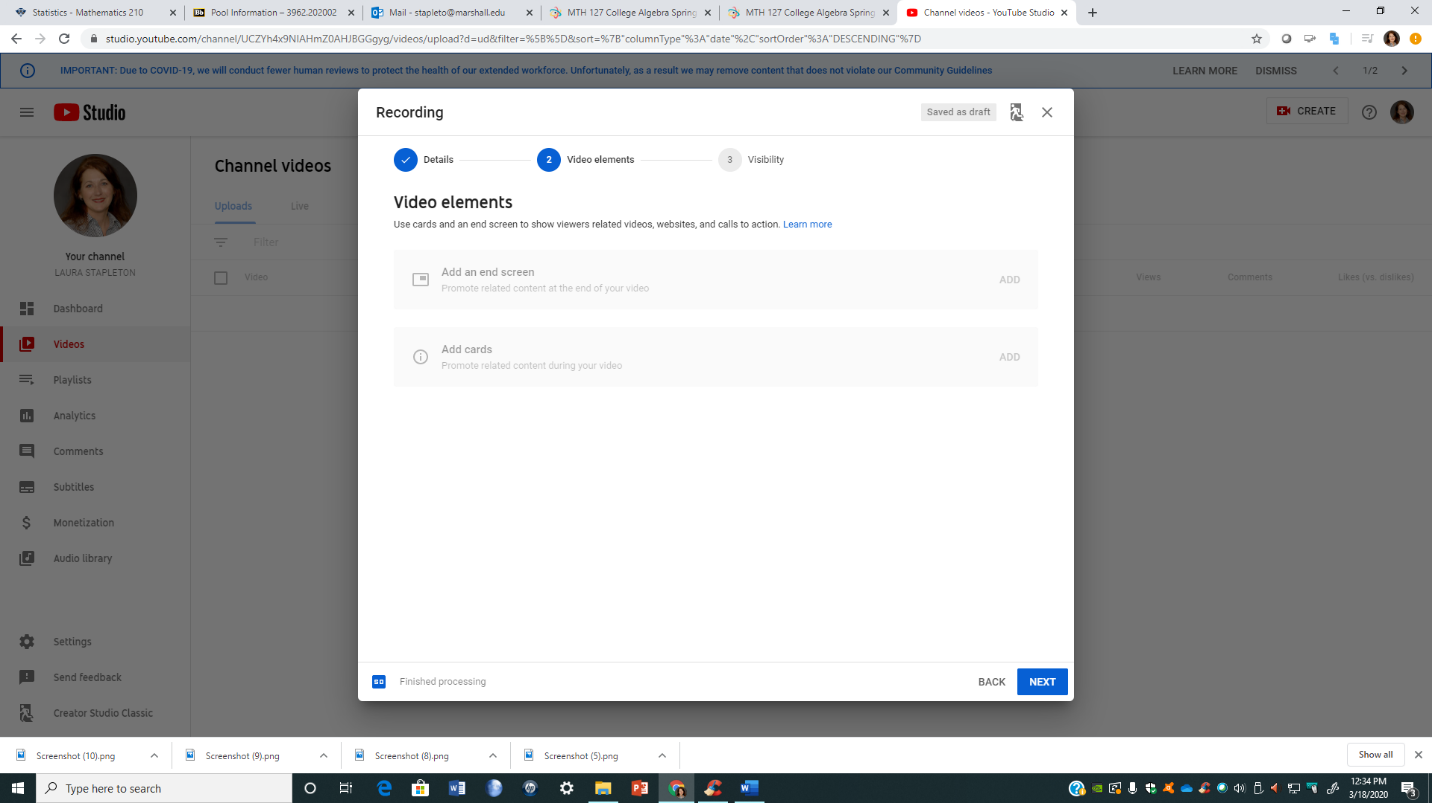


Figure : Second Screen of Video Upload Settings

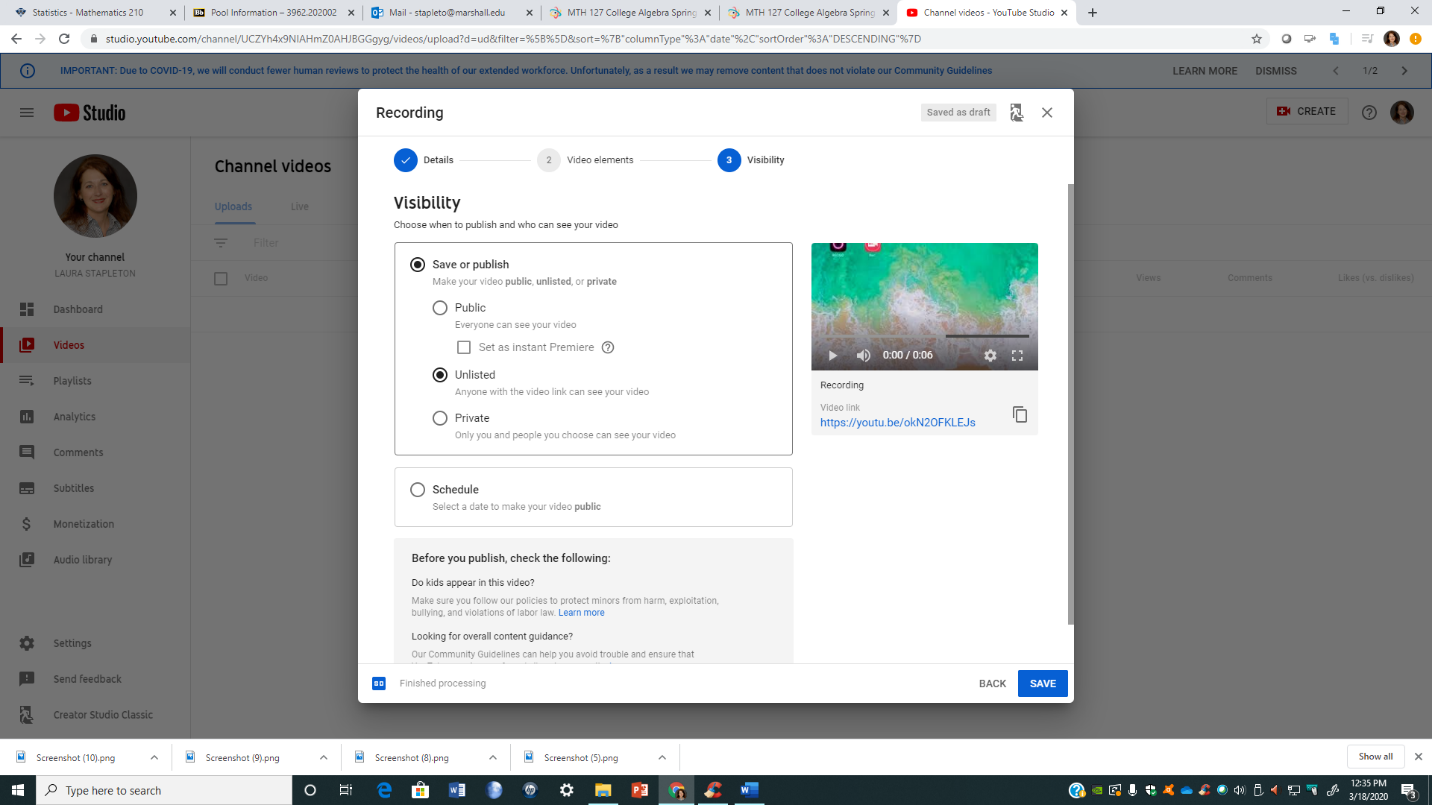
**The third screen (Figure 8) is where you will choose Visibility options and where you can copy the link which can be posted in Bb.** Choose the Visibility option that is best for you. **Unlisted** lets the file be accessed by anyone who has the video link.

Figure : Third Screen of Video Upload Settings

6. Go to Blackboard. Navigate to the place where you want the video to reside. Suggestion: This can be a weekly folder or a Recordings folder.

Click on **Build Content** > **Web Link**, these buttons can be found at the top part of the page.

On the **Create Web Link** page, you will have an opportunity to give the video a name and specify the YouTube link (Figure 9). Click Submit when complete.

