

Video App Guide

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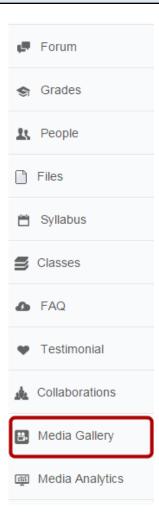
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How do I use Course level Media Gallery tool in Arrivu Apps?

Media Gallery tool in Arrivu Apps enables you to view, upload, and search video directly from your Arrivu Apps environment. This allows pictures, audio files, and videos to be played directly within Arrivu Apps. Users can create dynamic collections of media that can be categorized, sorted and filtered.

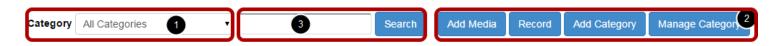
User can easily access the Media Gallery in Arrivu Apps.

Open Media Gallery



Click the Media Gallery link in the course navigation.

View Media Gallery



- 1. In Media Gallery, select an option from the Category drop down menu, the media with metadata that includes the category file is displayed.
- 2. You can add or record media, add category and manage those categories using Media Gallery.
- 3. On the Media Gallery, enter a search string (such as a tag or part of a title) in the Search field. The media with metadata that includes the search string is displayed.

To upload Media from your Desktop

Click Add Media button. The Add Media page is displayed.

Add Media Add Media Select File Select Folder 1 Description 2 Category None selected Add Category 8 Drag And Drop your file here 4 5 6 7 Upload Pause Cancel

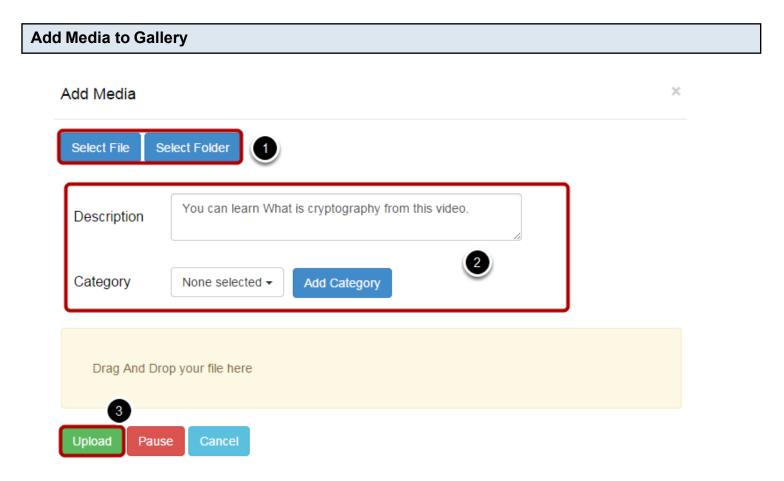
You can do the below actions while you are adding a new media item.

1. Click Select file or Select Folder

In the Select file to upload window, select a media file to upload and click Open.

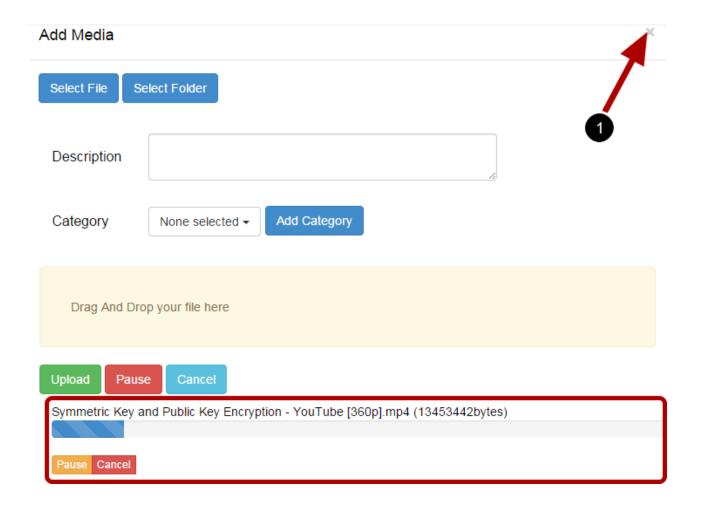
- 2. Add **Description** about the media.
- 3. You can select **Category** If you have category divisions, you can add this information to your media, so that it can be viewed by category.
- 4. You can **Drag and Drop** your media files.
- 5. Click **Upload** button after you have selected a media file.
- 6. You can **Pause** your uploading progress.
- 7. You can **Cancel** your uploading progress.
- 8. You can add new category by clicking the **Add Category** button.

Note: You can add any video format to your media gallery.



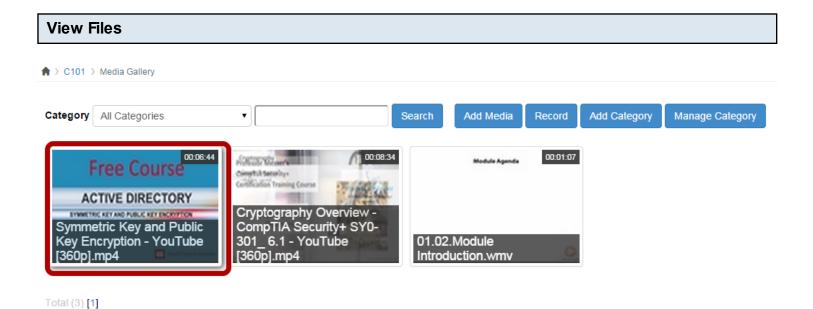
Give all the details [2], select your video [1] and click the **Upload** button [3] to upload a new media to your Media Gallery.

View Progress

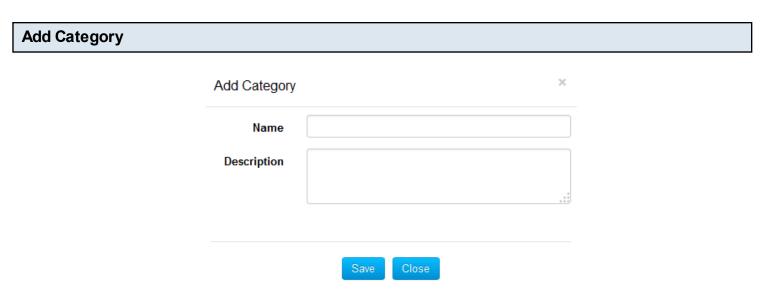


View your uploading progress. You can Pause or Cancel your uploading progress.

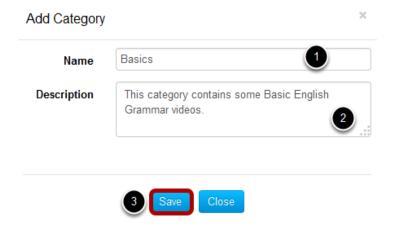
Once your file has been uploaded, click the X icon to close the window and **Refresh** (click **F5 button** in your keyboard for windows) the screen to view your newly uploaded media.



View your video in Media Gallery list.

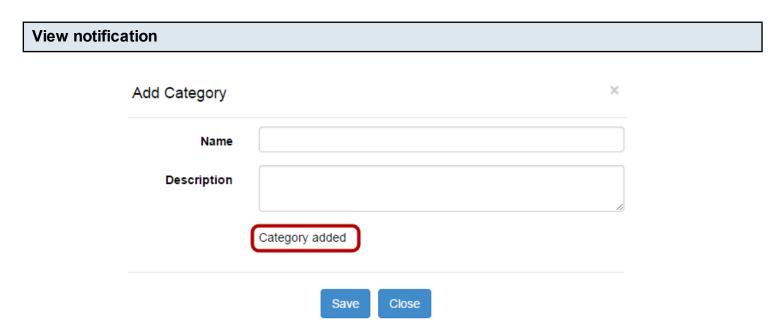


Click the **Add Category** button to add a new category.



You can give the following details to add a new category

- 1. Name Name of the category.
- 2. **Description** Give description about the category.
- 3. Click the Save button.



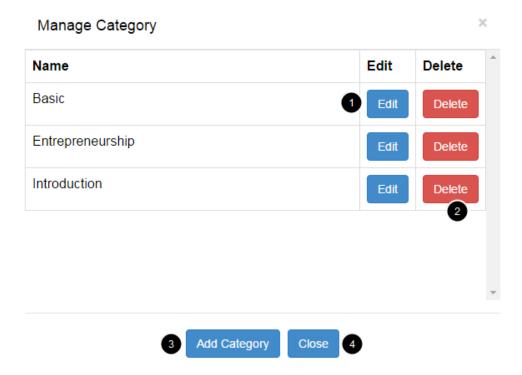
Category added message will be displayed when the new category is added to the category list.

Choose Category



Click the **Category [1]** drop down menu to choose the category for your video. You can choose more than one category or select all the category options. Using the category option you can view your videos category wise

Manage Category



Click the **Manage Category** button to manage the categories.

You can Edit [1] the category name or Delete [2] any category.

You can add a new category from the Manage Category window itself, using **Add Category [3]** button.

Click Close [4] button to close the manage category window.

Edit Category Name Description Basic Entrepreneur Basic of entrepreneurship concepts. Back Update Close

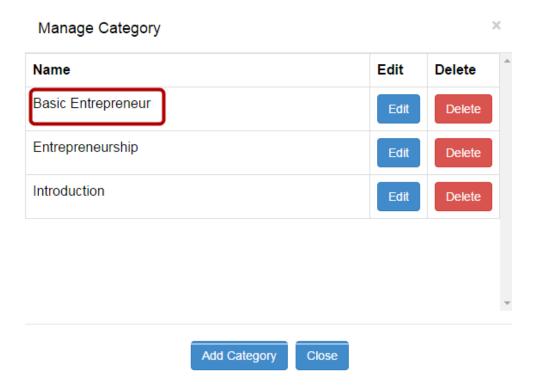
You can edit the Category's Name and Description [1] details.

Click **Update** button [2] after editing the details.

Click **Back** button [3] to view the Manage Category details.

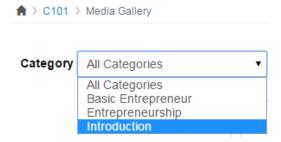
Click Close button [4] to close the Edit Category window.

View Details



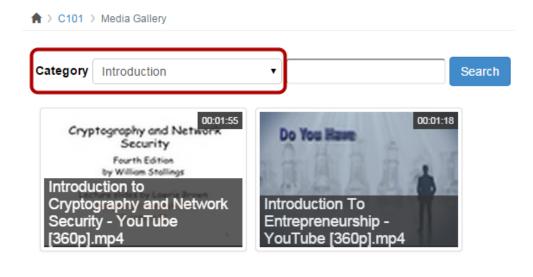
View the category details after editing.

Searching for Media Based on Category



On the Media Gallery, select an option from the Category drop down menu, the media with metadata that includes the category file is displayed.

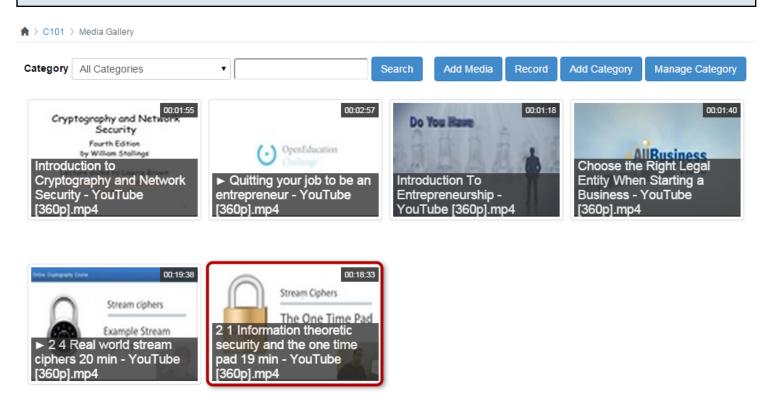
View Searched Media Files



Total (2) [1]

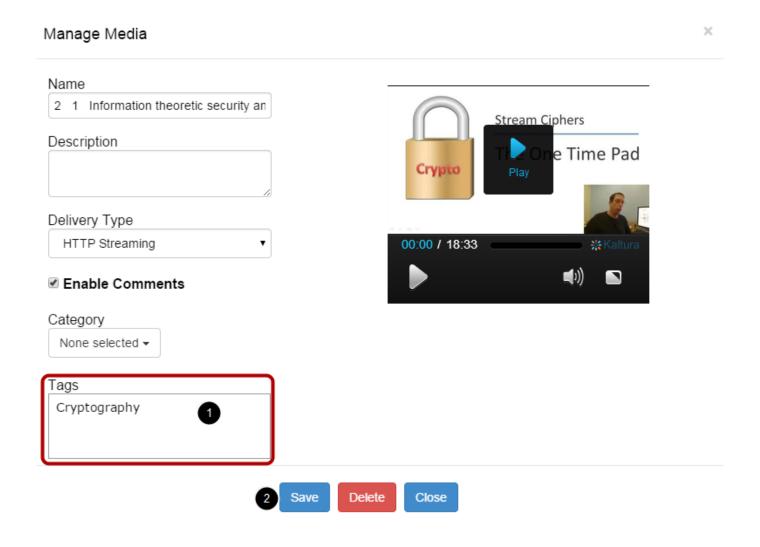
The media files with metadata that include the category file are displayed.

Open Media File



You can add tags to your Media in the Media Gallery list by clicking the media file.

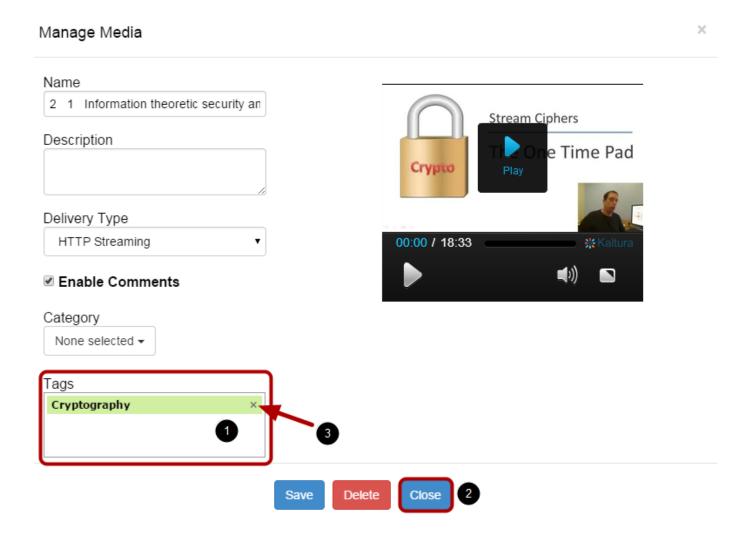
Add Tags



Type the tag's name in the Tags [1] text field and press Enter (for windows) to create tags.

Click Save [2] button to save the changes.

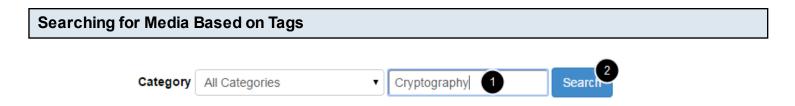
View Tag



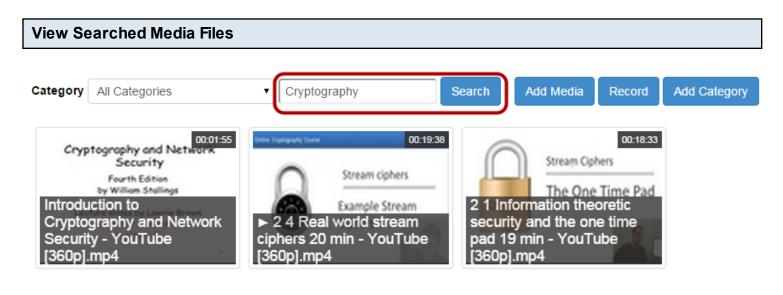
View the Tag created for your media [1]. You can create more than one tag for a single media file.

If you want to delete any unnecessary tags, click X [3] icon to delete it.

Click Close [2] button to close the Manage Media window.



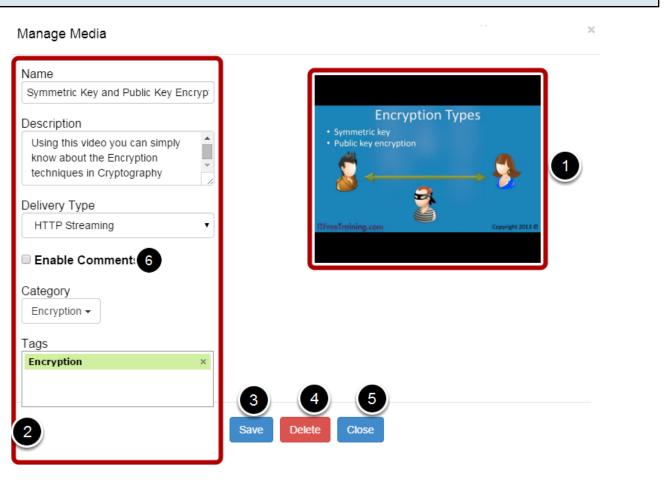
On the Media Gallery, enter a search string (such as a tag) in the Search field [1]. Click the **Search [2]** button. Media with metadata that includes the text is displayed.



Total (3) [1]

The media files with metadata that include the tag file is displayed.

Manage Media



You can manage your media in the Media Gallery list by clicking the media file to be managed. You can **Play [1]** your video. You can **Edit [2]** and change the media details. Click the **Save [3]** button to update the changes after editing.

Click **Delete [4]** button to delete the media from the Gallery list.

Click Close [5] button to close the Manage Media window.

You can comment on media, view comments by other users, reply to existing comments and delete comments and replies [6].

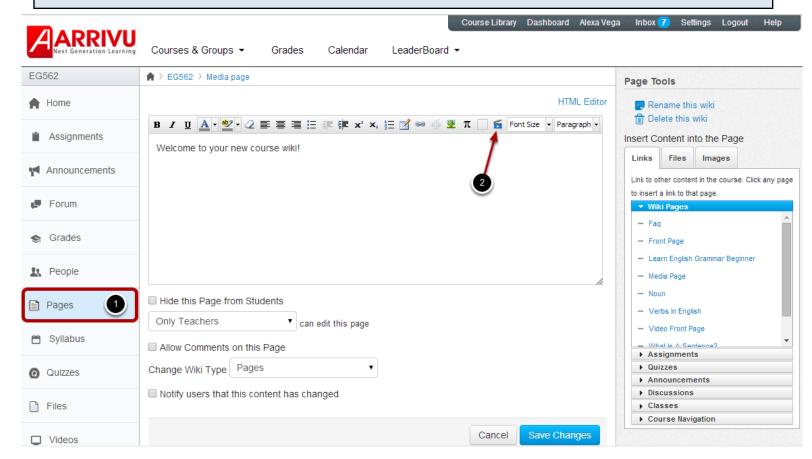
View and Reply Comments



In the Comments Section under the media player, enter a comment in the text field [1] and click **Comment** [2] button.

If the comments were entered, they are displayed in the Comments area [3] under the media metadata.

Add Media in Rich Content Editor

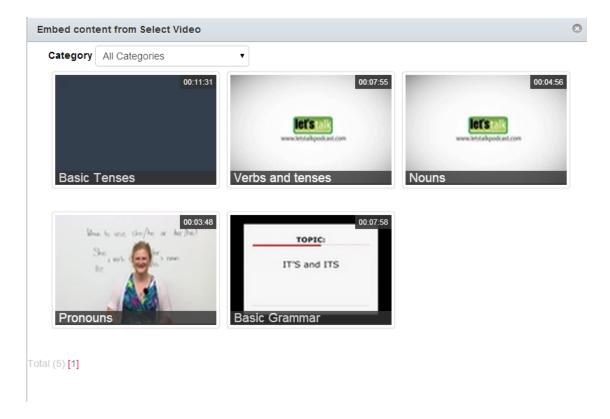


Arrivu Apps Video App allows you to embed rich-media inside rich-Content element such as Discussions, Announcements and Course Pages.

- 1. Click Pages [1] link in the course navigation to add media items to pages.
- 2. Click the Create wiki button in the right side of the screen.
- 3. Choose **Gallery [2]** icon to add media items in to pages.

Note: Using Rich content editor, you can add media to your pages, announcements, discussions, syllabus and quiz descriptions. You can add those pages to the class items.

Select Video



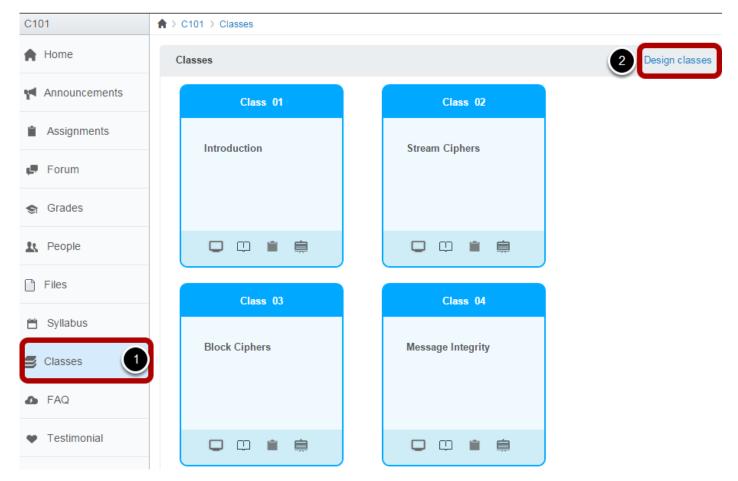
Choose a video from the media list to embed content to pages.

Save changes



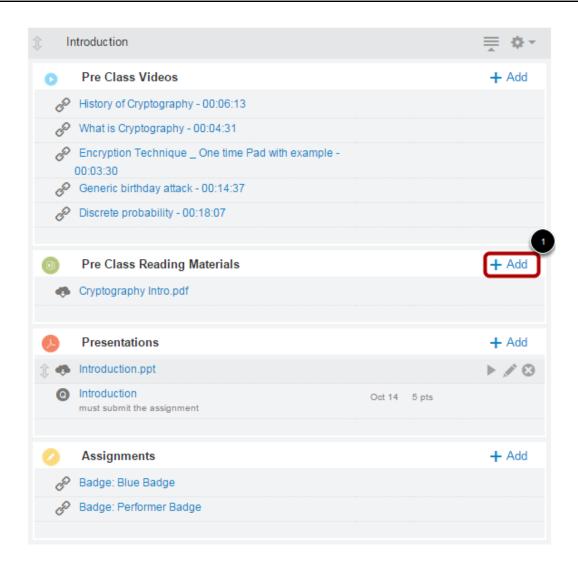
Click Save changes button to embed video.

Add Media Gallery items to Classes



- 1. Click Classes [1] in course navigation.
- 2. Click **Design classes [2]** link on top right side, to add media items to classes.

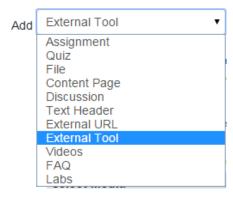
Add Media to Class



Click any class to add items.

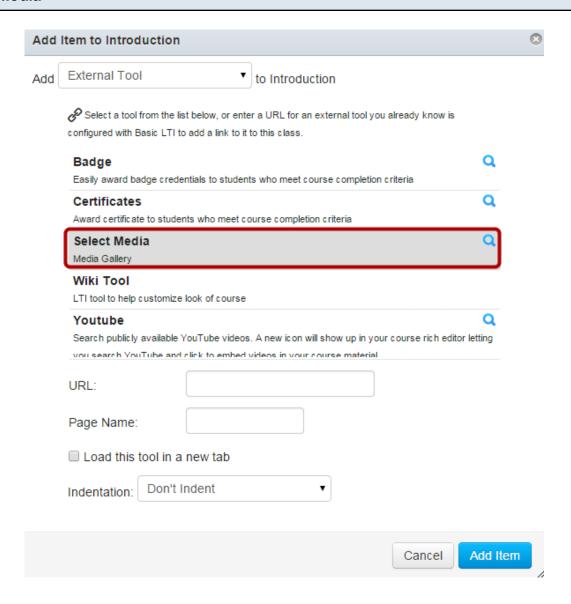
Click Add [1] link to add items to classes.

Add Item to Classes



Choose External Tool option to add Media Gallery items to classes.

Select Media

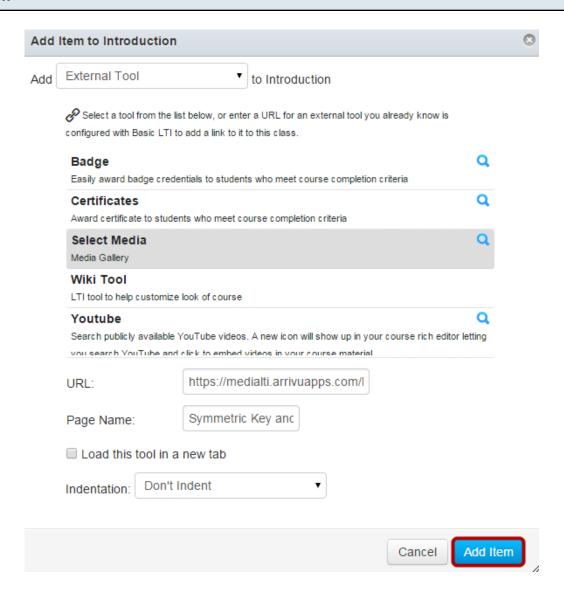


Choose Select Media option to add Media Gallery items to classes.

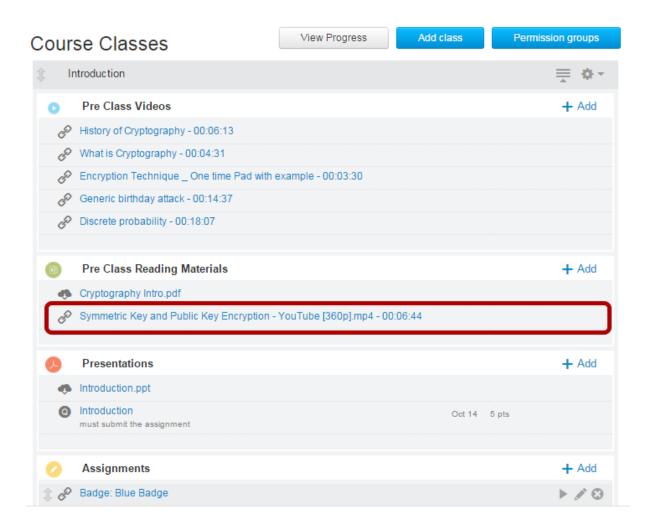
Choose Media



You can easily select media from your gallery by clicking a **Media file** and insert iting it into the class.



Click the Add Item button to add a media to classes.



You can View your media in classes link.

What is Course Media Analytics in Arrivu Apps?

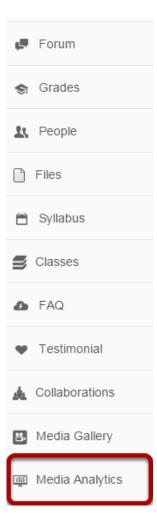
Media Analytics is a tool in Arrivu Apps which teachers can access to view different engagement reports for the students who have enrolled in a course.

Teachers can easily access course-specific video analytic reports directly from the Arrivu Apps. They can also view the most viewed videos and students who are most engaged to your media gallery.

Note: For each media entry, details such as the number of plays, total view time, average view time, average drop-off rate, storage, bandwidth etc. are displayed on the Summary Reports.

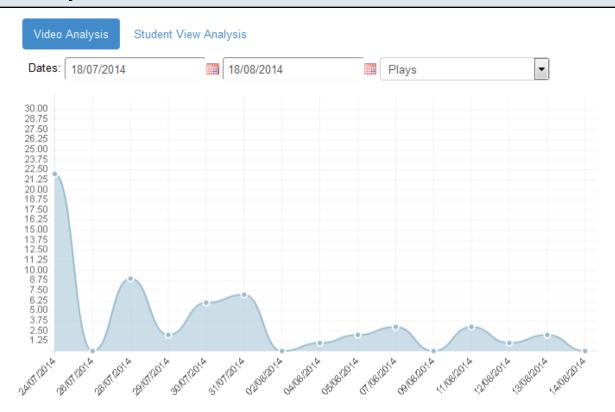
The **Student View analytics** report lists all the Students who have viewed at least one video from the Media Gallery. For each Student, the total view time, average view time and average drop off-rate are presented.

Open Media Analytics



Click the Media Analytics link in course navigation.

View video Analysis



View the Video Analysis between the given dates.

Video Analysis Details

Details

| Video | Plays | Minutes Viewed | Avg. View Time | Video page View | Play to Page View Ratio | Avg. View Drop-off |
|------------------------------|-------|-------------------|-------------------|--------------------|----------------------------|-----------------------|
| ESC | 13 | 34.3 | 2.64 | 47 | 27.66% | 40.38% |
| Entrepreneurial Education | 13 | 13.74 | 1.06 | 73 | 17.81% | 65.38% |
| ESP | 22 | 11.69 | 0.53 | 66 | 33.33% | 19.32% |
| Success secret | 10 | 37.25 | 3.73 | 25 | 40% | 37.5% |

You can view the following details in Video Analysis

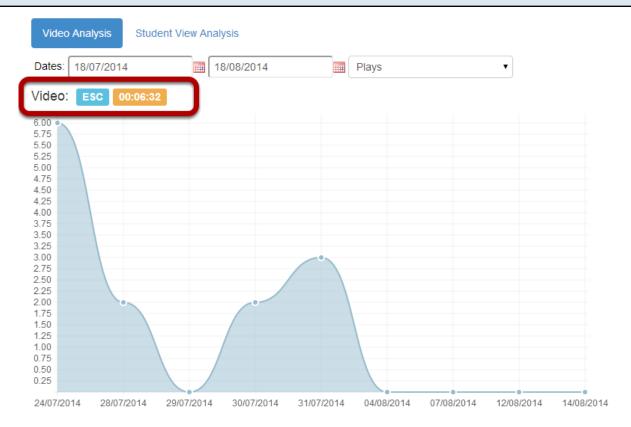
- 1. Video Name of the video.
- 2. Plays Number of times the particular video was played.
- 3. Minutes Viewed Total amount of time the video was viewed in terms of minutes.
- 4. Avg. View Time Average view time of the particular video.
- 5. **Video page view** Mentions how many time the video page was loaded by the users.

The above image shows, ESC video page viewed by 47 times, but the number of times it was played is only 13 times.

- 6. **Play to Page View Ratio** Ratio between the number of times the video was played and the number of times the video page was loaded.
- 7. Avg. View Drop-off Shows the average drop-off percentage when the video was played.

Note: You can view a particular video's detailed analytics report by clicking the name of the video.

Video Analysis for particular video



Click the name of the video.

You can view the Video Analysis for that video.

Note: You can view the name and total amount of time the video was viewed on the top left corner of the analytics.

Video Analysis to show Student View of a particular Video

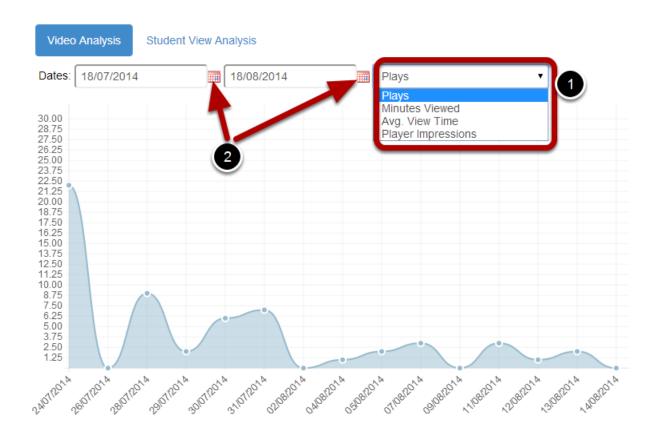
| Details | User | Minutes | Avg. View | Avg. View | Video page | Play to Page View |
|-----------------------|-------|---------|-----------|-----------|------------|-------------------|
| Student ID | Plays | Viewed | Time | Drop-off | View | Ratio |
| lms@arrivusystems.com | 1 | 0 | 0 | 0% | 2 | 50% |
| Alexa Vega | | 0 | 0 | 0% | 3 | 0% |
| Sowmiya | 1 | 6.53 | 6.53 | 100% | 1 | 100% |
| Mathew | 2 | 6.53 | 3.27 | 50% | 26 | 7.69% |

You can view the following details in a particular video's analysis

- 1. Student ID Name or ID of the student who played the video.
- 2. **User Plays** Number of times the user played the video.
- 3. Minutes Viewed Total amount of time the video was viewed in terms of minutes.
- 4. **Avg. View Time** Average view time of the particular video.
- 5. Avg. View Drop-off Shows the average drop-off percentage when the video was played.
- 6. Video page View Number of times the video page was loaded by the users.

The above image shows that student Mathew viewed the page 26 times, and he played the video twice.

7. **Play to Page View Ratio** -Ratio between the number of times the video was played and the number of times the video page was loaded.



You can view the Video Analysis by Plays, Minutes Viewed, Average View Time or Player Impression.

The default view of Video Analysis is Plays.

Select the view you want to see by clicking the drop down menu shown above [1].

You can change the dates using the Calendar [2] icons.

Student View Analysis



View the Student View Analysis between the given dates.

You can view the Student View Analysis in Section Basis using the Section Drop down.

Student Analytics Detail View

Details

| Student ID | Videos | User Plays | Minutes Viewed | Avg. View Time | Avg. View Drop-off | Video page View | Play to Page View Ratio |
|-------------------------|--------|------------|----------------|----------------|--------------------|-----------------|-------------------------|
| babin@arrivusystems.com | 2 | | 0 | 0 | 0% | 29 | 0% |
| lms@arrivusystems.com | 2 | 3 | 4.13 | 1.38 | 50% | 11 | 27.27% |
| Alexa Vega | 4 | 1 | 0 | 0 | 0% | 10 | 10% |
| Sowmiya | 3 | 3 | 15.6 | 5.2 | 91.67% | 3 | 100% |
| Mathew | 4 | 16 | 16.27 | 1.02 | 23.44% | 68 | 23.53% |
| Robert Downey | 4 | 4 | 14.49 | 3.62 | 75% | 4 | 100% |

You can view the following details in the Student View Analysis

- 1. Videos Number of videos viewed by the student.
- 2. **User Plays** Number of times the user played the video.

- 3. Minutes Viewed Total amount of time the video was viewed in terms of minutes.
- 4. Avg. View Time Average view time of the videos.
- 5. Avg. View Drop-off Shows the average drop-off percentage when the video was played.
- 6. Video page View Number of times the video page was loaded by the users.

The above image shows that student Mathew viewed the page 68 times, and he played the video 16 times.

7. **Play to Page View Ratio** - Ratio between the number of times the video was played and the number of times the video page was loaded.

Note: You can view the particular Student View Analysis Report by clicking the name of the student.

Student View Analysis for a particular Student



You can view the Student View analysis for the videos.

Note: You can view the name of the student on the top left corner of the analysis.

Click the name of the student.

Student View Analysis Details for a particular Student

Details

| Video | Plays | Minutes Viewed | Avg. View Time | Avg. View Drop- off | Video page View | Play to Page View Ratio |
|------------------------------|-------|-------------------|-------------------|------------------------|--------------------|----------------------------|
| Introduction | 5 | 0 | 0 | 0% | 13 | 38.46% |
| List style | | 0 | 0 | 0% | 1 | 0% |
| network security | | 0 | 0 | 0% | 1 | 0% |
| Bootstrap | 1 | 0 | 0 | 0% | 2 | 50% |
| ESC | 2 | 6.53 | 3.27 | 50% | 26 | 7.69% |
| ESP | 10 | 2.75 | 0.28 | 10% | 37 | 27.03% |
| Entrepreneurial Education | 2 | 2.02 | 1.01 | 62.5% | 3 | 66.67% |
| Success secret | 2 | 4.97 | 2.48 | 25% | 2 | 100% |
| Creating forms | | 0 | 0 | 0% | 3 | 0% |

You can view the following details

- 1. Video Name of the video.
- 2. Plays Number of times the particular video was played.
- 3. Minutes Viewed Total amount of time the video was viewed in terms of minutes.
- 4. **Avg. View Time** Average view time of the particular video.
- 5. **Avg. View Drop-off** Shows the average drop-off percentage when the video was played.
- 6. Video page View Number of times the video page was loaded by the users.

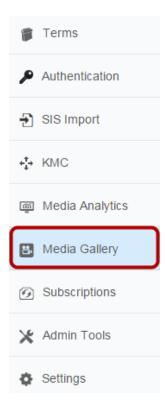
The above image shows that ESC video page was viewed 26 times and the number of times the video was played is 2 times.

7. **Play to Page View Ratio** - Ratio between the number of times the video was played and the number of times the video page was loaded.

How do I use Account level Media Gallery tool?

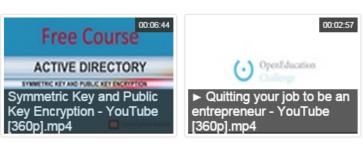
Media Gallery tool in Arrivu Apps enables you to view, upload, and search video directly from your Arrivu Apps environment. This allows pictures, audio files and videos to be played directly within Arrivu Apps. Users can build dynamic collections of media that can be categorized, sorted and filtered based upon the categories created. It provides ease of use for students, teachers and teaching assistants. Once admin can has uploaded videos in account level Media Gallery, teachers and teaching assistants can use those videos directly in the course pages.

Open Media Gallery

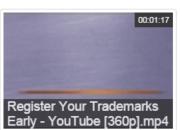


Click the **Media Gallery** link in the account navigation.









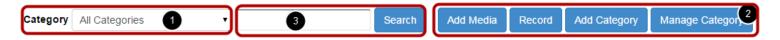
Manage Category





Total (6) [1]

View the Media Gallery list in Account level.

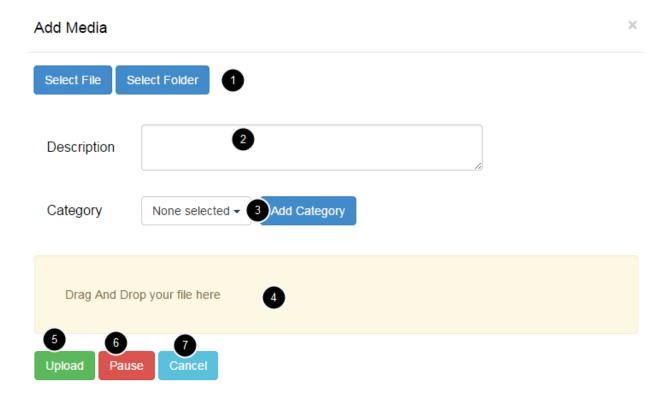


- 1. In the Media Gallery, select an option from the Category drop down menu, Media with metadata that includes the category is displayed.
- 2. You can Add media, Record media, Add category and Manage those categories using Media Gallery.
- 3. On the Media Gallery, enter a search string (such as a tag or part of a title) in the Search field. Media with metadata that includes the text is displayed.

To upload media from your desktop

Click Add Media button. The Add Media page is displayed.

Add Media



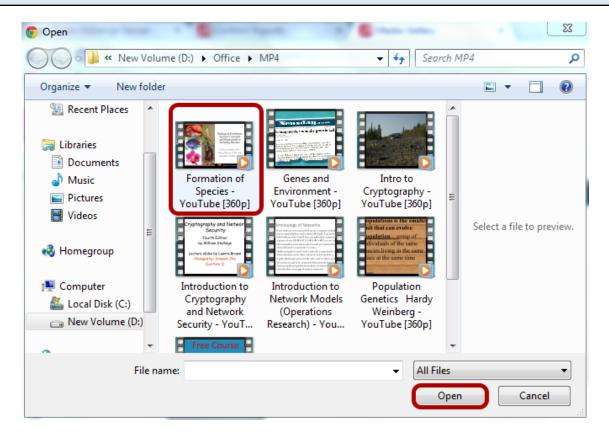
You can add new media to your Media Gallery.

To add a new media item, follow the below steps.

- 1. Click **Select file** or **Select Folder** in the Select File to upload window, and then select a media file to upload and click **Open**.
- 2. You can add **Description** about media.
- 3. You can select **Category** If you have category divisions, you can add category information to view your media by category.
- 4. You can drag and drop your media files.
- 5. Click **Upload** button after you've selected a media file.
- 6. You can Pause your uploading progress.
- 7. You can Cancel your uploading progress.

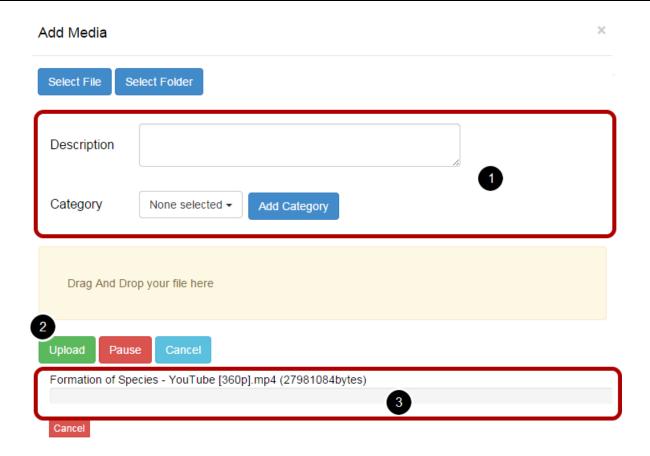
Note: You can add any video format to your media gallery.

Select Video



Choose the video file and click **Open** button.

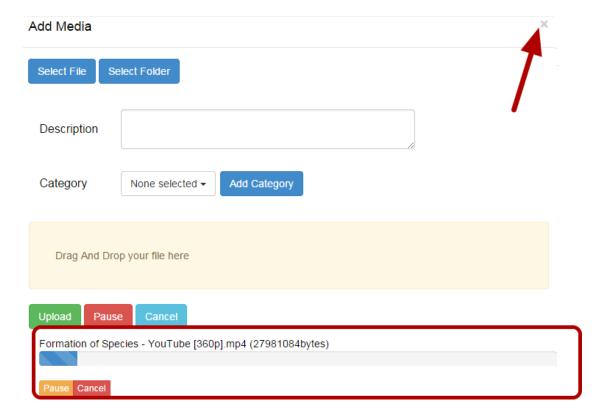
Add Media to Gallery



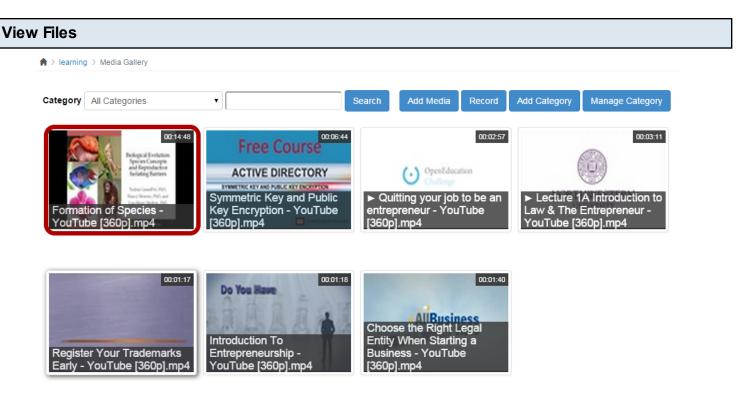
View your Selected File [3].

Give all the details [1] and click the Upload [2] button to upload a new video to your Media Gallery

View Uploding Progress



View your uploading progress. You can **Pause** or **Cancel** your uploading progress. Once your file is uploaded, click **X** icon to close the window and **Refresh** (click **F5 button** in your keyboard for windows) the screen to view your newly uploaded media.

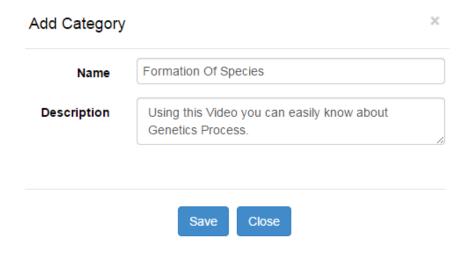


View your video in Media Gallery list.

Add Category



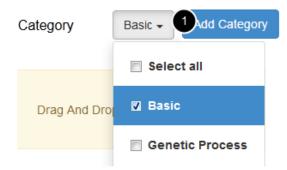
Click the **Add Category** button to add a new category.



You can give the following details to add a new category

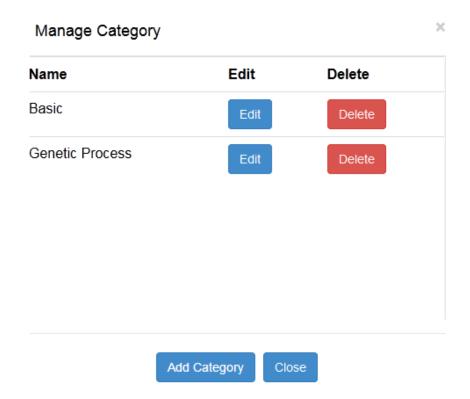
- 1. Name Name of the category.
- 2. **Description** Give description about the category.
- 3. Click the Save button.

Choose category



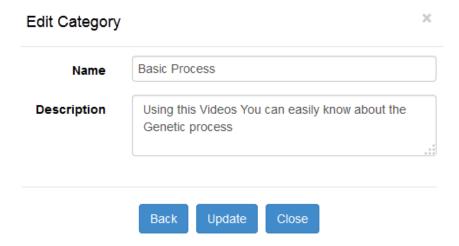
Click the **Category [1]** drop down menu to choose the category for your video. You can choose more than one category or select all category options. Using category option, you can view your videos category wise.

Manage Category



Click the **Manage Category** button to manage the categories. You can **Edit** the category name or **Delete** any category.

Edit Category



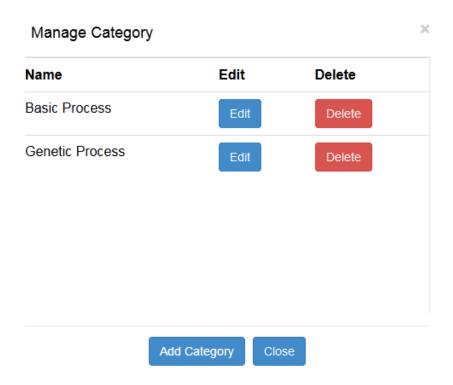
You can edit the Category Name and Description details.

Click **Update** button after editing the details.

Click Back button to view the category details.

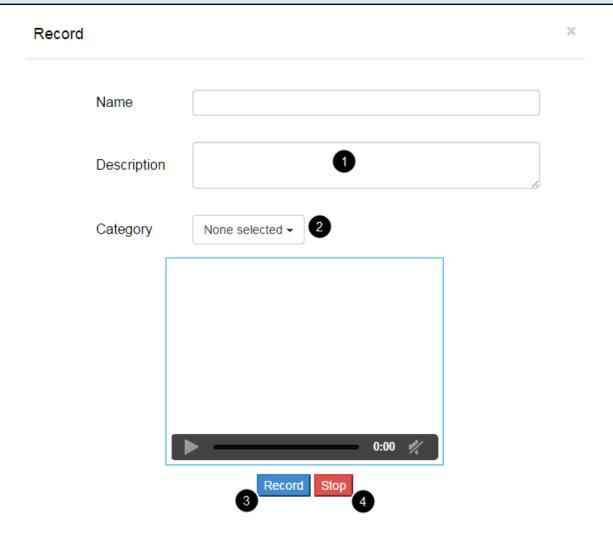
Click Close button to close the Edit Category window.

View Details



View the category details after editing.

Record Media



Use the **Record from Webcam** feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

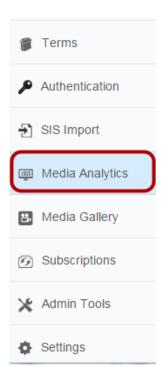
To record from a webcam:

- 1. Select **Record** Button.
- The Record page is displayed.
- 2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.
- 3. You can give name and description [1] about your recording. You can select a category [2] for your record.
- 4. You can record your own thoughts using web cam and mic options in your device.
- 5. Click **Record [3]** button to start recording, click the **Stop [4]** button to save your recording to the Media Gallery list.

How to Use Account Level Media Analytics?

Media Analytics in Account level is similar to the Analytics in Teacher account. In account level user can view the System Reports, which gives the analysis in the basis of Platforms, Operating Systems and Browsers.

Open Media Analytics



Click Media Analytics link in the account navigation.

View System Reports



In Account level you can view the System Reports $\hbox{\small [1]}$ option to view Analysis.

You can view 3 types of Analysis using System reports.

- 1. Platforms
- 2. Operating System
- Browsers

View Platforms Analysis



Choose **Platforms** [1] option from the System Reports drop down menu. You can view different colors of Analysis in Platforms basis [2]. In this analysis you can view the color specifications of the platforms [3].

View Platform Analysis Details

Details

| Platform | Plays | Minutes Viewed | Avg. View Time | Video page View | Play to Page View Ratio |
|----------|-------|----------------|----------------|-----------------|-------------------------|
| COMPUTER | 159 | 806.86 | 5.07 | 560 | 28.39% |
| MOBILE | 6 | 4.37 | 0.73 | 10 | 60% |
| TABLET | 17 | 7.75 | 0.46 | 19 | 89.47% |

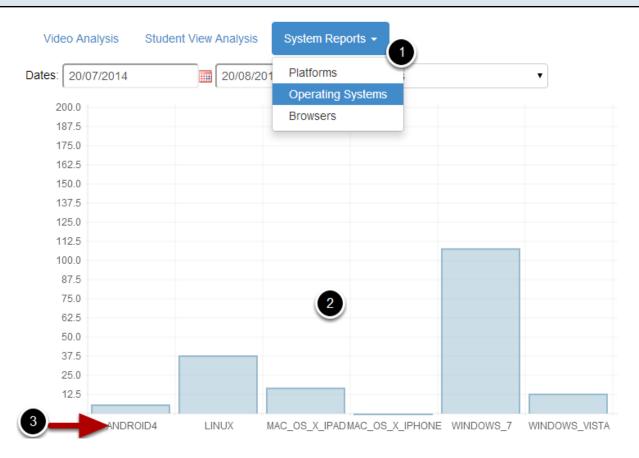
View the Platforms video analysis details.

You can view the following details in the platforms video analysis

- 1. Platform Using which platforms the videos played
- 2. Plays Number of times the videos played using that platform.

- 3. Minutes viewed Total amount of time the video was viewed in terms of minutes.
- 4. Avg. View Time Average view time of the particular video.
- 5. Avg. View Drop-off shows the average drop-off percentage while the video was played.
- 6. Video page view How many times the video page was viewed using that platform. In the above image, using the Mobile Platform, the page has been viewed 10 times, but the number of times the video played is only 6 times.
- 7. Play to Page View Ratio Ratio between the number of times the video was played and the number of times the video page was viewed.

View Operating System Analysis



Choose **Operating Systems [1]** option from the System Reports drop down menu. You can view Analysis in Operating systems basis **[2]**.

In this analysis, you can view which Operating System is mostly used by the users [3].

View Operating Systems Analysis Details

Details

| os | Plays | Minutes Viewed | Avg. View Time | Player Impressions | Play to Impression Ratio |
|-----------------|-------|-------------------|-------------------|-----------------------|-----------------------------|
| LINUX | 38 | 324.41 | 8.54 | 241 | 15.77% |
| WINDOWS_7 | 108 | 476.48 | 4.41 | 305 | 35.41% |
| WINDOWS_VISTA | 13 | 5.97 | 0.46 | 14 | 92.86% |
| ANDROID4 | 6 | 4.37 | 0.73 | 9 | 66.67% |
| MAC_OS_X_IPAD | 17 | 7.75 | 0.46 | 19 | 89.47% |
| MAC_OS_X_IPHONE | | 0 | 0 | 1 | 0% |

View the Operating system's video analysis details.

You can view the following details in Operating systems video analysis

- 1. Operating System Using which Operating System the videos were played
- 2. Plays Number of times the videos were played using that Operating System.
- 3. Minutes viewed Total amount of time the video was viewed in terms of minutes.
- 4. Avg. View Time Average view time of the particular video.
- 5. Player Impressions Impression value of the player.
- 7. Play to impression Ratio Ratio between play and impression.

View Browsers Analysis



Choose Browsers [1] option from the System Reports drop down menu.

You can view Analysis in Browsers basis [2].

In this analysis, you can view which Browser $\hbox{\small [3]}$ is mostly used by users .

View Browsers Analysis details

Details

| Browser | Plays | Minutes Viewed | Avg. View Time | Player Impressions | Play to Impression Ratio |
|---------------|-------|----------------|----------------|--------------------|--------------------------|
| CHROME | 137 | 766.47 | 5.59 | 497 | 27.57% |
| FIREFOX3 | 12 | 23.74 | 1.98 | 41 | 29.27% |
| FIREFOX2 | | 0 | 0 | 3 | 0% |
| MOZILLA | 13 | 19.4 | 1.49 | 15 | 86.67% |
| MOBILE_SAFARI | 6 | 9.36 | 1.56 | 6 | 100% |
| APPLE_MAIL | 14 | 0 | 0 | 17 | 82.35% |
| IE7 | | 0 | 0 | 10 | 0% |

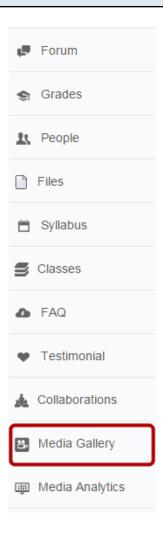
You can view the following details in Browsers Video Analysis

- 1. Operating System Using which Browser the video was played
- 2. Plays Number of times the video was played using that browser.
- 3. Minutes viewed Total amount of time the video was viewed in terms of minutes.
- 4. Avg. View Time Average view time of the particular video.
- 5. Player Impressions Impression value of the player.
- 7. Play to impression Ratio Ratio between play and impression.

How do I use Record option in Media Gallery?

You can use the **Record from Webcam** feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

Open Media Gallery

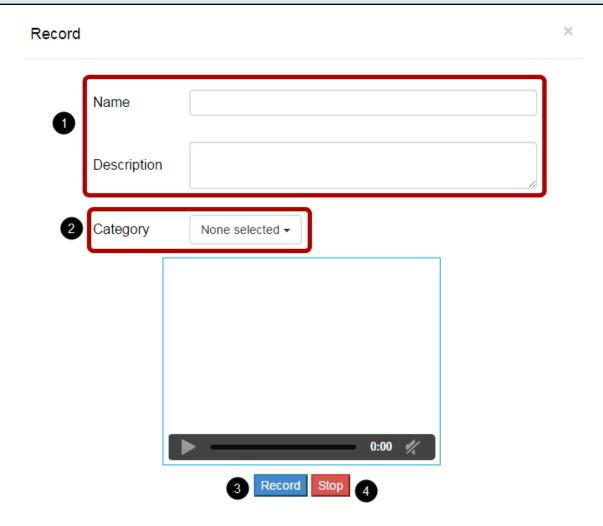


Click the **Media Gallery** link in the course navigation.



View the Media Gallery and click **Record** button to record from webcam.

Record Media



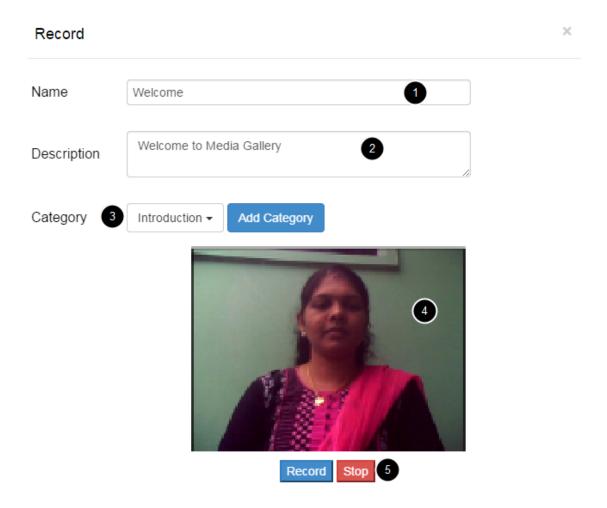
To record from a webcam:

1. Click the **Record** Button.

The **Record from Webcam** page is displayed.

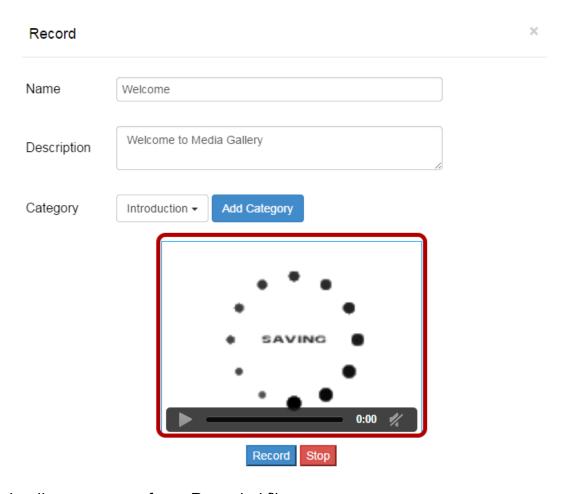
- 2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.
- 3. You can give **Name** and **Description [1]** about your recording, you can select a **Category [2]** for your record.
- 4. You can record your own thoughts using web cam and mic options in your device.
- 5. Click **Record[3]** button to start your recording, and click the **Stop [4]** button to save your recording to the media gallery list.

Give Details

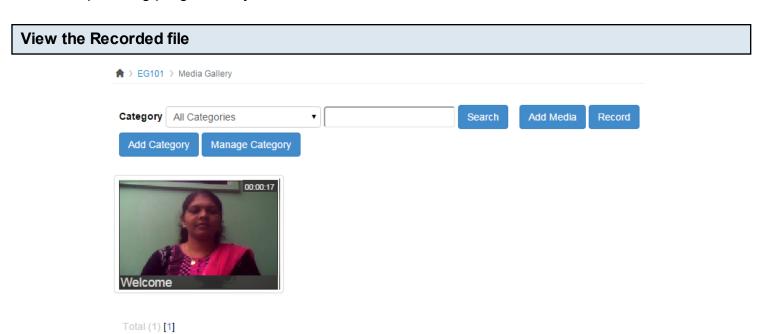


- 1. Give name in the Name text field.
- 2. Give description in the **Description** text field.
- 3. Choose Category from the drop down.
- 4. View your webcam Recording in the Media Gallery Recording field.
- 5. Click **Stop** button once you have finished recording.

View Progressing



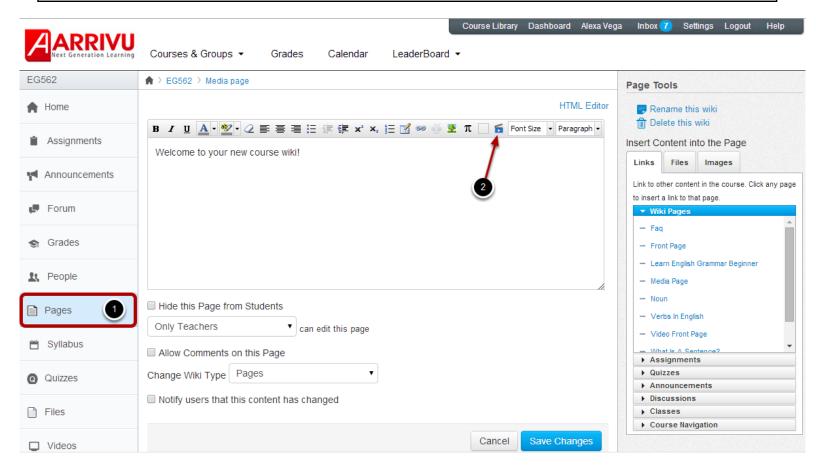
View the uploading progress of your Recorded file.



When the uploading progress complete, click the **F5 button** (for Windows) to refresh the screen.

View your recorded file in Media Gallery list.

Add Media in Rich Content Editor



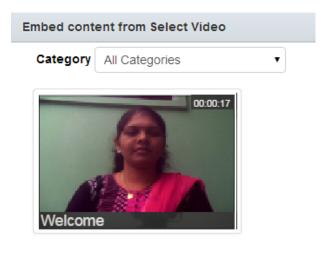
Arrivu Apps video App allows you to embed rich-media inside rich content element such as Discussions, Announcements and Course Pages.

- 1. Click Pages[1] link in the course navigation to add media items to pages.
- 2. Click the Create wiki button in the right side of the screen.
- 3. Choose **Gallery [2]** icon to add media items in to pages.

Note: Using Rich content Editor You can add media to your pages, announcements, discussions, syllabus and quiz descriptions.

You can add those pages to the class items.

Select Video



Total (1) [1]

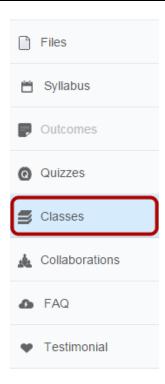
Choose a recorded file from the media list to embed content to pages.

Save changes

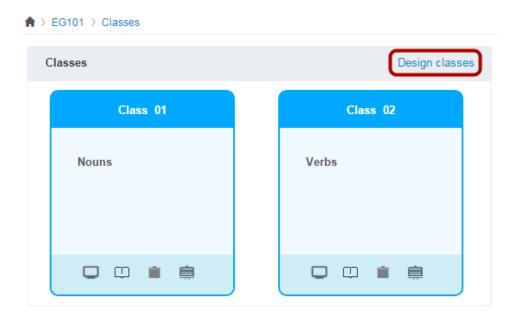


Click Save Changes button to embed video.

Add Media Gallery items to Classes

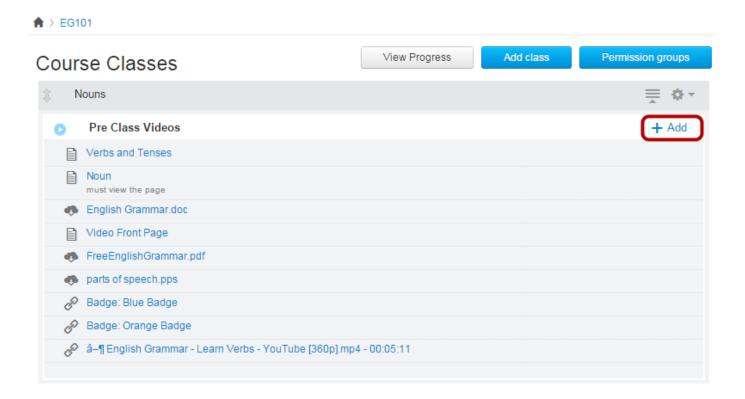


Click Classes in course navigation.



Click **Design Classes** link on top right side, to add media items to classes

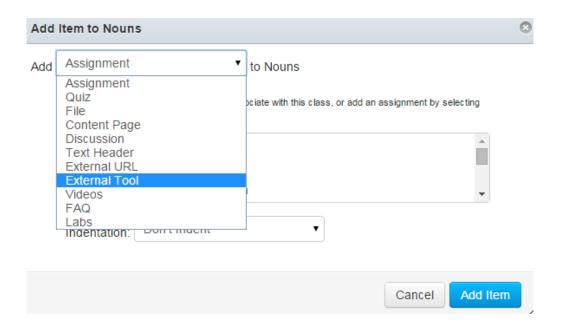
Add media to class



Click any class to add items.

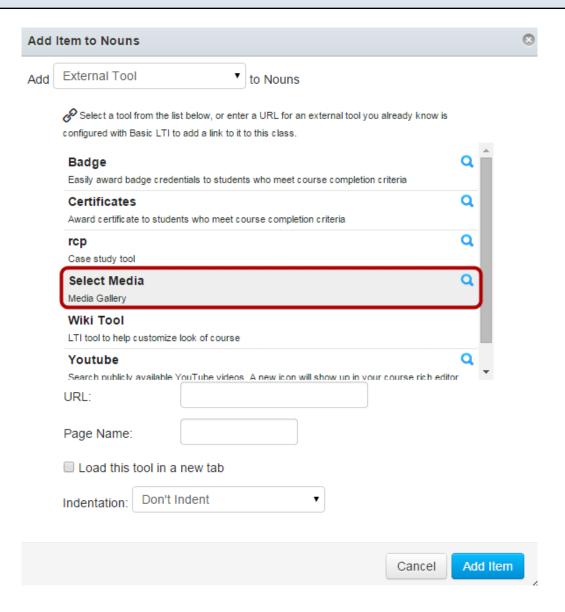
Click Add [1] link to add items to classes.

Add Item to Classes



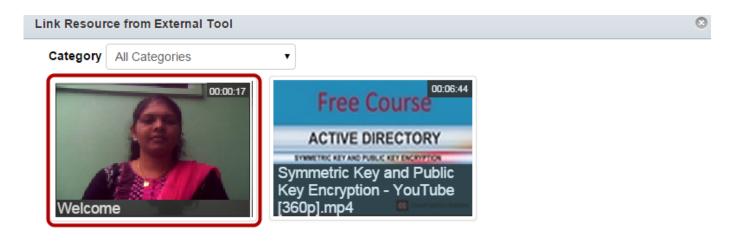
Choose External Tool option to add Media Gallery items to classes.

Select Media



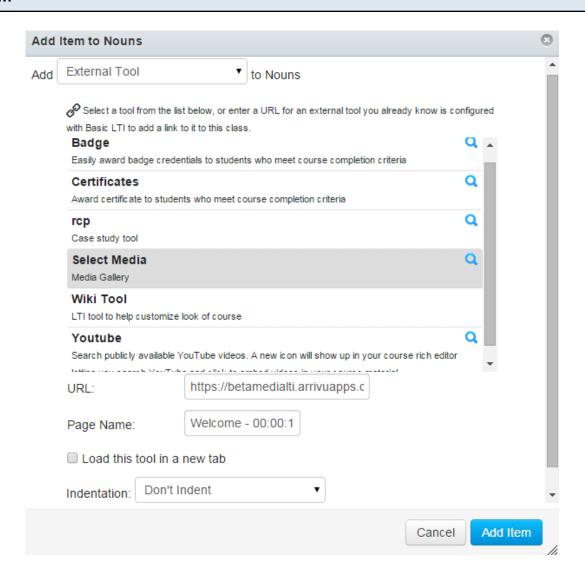
Choose Select Media option to add Media Gallery items to classes.

Choose media



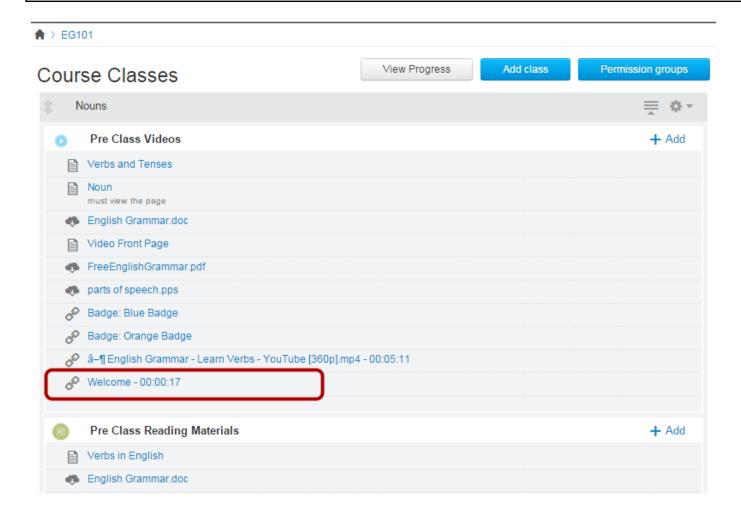
Total (2) [1]

You can easily select the recorded file from your gallery by clicking and inserting it into the class.



Click the **Add Item** button to add a media to classes.

View media



You can view your media in classes link.

Play Video



Click the Video link on classes or particular recorded file page to play the recorded video file.

How to record screen with voice using Sharex?

ShareX is a free and open-source screen recording and screen casting program for Microsoft Windows. It is used to create full screen or partial screen captures.

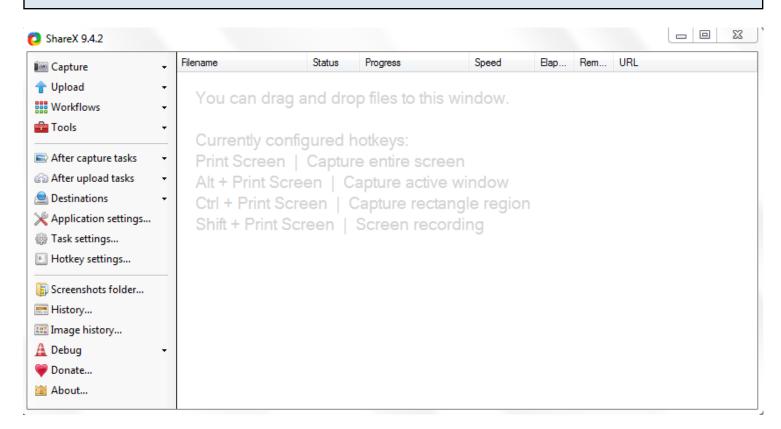
Note: You can download and install ShareX in your machine using https://getsharex.com/ the link.

Open ShareX



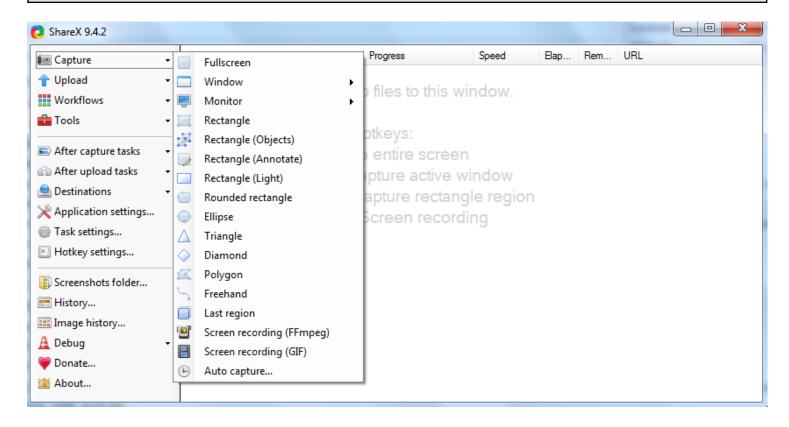
Click the **ShareX** icon on your Desktop.

View ShareX



View the ShareX window.

View Capture Options



ShareX incorporates the following methods to allow screen capture:

For Images:

Fullscreen: Creates a screenshot of the entire screen area.

Active window: Captures the currently active window.

Active monitor: Captures the monitor area where the mouse pointer or cursor currently resides.

Window menu: It lists the active windows, so that user can select which window to take

screenshot of.

Monitor menu: It lists monitors, so that the user can select which monitor to take screenshot from.

Rectangle: Allows user to take screenshot from a single or multiple rectangular areas drawn with the mouse by dragging it from one corner to the diagonally opposite corner of the rectangle.

Rectangle (**Objects**): Allows user to take screenshot of a rectangular area. When the user hovers window or an object, it will automatically select rectangular area, so that the user does not need to drag the area using the mouse.

Rectangle (**Annotate**): This rectangle capture is similar to the Light version mentioned below, but it also allows the user to draw in the capture area.

Rectangle (Light): Basic version of Rectangle capture designed for slow computers.

Rounded Rectangle, Ellipse, Triangle and Diamond: These options work similar to rectangle capture with only difference which is the shape.

Polygon: Allows the user to click points on screen to make polygon shape to capture areas inside it.

Freehand: Allows the user to draw areas just like drawing with pencil and the drawn area will be captured.

Last Region: Will repeat the screen capture which was done most recently.

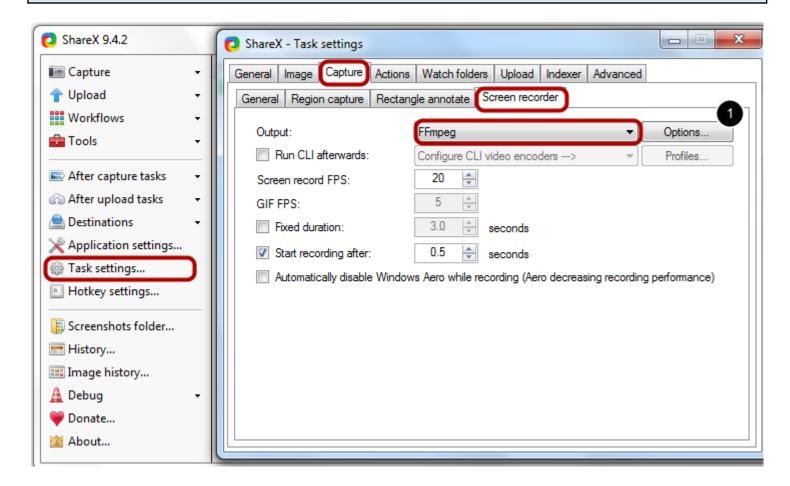
For Videos:

Screen recording (FFmpeg): Users can record a selected area on their screen or the entire screen. FFmpeg allows user to record screen including sound and compress it in real time using x264, VP8, Xvid etc.

Screen recording (GIF): User can record a selected area on their screen or the entire screen in animated GIF.

Auto capture: Allows the user to automatically capture a screen area with the specific time interval.

In the Screen recorder tab set Output to FFmpeg



In the **Main window** -> Choose **Task settings** -> In the Task Setting Window Choose **Capture** -> **Screen recorder.** Choose **FFmpeg** as the output format from the output drop down menu.

You can change the Following Screen Recording Options:

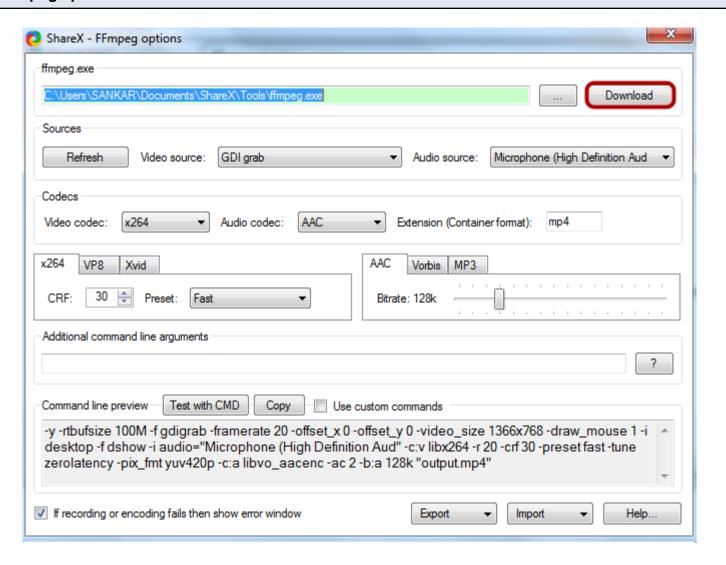
Screen Recorder FPS means how many frames are being recorded per second. 20 frames are ideal for desktop recording.

Fixed duration will stop recording after that duration. While using a hotkey, duration is not required because you can stop recording any time you want. It is mainly useful for make animated GIF, so, it is suggested to disable it.

Start delay option sets when the recording will start. So, 0.5 seconds will give you enough time to move your cursor to the recording area before the recording starts.

Click the **Options** button to set the FFmpeg recording options.

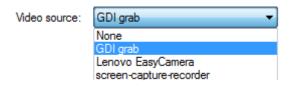
FFmpeg options



When you press the **Download** button, the latest version of FFmpeg will automatically download and extract itself to Tools folder.

You don't need to manually download the FFmpeg from web site.

Video sources



The sources section only loads if the FFmpeg file exists.

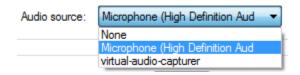
None - Does not record audio.

GDI grab - Records the screen with built-in FFmpeg methods.

Camera - If you have a camera, it will show up in the video sources list. This allows you to record from it.

screen-capture-recorder - Records the screen using the open source DirectShow filter. It will be installed as part of ShareX. If you are planning to record audio with the Virtual Audio Capturer, then use this instead of GDI grab.

Audio sources

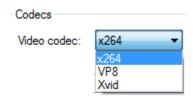


None - Does not record audio.

Microphone - If you have a microphone, it will show up in audio sources, and it will allow you to record from it.

virtual-audio-capturer - Records what you hear using the open source DirectShow filter. It will be installed as a part of ShareX.

Video codecs



x264 - Uses libx264. x264 is a H.264/MPEG-4 AVC encoder. This is our recommended video codec to use.

Note: Having good quality/compression can cause frame drops while recording, because compression happens in real time, and it uses the CPU heavily.

Therefore we suggest the Fastpreset. If the frames still drop a lot, try increasing the preset to Very fast (or higher) until you get better results. Increasing CRF helps with performance too, at the cost of video quality.

VP8 - Uses libvpx. VP8 video encoder for WebM, an open, royalty-free media file format.

Note: WebM doesn't support the AAC and MP3 audio codecs. Use the Vorbis audio codec.

Xvid - Uses libxvid. Xvid (formerly "XviD") is a video codec library following the MPEG-4 standard, specifically MPEG-4 Part 2 Advanced Simple Profile (ASP).

Note: Video doesn't work with MP4. Use the AVI or MKV containers.

Audio codecs



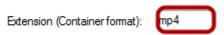
AAC - Uses libvo_aacenc. Advanced Audio Coding (AAC) is the successor format to MP3, and is defined in MPEG-4 part 3 (ISO/IEC 14496-3). It is often used within an MP4 container format; for music the .m4a extension is customarily used.

Vorbis - Uses libvorbis. The Theora video format, Vorbis audio format, and Ogg container format were developed by Xiph.org as free and open-source media formats.

Note: Use this audio codec with VP8 (WebM).

MP3 - Uses libmp3lame. MPEG-1 or MPEG-2 Audio Layer III, more commonly referred to as MP3, is an encoding format for digital audio which uses a form of lossy data compression.

Container format



Type the Extension format in the Container Format textbox.

MP4 - Suggested for x264. MPEG-4 Part 14 or MP4 is a digital multimedia format most commonly used to store video and audio. This can also be used to store other data such as subtitles and still images.

WebM - Suggested for VP8. WebM is an audio-video container format designed to provide royalty-free, open video compression for use with HTML5 video.

MKV - The Matroska Multimedia Container is an open standard free container format. It is a file format that can hold unlimited number of video, audio, picture, or subtitle tracks.

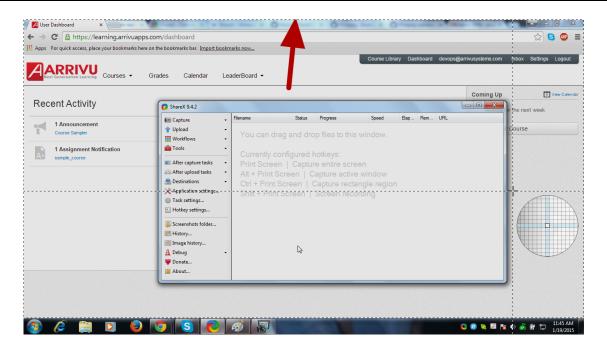
AVI - Suggested for Xvid. Audio Video Interleaved (also Audio Video Interleave), known by its initials AVI, is a multimedia container format introduced by Microsoft in November 1992 as part of its Video for Windows technology.

Screen Recording - - X ShareX 9.4.2 URL Speed Elap... Rem... Progress Capture Capture Fullscreen Tupload Window files to this window. **Workflows** Monitor a Tools Rectangle otkeys: Rectangle (Objects) After capture tasks entire screen Rectangle (Annotate) After upload tasks Rectangle (Light) Destinations -Rounded rectangle apture rectangle region X Application settings... Ellipse creen recording Task settings... Triangle Hotkey settings... Diamond Polygon Screenshots folder... Freehand History... Last region Image history... Screen recording (FFmpeg) A Debug Screen recording (GIF) Donate... Auto capture... About...

Choose Screen recording (FFmpeg) option to record screen including sound.

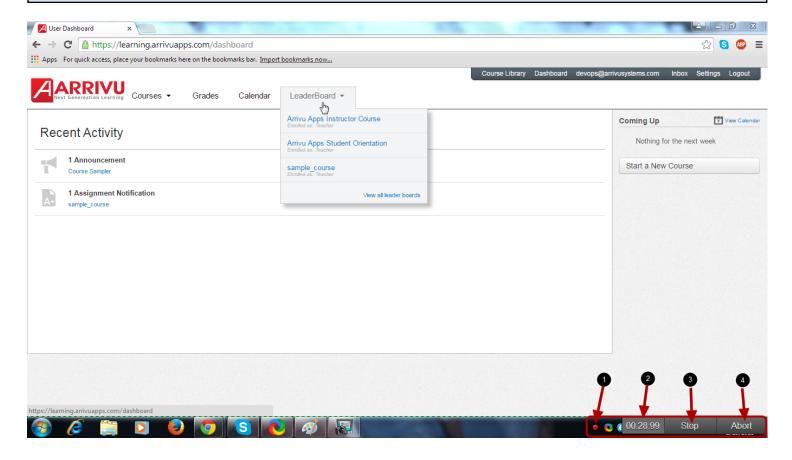
Plug in the Microphone in to your machine to Record.

Choose Region



Choose the Recording region for Screen Recording.

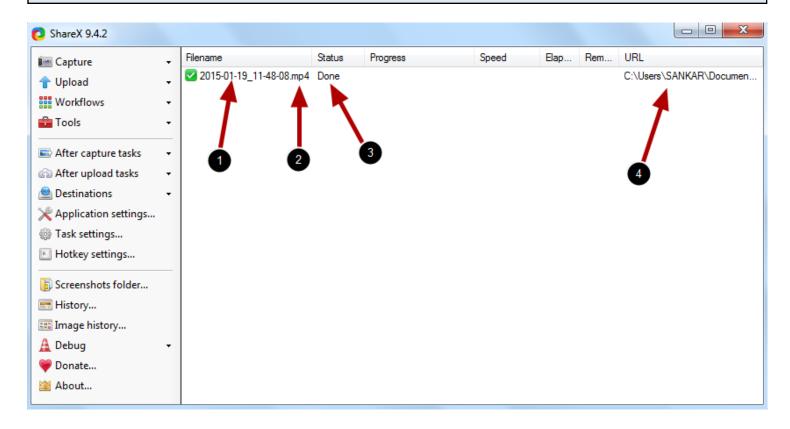
Screen Recording



Once you choose the recording region, the screen will start recording automatically. You can view the recording time in the bottom right corner of the screen.

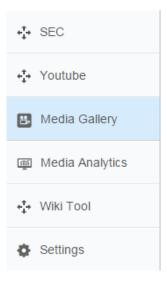
Red color Dotted Circle [1] indicates the screen recording, You can view the screen recording time [2], once you have finished your recording click the **Stop** [3] button to stop recording. Click **Abort** [4] button while you recording the screen to abort the recording process.

View Recorded file



View the Recorded file's name [1], file format [2], status [3] of the file and the location [4] where the recorded file was saved in your machine.

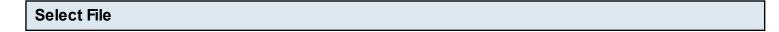
Add Recorded File to Arrivu Apps Course

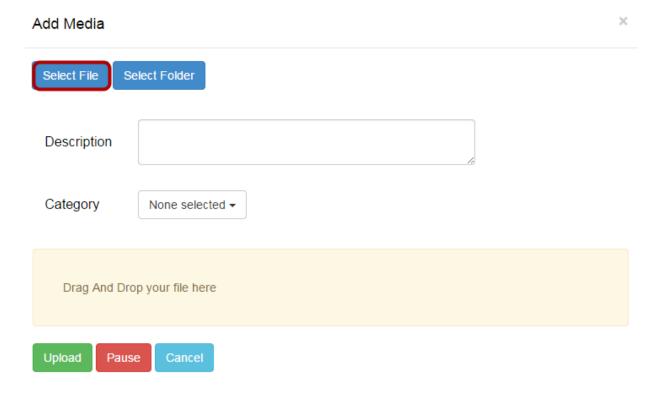


Choose **Media Gallery** link in the course Navigation.

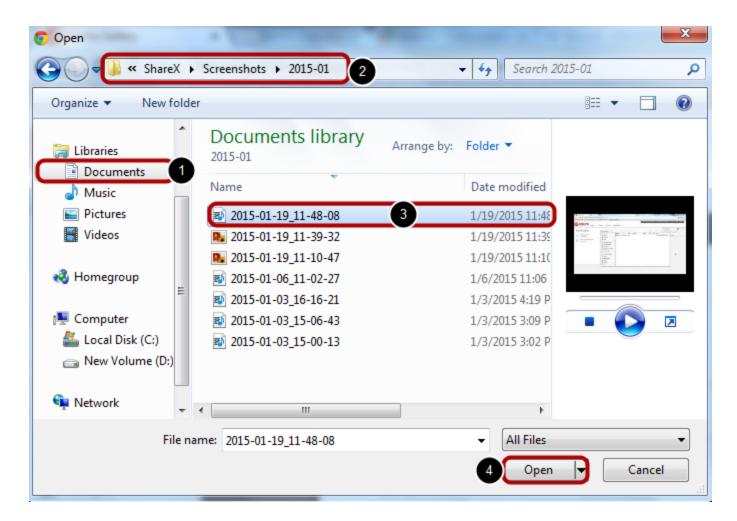


Click the Add Media Button.





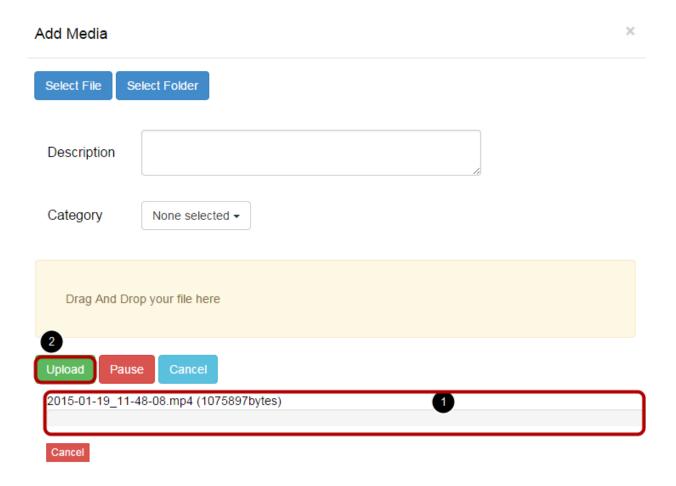
Click the **Select File** Button.



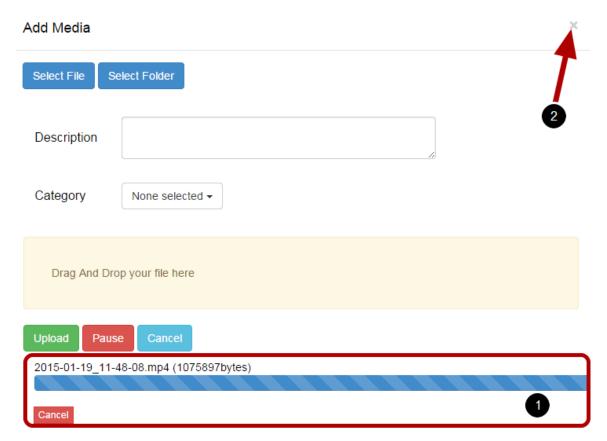
Select the Recorded file from ShareX.

Choose **Documents** [1], Open the folders **ShareX** -> **Screenshots** -> the Current **Year and month** folder name [2], choose the file [3] and click **Open** [4] button.

Upload File



View the **Selected file [1]** and click the **Upload [2]** button.

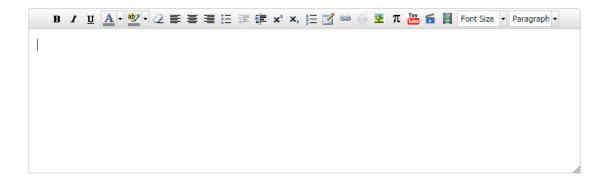


Once the file has been uploaded [1], click the X [2] icon to close the Add Media window. Refresh the screen to view the uploaded file.



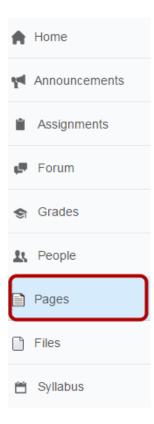
View the uploaded file in your course Media Gallery.

Add Media in Rich Content Editor



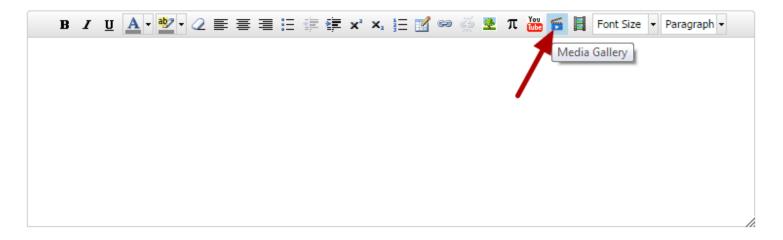
Using Rich content editor, you can add media to Pages, Videos, Announcement, Discussion, Syllabus and Quiz Descriptions.

Open Pages



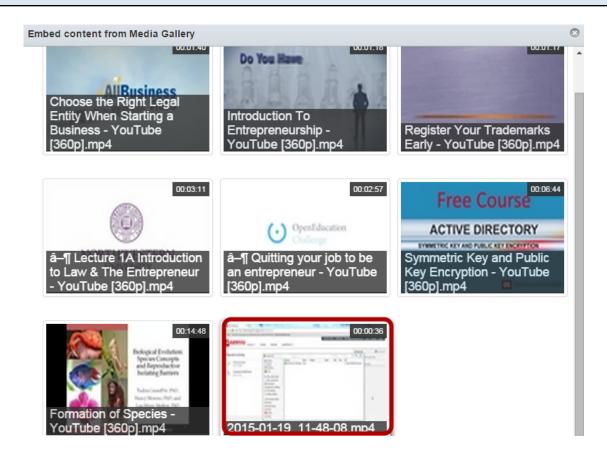
Click Pages Link in course navigation.

Choose Media



Click the **Media Gallery** lcon to insert media.

Embed Media



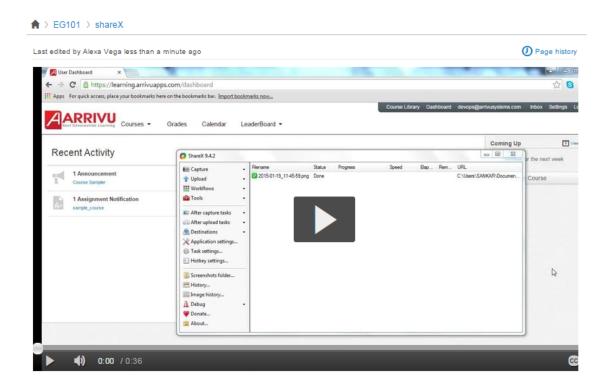
Choose the Media file from the Media Gallery.

Save Changes



Click Save Changes Button.

View Page



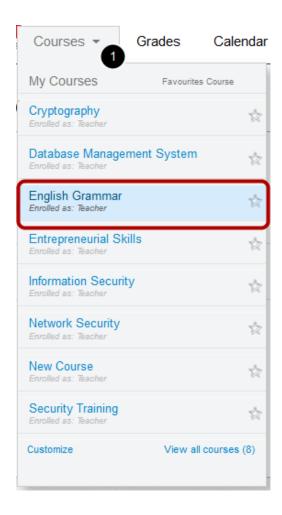
View the page.

How do I add Media to courses?

Arrivu Apps allows you to embed rich media inside rich content elements such as Discussions, Announcements and Course Pages.

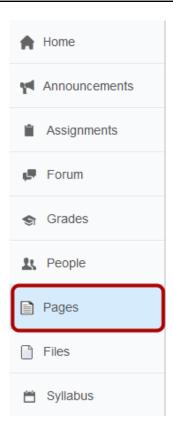
Using Rich Content Editor, you can add media to Pages, Videos, Announcements, Discussions, Syllabus and Quiz descriptions.

Open Course



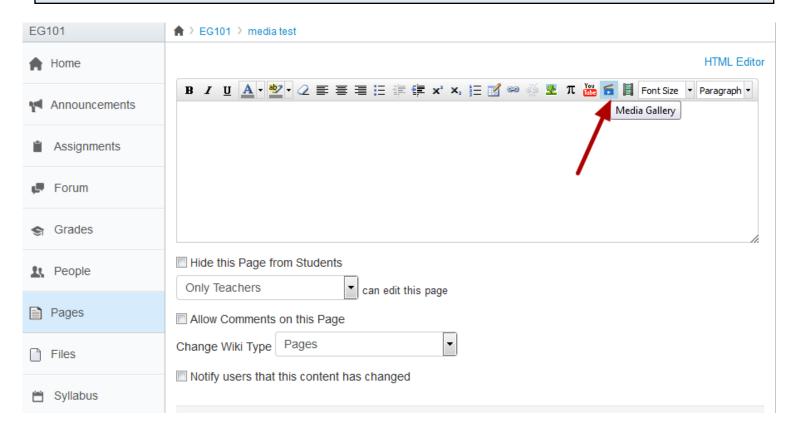
In the global navigations, choose **Courses** [1] drop down menu and Select the Course's name from the courses list.

Open Pages



Click the **Pages** link in the Course navigation.

Add Media in Rich Content Editor

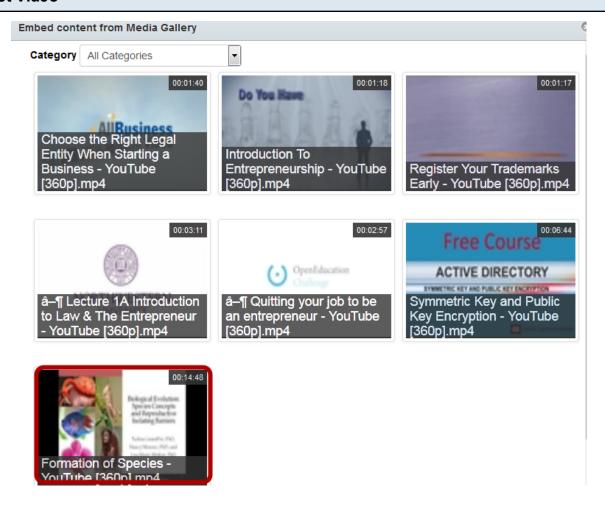


Arrivu Apps allows you to embed rich media inside rich content element such as Discussions, Announcements and Course Pages.

- 1. Click Pages link in the course navigation [1] to add media items to pages.
- 2. Click the Create wiki button on the right side of the screen.
- 3. Choose Gallery icon to add media gallery items to the pages [2].

Note: As we've already mentioned, using Rich Content Editor, You can add media to Pages, Videos, Announcement, Discussion, Syllabus and Quiz descriptions. You can add those pages to the class items.

Select Video



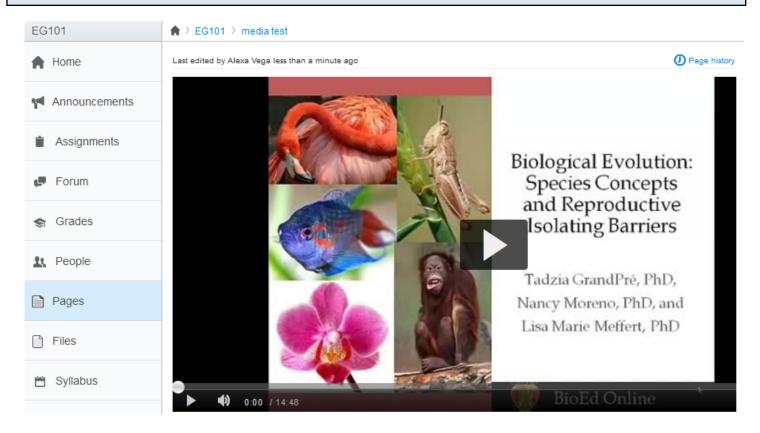
Choose a video from the Media Gallery list at account level to embed content to the pages.

Save changes



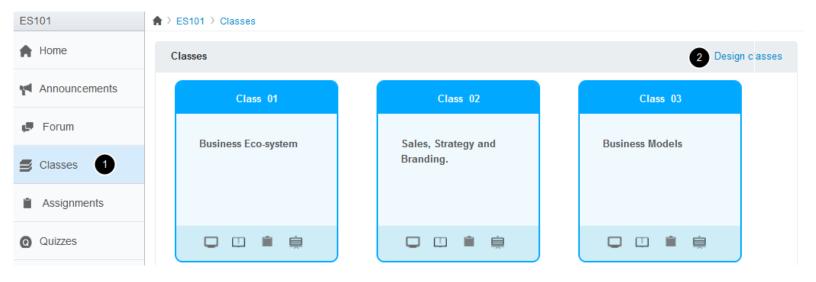
Click Save changes button to embed video.

View Media on pages



View the uploaded media on your Course pages.

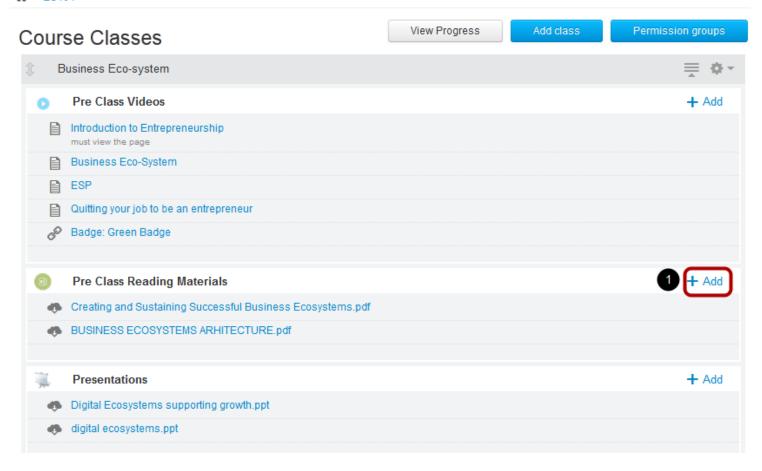
Add Media Gallery items to Classes



- 1. Click Classes [1] in course navigation.
- 2. Click **Design classes** [2] link on the top right side, to add media items to classes.

Add media to class

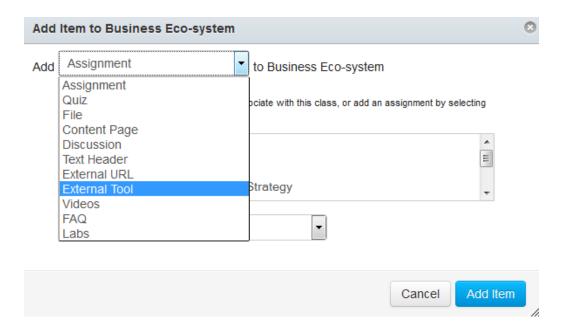




Click any class to add items.

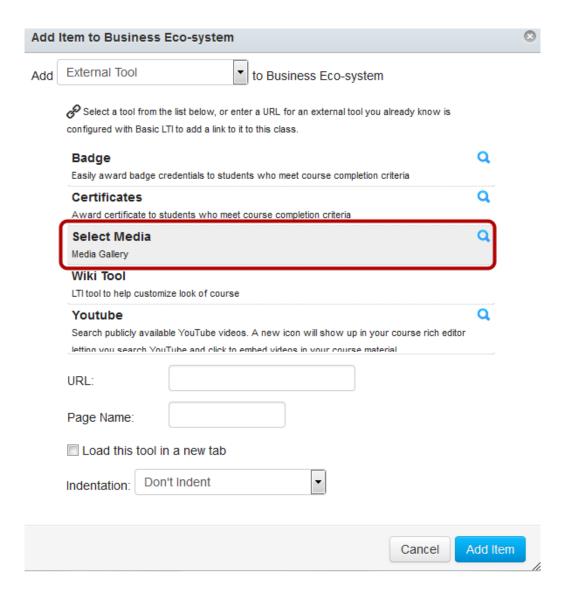
Click Add [1] link to add items to classes.

Add Item to Classes



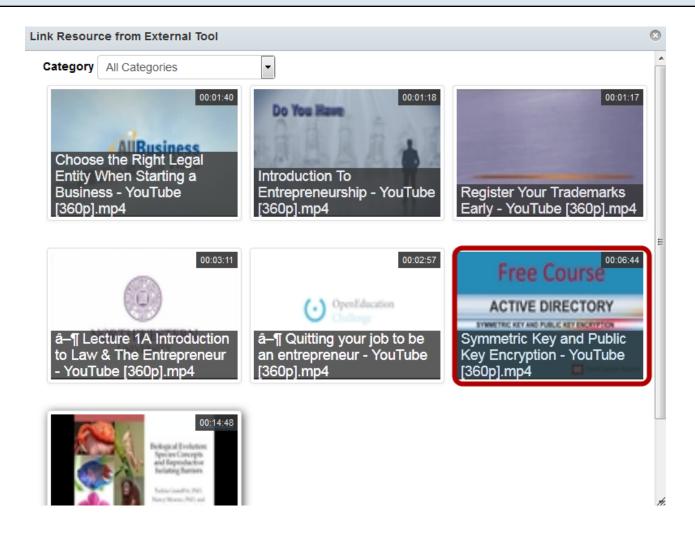
Choose External Tool option to add Media Gallery items to classes.

Select Media



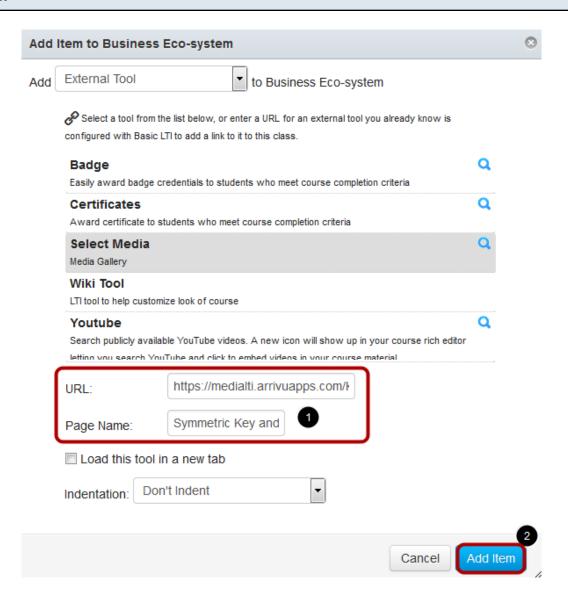
Choose Select Media option to add Media Gallery items to classes.

Choose media

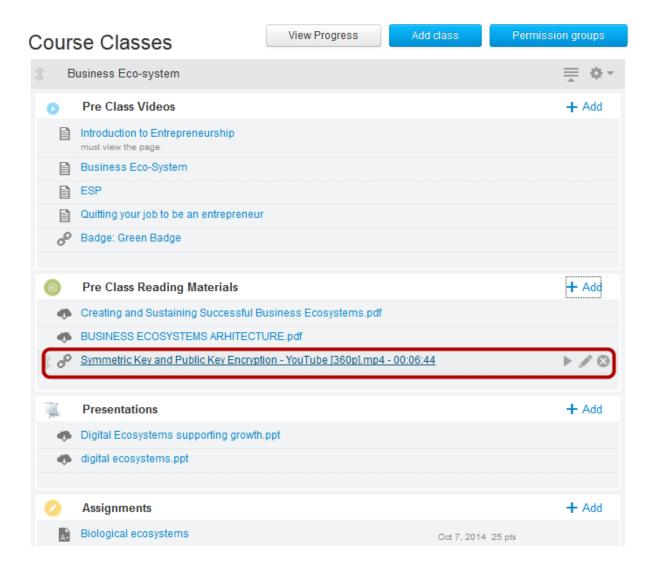


You can easily select media from account level gallery by clicking a media file you want to insert it into the class.

Add Item



View the URL and Page Name[1] of the Selected Media file and Click Add Item[2] button.



View your media in classes link.