Select Primary and Secondary Sources

1. Under **Primary Sources**, use the drop-down arrows next to **Video** and **Audio** to select the video and/or audio devices for the recording.  
   
   *For example, select a webcam for video and a headset for your audio.*
   
   **Note:** You must select an audio or video source in order to record.

2. After you have selected your audio device, speak in the microphone to test the volume. You want the input levels to remain in the green. If the levels move into the yellow or red, you will need to use the slider to adjust the input level.

3. Under **Secondary Capture Sources**, check the box next to the secondary source(s) you wish to include (Capture PowerPoint and/or Capture Main Screen). If you have two computer screens you will have the option to Capture Second Screen.
   
   **Note:** If you choose to capture your primary screen, be sure to close all other open applications (i.e. email, gradebook, chat) in order to ensure private information is not included in the recording.

4. If you wish to add an additional video source, click **Add Another Video Source**.