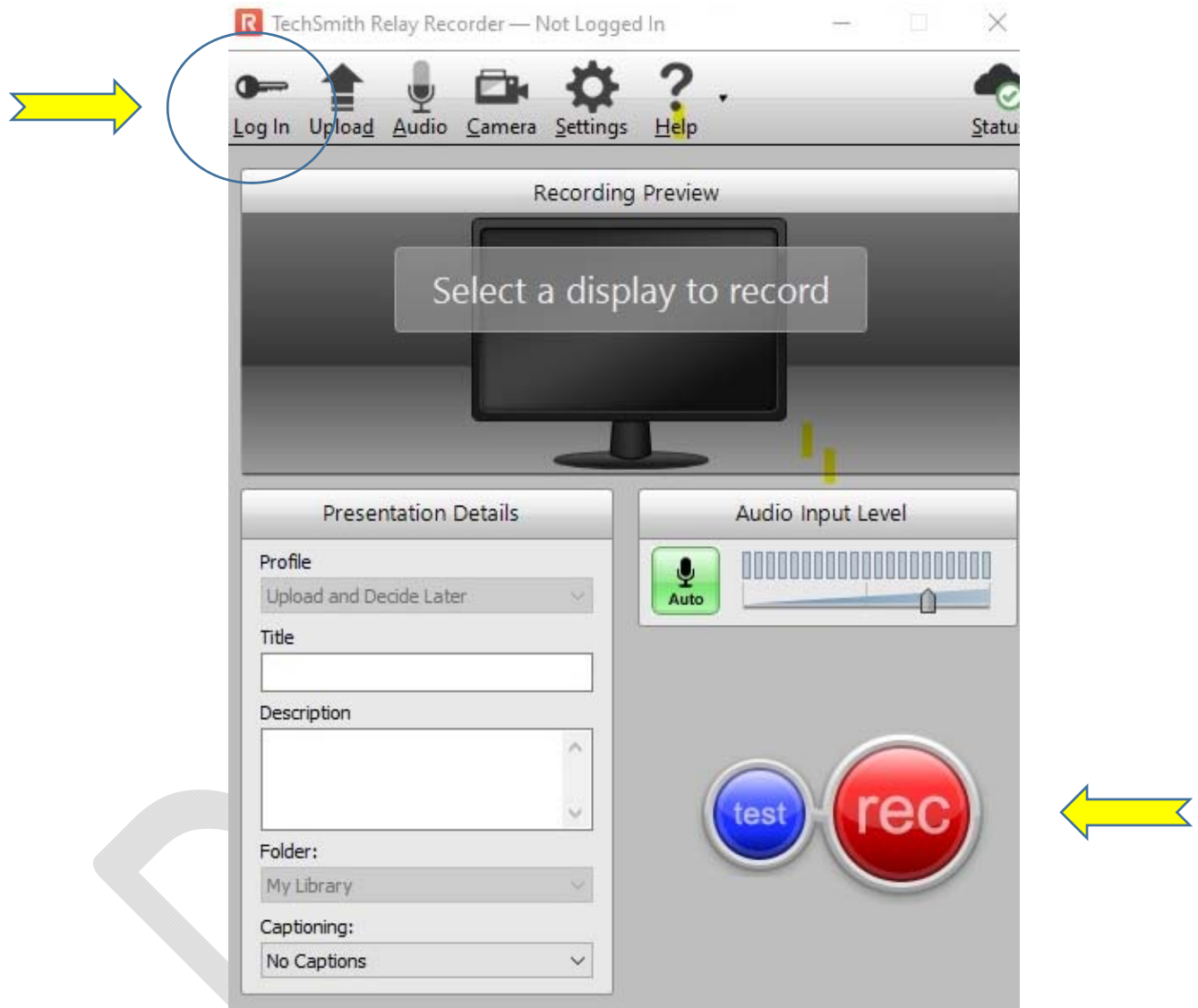
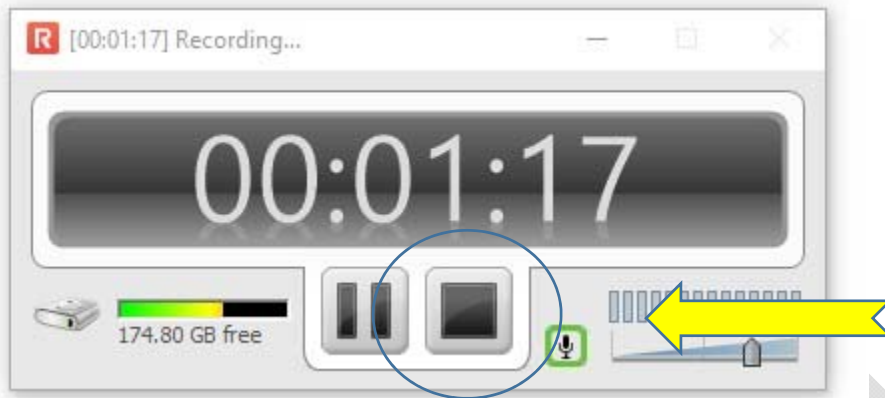


1. Once you have successfully installed the Classic Recorder it should be located on your desktop. Open the recorder and log into it using your NetID and password.



2. Once logged in, you can open your PowerPoint presentation. You must go back to the Classic Recorder and press record, the system will give you a 3 second count down. You may then proceed with your presentation as usual.

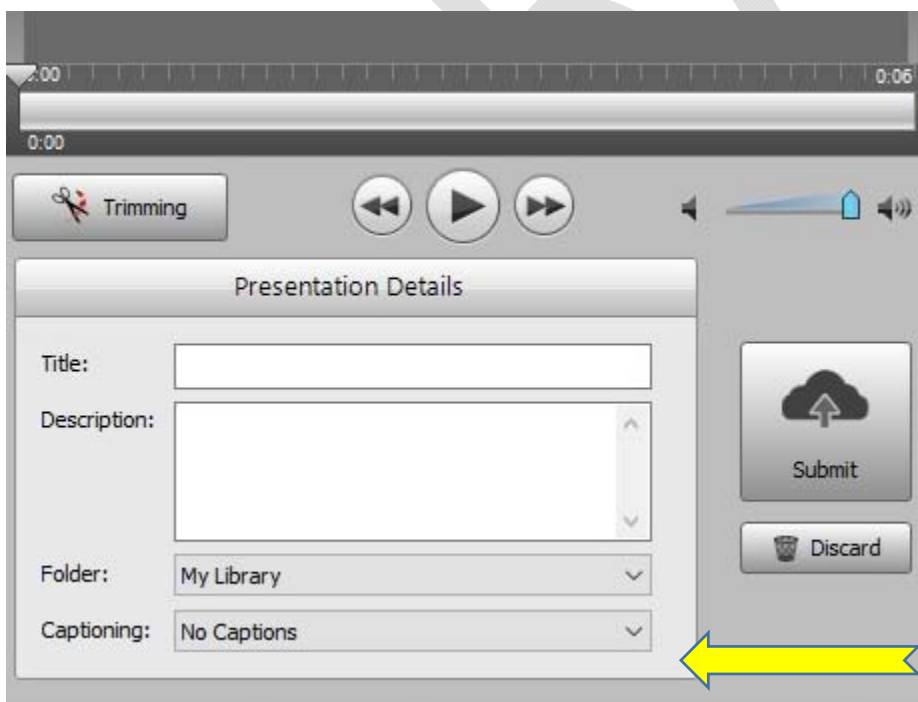
3. After you have completed your presentation, you can stop the recording by hitting the Relay icon located in the task bar.



4. Once you stop the recording use the standard naming convention used in classrooms to save the presentation in your personal library by hitting submit.

**NOTE: IF YOU DO NOT HIT SUBMIT THE LECTURE RECORDING WILL BE LOST.**

5. Please email the AV team at [njmsavc@njms.rutgers.edu](mailto:njmsavc@njms.rutgers.edu) and they will move the lecture from your personal folder to your course folder.



To add closed captioning to your lecture select captioning before you hit submit.

PLEASE TELL AV THE COURSE NAME SO THEY CAN PUT THE LECTURE IN THE CORRECT FOLDER.

**1st Year Courses (B556)**

EDCU 6100K- Foundations of Body Systems

(Module 1)

(Module 2)

Patient Centered Medicine

EDUC 6101K- MSK & Integumentary Systems

EDUC 6102K- Cardiovascular System

EDUC 6103K- Pulmonary System

EDUC 6104K- Renal System

EDUC 6106K- Health Equity & Social Justice

OE 8100K- Community Engaged Service Learning

**Naming Convention for Lectures**

FDNM1\_Last Name\_Lecture Title

FDNM2\_Last Name\_Lecture Title

PCM1\_Last Name\_Lecture Title

MSK\_Last Name\_Lecture Title

CVS\_Last Name\_Lecture Title

PULM\_Last Name\_Lecture Title

RENAL\_Last Name\_Lecture Title

HESJ1\_Last Name\_Lecture Title

CESL1\_Last Name\_Lecture Title

**2nd Year Courses (B552)**

EDUC 7100K- Digestive System

EDUC 7101K - GU/Endocrine Systems

EDUC 7102K- Neuro/Psychiatry & Bio

Patient Centered Medicine

EDUC 7104K- Health Equity and Social Justice II

OE 8101K- Community Engaged Service Learning

**Naming Convention for Lectures**

GI\_Last Name\_Lecture Title

GUE\_Last Name\_Lecture Title

NPB\_Last Name\_Lecture Title

PCM2\_Last Name\_Lecture Title

HESJ2\_Last Name\_Lecture Title

CESL2\_Last Name\_Lecture Title