

## NJMS Podcast & Digital Media Portal

### Live Recordings

- **Recording from the podium**

Podiums in B552 and B556 are set up to record your power point and audio. You are however, required to start the recording at the beginning of your lecture. There is a work-study student assigned to each room. You also have the AV support team available to you.

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At the end of each lecture, you will be prompted to save the lecture. At that time, you will title the lecture using the naming convention in the attached addendum. You will also select the course folder to send the lecture too. Note: if the lecture requires closed captioning, the AV team will send it for closed captioning and place it in the appropriate folder.

### Personal Recordings

Faculty have the ability to record and upload their personal recorded videos onto the digital media site right from their desktop. Once logged onto your personal Library in TechSmith, you will need to download the free video recorder which you will find in the top right-hand corner. Here you will have the ability to record and edit your own recording before it is posted. Once you are satisfied with your recording email the lecture link from your personal library to the Audio Visual Team ([njmsavc@njms.rutgers.edu](mailto:njmsavc@njms.rutgers.edu)). In the email please identify the course that you would like the recording moved too and they will move that recording into the lecture folder of your choice. Feel free to contact our office for training in this area.

You may also send Personal Recordings to a member of the AV team using the large file transfer system such as Rutgers Box or any university supported system.

Note: if the lecture requires closed captioning, the AV team will send it for closed captioning and place it in the appropriate folder.

### Access videos through the Education Portal:

<https://ep.njms.rutgers.edu/>

Click Login on the right corner of the page and use your CORE login credentials.

All lecture recordings are located in the drop down under **“Digital Media”**.

### Access Current Podcasts

To view current videos, click “Digital Media” in the drop down and select “Current Podcast”. This link will take you to the Course Library. NJMS 1<sup>st</sup> and 2<sup>nd</sup> year courses are listed respectively. SGS courses are in a separate folder. All new podcasts for the academic year 2021-2022 will reside here.

### Access Archived Podcasts

To view archived videos, click “Digital Media” in the drop down and select “Archived Podcast”. Lectures from prior years will be found in the area. The “Select Course” button will take you to the respective course and lectures you are looking for. You can also access older videos through the “Archived” button in the old NJMS Digital Media Portal.

**Searching for Podcasts on the old NJMS Digital Media Site**

Users can click on the “Course Quick Search”, select the course which will bring up all podcasts within the course. An alternative option is to type in the lecture or the faculty name in the search box to bring up a specific lecture or faculty.