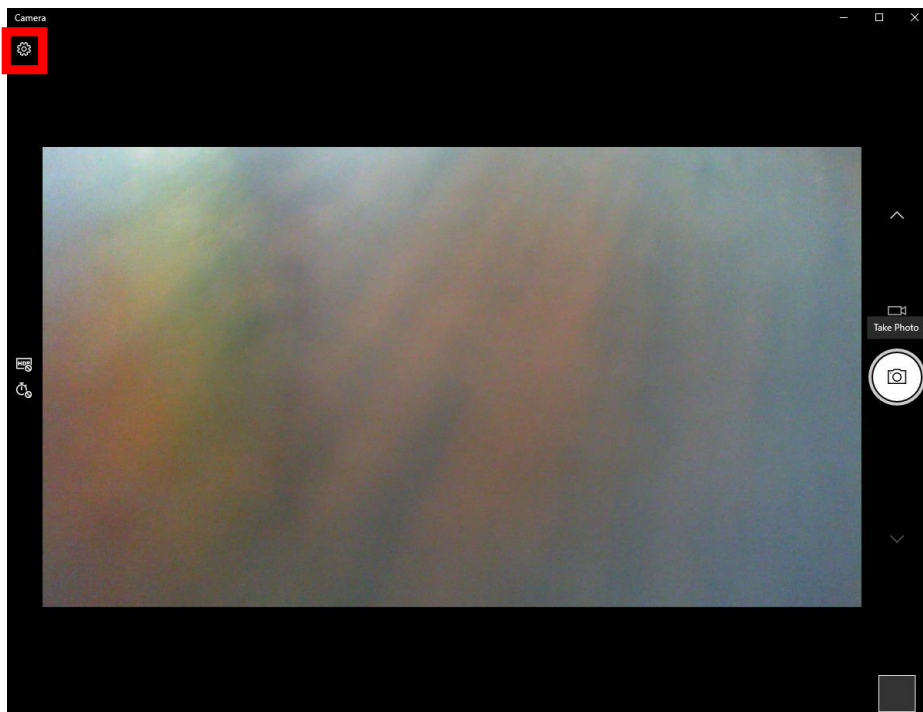
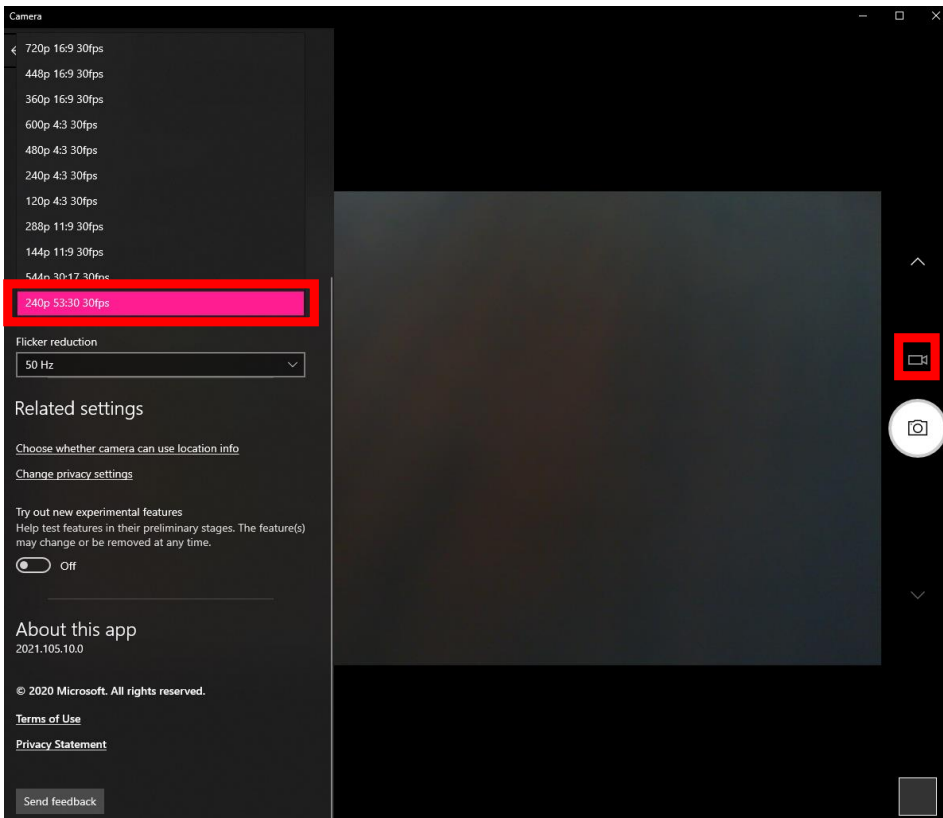


## Recording Sessions

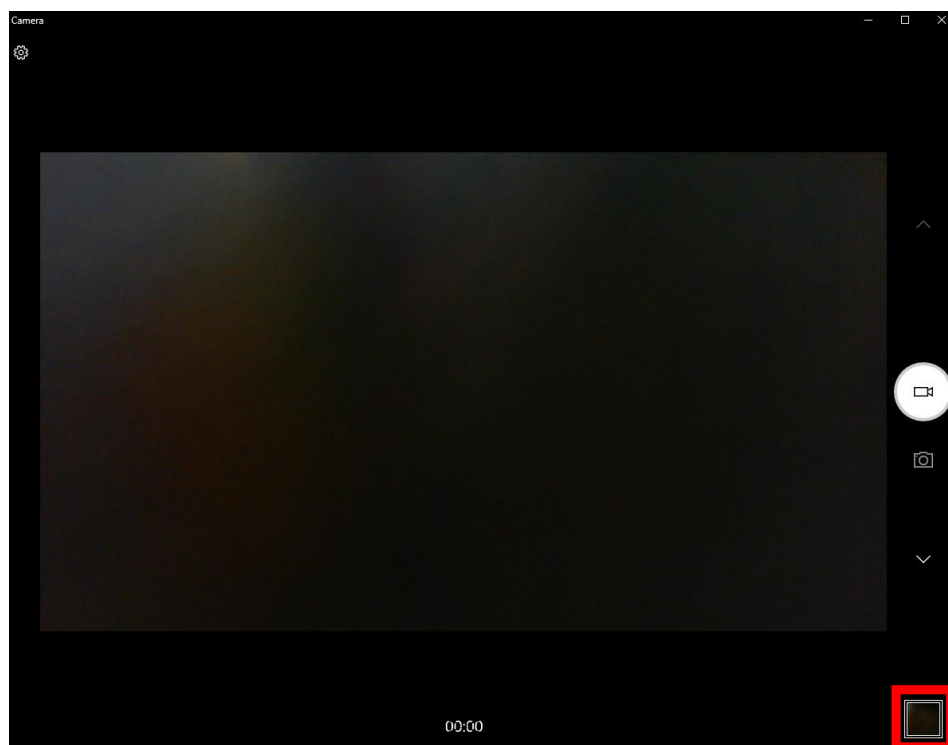
When recording in-person sessions, you will utilize the **camera** application. In order to access the application, you can type "camera" in the search bar and it will be the only result. Once you click on the camera application, it will bring up the following window. You will need to select the settings button at the top-left of the window **before** you begin recording to ensure you have set the video quality to the lowest possible setting (240p 53:30 30fps). Please note you will have to do this **the first time you record something on each individual computer** (there are papers with this information in every therapy room):





Once you are done ensuring the lowest quality has been selected, you will be sure to select the video icon on the middle of the right-hand side of the window (see above). Press the video button once it is selected to start recording. Be sure **not to minimize the camera application window**, or else the computer desktop may go into sleep mode and stop recording mid-session. To avoid this, it is recommended you drag the window off to the side so that it is barely visible and not a distraction to you or the client in-session. You may also put the monitor to sleep with the window still open and this will allow you to continue to record.

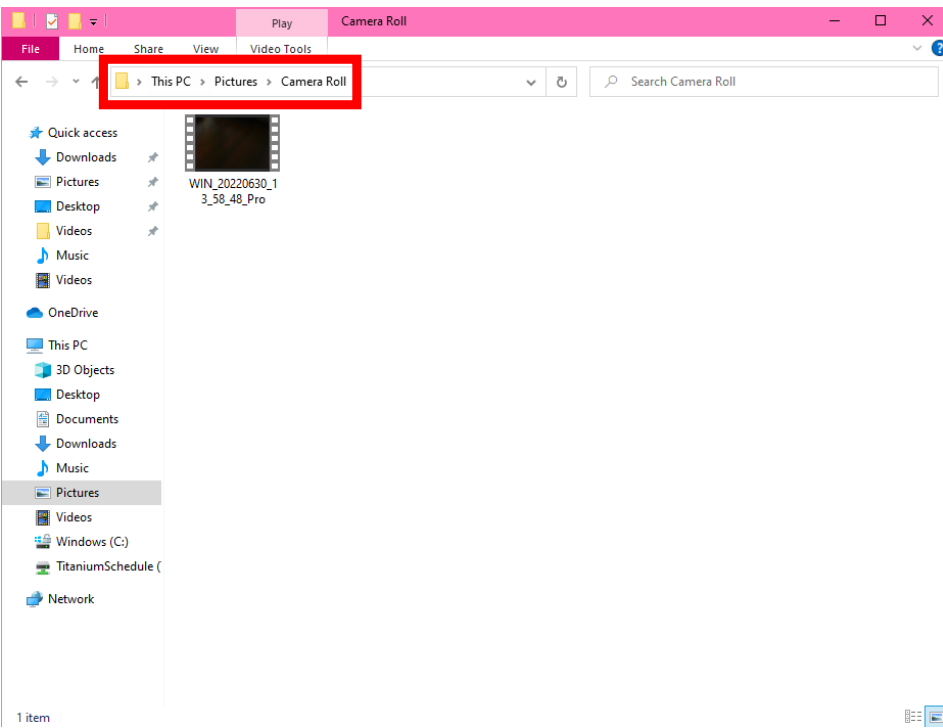
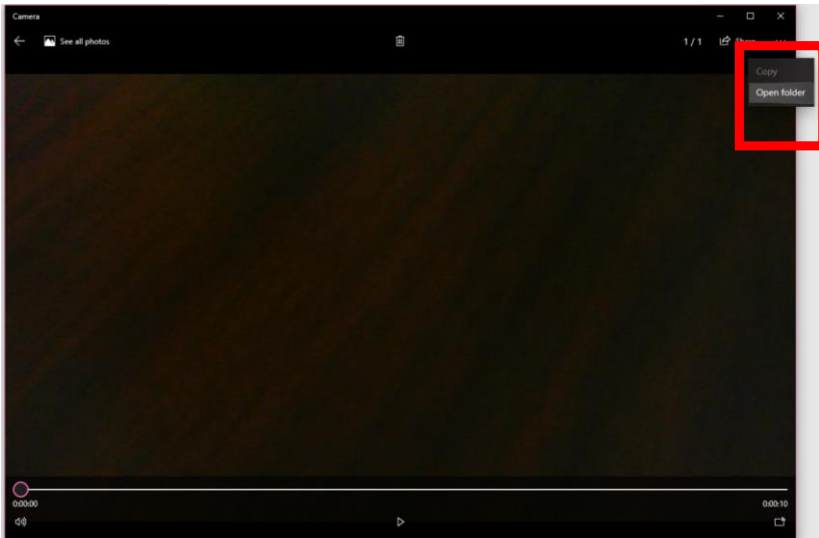
Once you are done with your session, you will press the red recording button again to stop the recording process. A thumbnail for your recent video will be displayed on the bottom-right of the camera window (see below). **Click this**, and it will show you your video in the gallery (see second image below).



Once you are viewing the video you just took, you will want to **click on the three dots in the top-right of the window and select "Open Folder"** (see below). This will navigate you to the file's location on the computer so that you can drag it into your supervisor's video share folder. You will simply drag and drop the video file from the location you just opened to the proper location in **Video Shares -> Supervisor's Folder -> Your Folder**. Typically, you should keep the 2 most recent videos of your client, and begin deleting older ones as the files accrue. However, please check in with your supervisor regarding how many videos they would like for you to keep before deleting old videos.

An alternative way to access a video is to navigate to the folder where videos are automatically saved. This location is as follows: **This PC -> Pictures -> Camera Roll**. Navigating the file explorer this way is most helpful if you have either forgotten to move over a video right after session or if you still need to delete the video from the computer after it has been moved to a supervisor's folder.

**Commented [FCS1]:** I think child students keep way more than 2- not sure if this is something you want to take a stance on or just leave up to supervisors. You can adjust this as-needed 😊



After you are certain you have moved your video to the supervisor's folder, you **must then delete the video from the computer it is located on**. To do this, you can right-click the file in the Camera Roll folder and press **delete**. You must then **empty the recycling bin** to ensure it has been fully deleted. This must also be done when deleting Zoom videos/files from the computer, which is outlined at the [clinicalcenter.siu.edu/resources](http://clinicalcenter.siu.edu/resources) webpage.

