

## ENSEMBLE VIDEO RECORDER: CHROME EXTENSION

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The Chrome Extension allows you to create screen and webcam recordings on Chromebooks, Macs and Windows computers, to upload and instantly share your video using the Ensemble video platform.

### SETUP THE ENSEMBLE VIDEO RECORDER CHROME EXTENSION

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1. Search for and open Google Chrome browser on your computer.
  - a. For PC users:
    - i. Click in the **Search Windows** field at the bottom left of your screen.

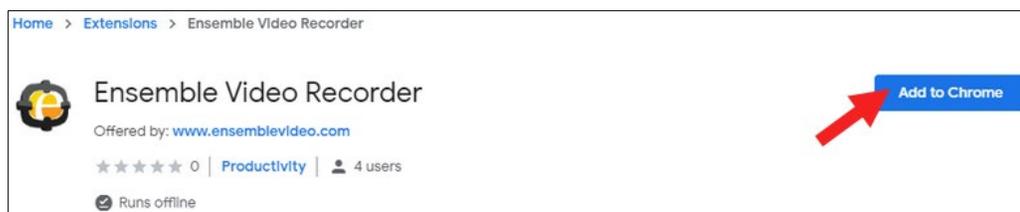


- ii. Type **Chrome** and the Google Chrome window will appear.
    - iii. Hit enter or click on Google Chrome icon to open the application.

- b. For Mac users:
    - i. If Google Chrome is not in the Dock, look in Applications in the Finder, click F4 to see if you can find it in LaunchPad, or simply search in Spotlight by clicking cmd + space bar and typing **Chrome**.

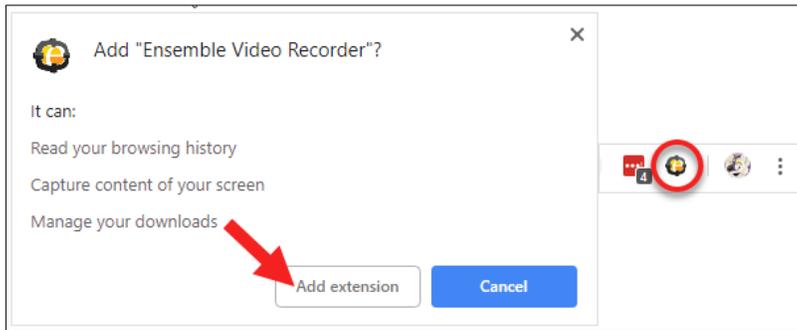
\*If you are unable to locate Google Chrome, please contact the Information Technology Success Center at [itsc@wtamu.edu](mailto:itsc@wtamu.edu) or ext. 4357 and request it be installed on your computer.

2. Go to the ensemble site at <https://ensemble.wtamu.edu> and login using your academic credentials.
3. Once you're logged in and see your media library, you are good to continue the setup process.
4. To download the Ensemble Video Recorder Chrome extension, navigate to the [Chrome Web Store page](#), then click **Add to Chrome**.

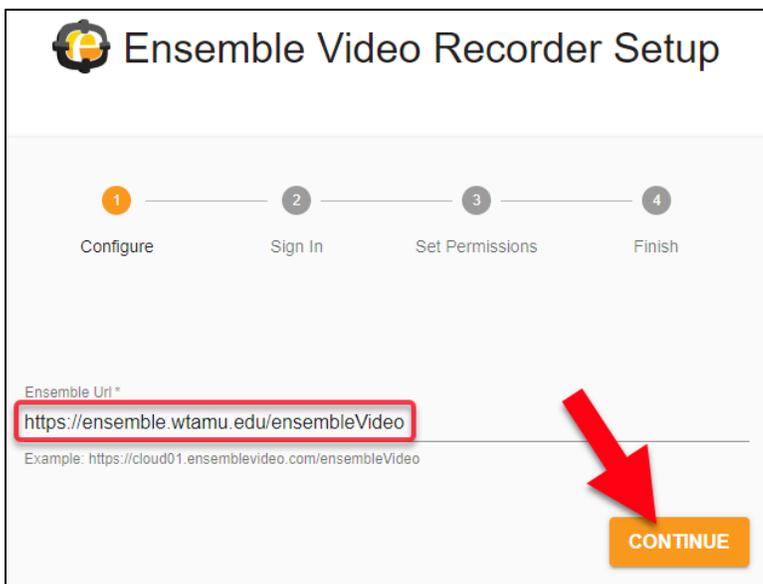


*If you are having difficulty accessing the link above, go to <https://chrome.google.com/webstore> and search for "Ensemble Video Recorder"*

5. Select **Add Extension**. When added, a small extension icon will show up in the top right hand corner of your browser, next to any others or by your user icon for Chrome.



6. After clicking the extension icon, it will open up a setup page on your first time use. Input the following URL: <https://ensemble.wtamu.edu/ensembleVideo> and click **Continue**.



**\*If you get an error at this step, try the following to troubleshoot the issue:**

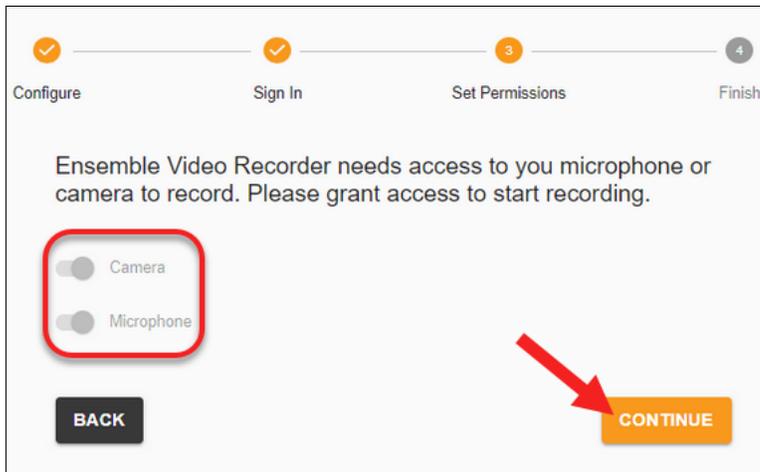
- i. Make sure the **Ensemble url** is typed in exactly as seen in the instructions.
- ii. Refer back to **step 2** and make sure you logged into ensemble before starting the setup process. If you did not login to ensemble before starting the setup process, **completely exit** out of Chrome and go through steps 1 – 6 again.
- iii. If you have tried the previous two troubleshooting actions and still get the url error, **close everything down** (after saving any work you may have open) and reboot your computer. Then try again to go through steps 1 – 6.
- iv. Contact **ITS** at [its@wtamu.edu](mailto:its@wtamu.edu) for further action.

7. **Sign In** using your WTAMU Single Sign On credentials (you will have to use DUO).



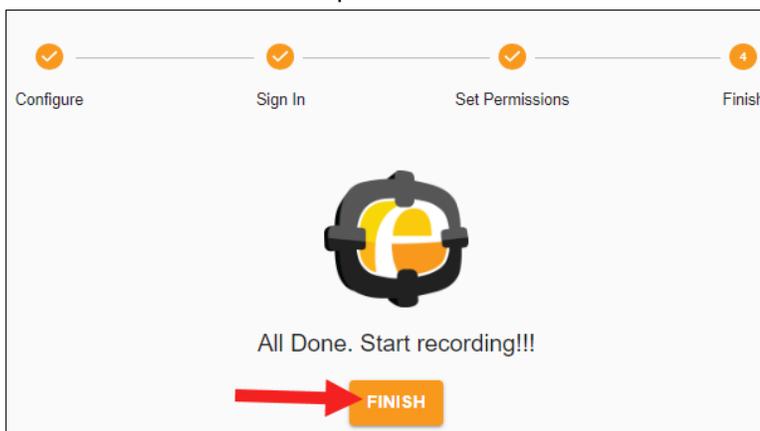
The image shows the WTAMU Login page. At the top is a dark red header with the text "WTAMU Login" in white. Below the header, there are two input fields: "WTAMU User Name:" and "Password:". Below the password field, there is a checkbox labeled "Warn me before logging me into other sites." To the right of the checkbox are two links: "Forgot Password" and "Change Password". At the bottom left is the West Texas A&M University logo, and at the bottom right is a "Sign In" button.

8. Give both the camera and/or microphone access to the extension for it to record and click **Continue**. When **turned on**, the circle will be on the **right**, and the color will change to a dark circle with a light background.



The image shows a permissions screen for the Ensemble Video Recorder extension. At the top, there is a progress bar with four steps: "Configure" (checked), "Sign In" (checked), "Set Permissions" (active, highlighted with a red circle), and "Finish" (disabled). Below the progress bar, the text reads: "Ensemble Video Recorder needs access to you microphone or camera to record. Please grant access to start recording." There are two toggle switches: "Camera" and "Microphone", both of which are currently turned off. A red box highlights these two toggle switches. At the bottom left is a "BACK" button, and at the bottom right is a "CONTINUE" button, which is highlighted with a red arrow.

9. Click **Finish** to close the setup window. The extension is now ready for use.



The image shows the "Finish" screen of the setup process. At the top, the progress bar shows all four steps: "Configure", "Sign In", "Set Permissions", and "Finish", all of which are checked. In the center, there is a large logo featuring a stylized 'E' inside a camera lens. Below the logo, the text reads: "All Done. Start recording!!!". At the bottom center is a "FINISH" button, which is highlighted with a red arrow.

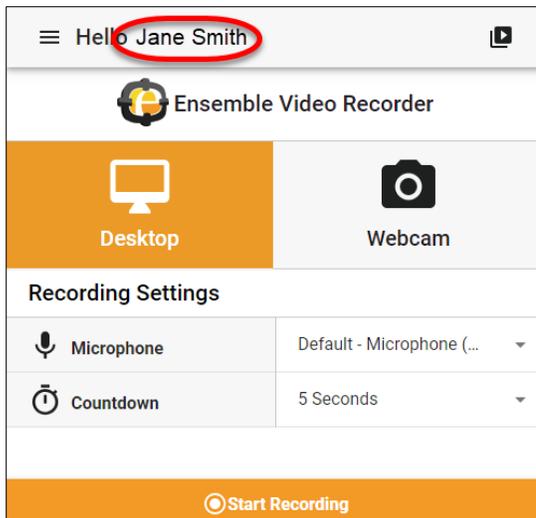
## USING THE ENSEMBLE VIDEO RECORDER CHROME EXTENSION

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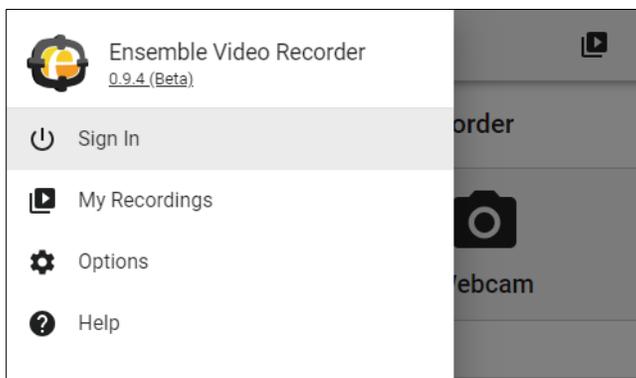
1. To launch the extension, click the icon extension at the top right hand corner of your browser.



2. Ensure you are logged into the WT Ensemble system by looking for your name next to Hello.

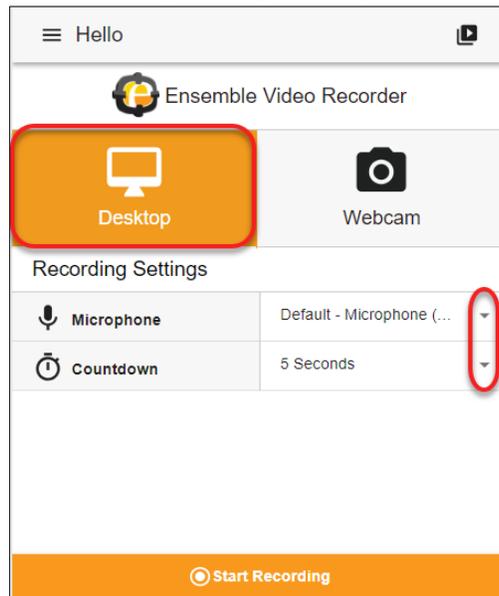


If your name does not appear next to Hello, go to [ensemble.wtamu.edu](https://ensemble.wtamu.edu) and login. After completing the DUO process, launch the extension, click on the **Options** button (has 3 vertical lines) and select **Sign In** button.

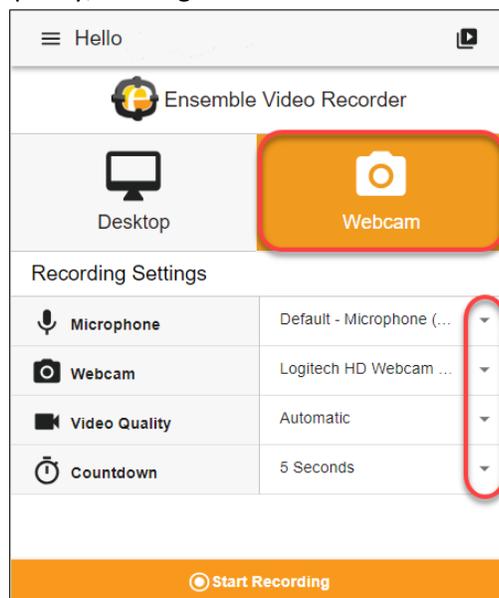


3. Choose between recording your **Desktop** or **Webcam**. You may change the settings here as needed.

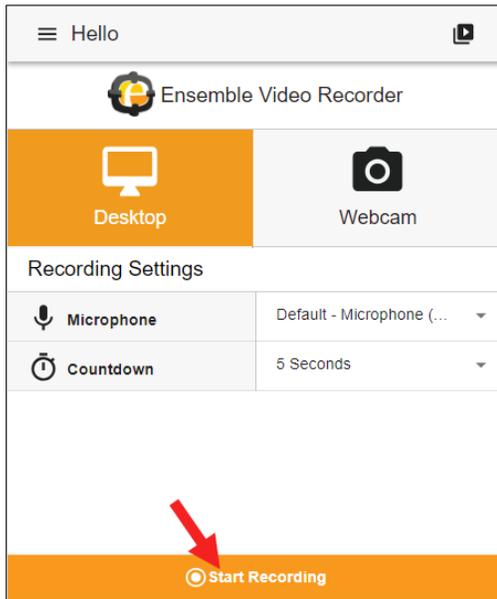
A. If you select **Desktop**, select the microphone you will using and number of seconds to countdown by clicking the drop down arrows by those options.



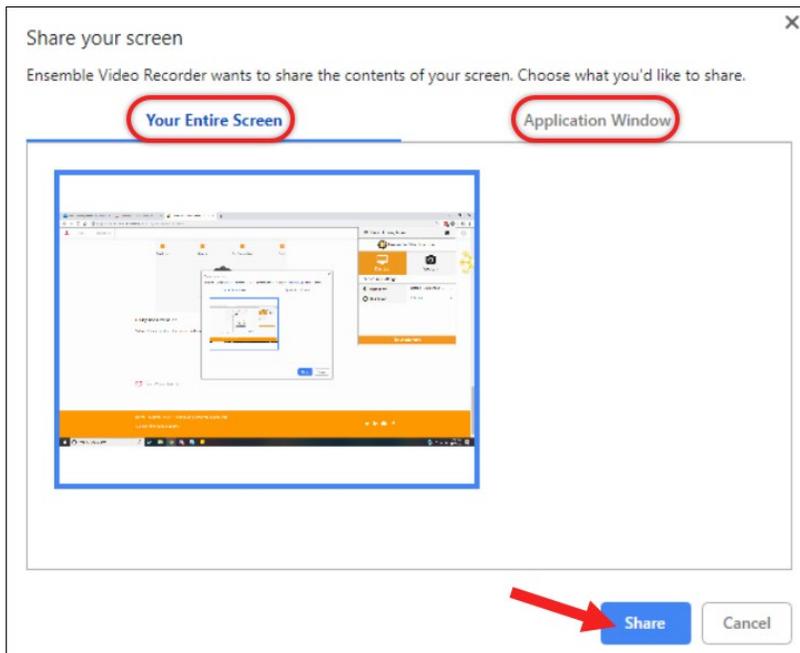
B. If you select **Webcam**, select the microphone and webcam you will be using and number of seconds to countdown by clicking the drop down arrows by those options. You can also adjust your web cam video quality while keeping in mind that the higher the quality, the larger the file will be.



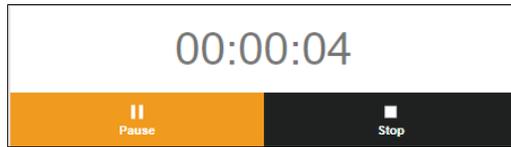
4. Click **Start Recording** and the countdown will begin. The countdown can be located on the extension icon.



5. If you selected **Desktop**, choose how you want to share your screen, either record your entire screen, or a certain application. Then click **Share**.



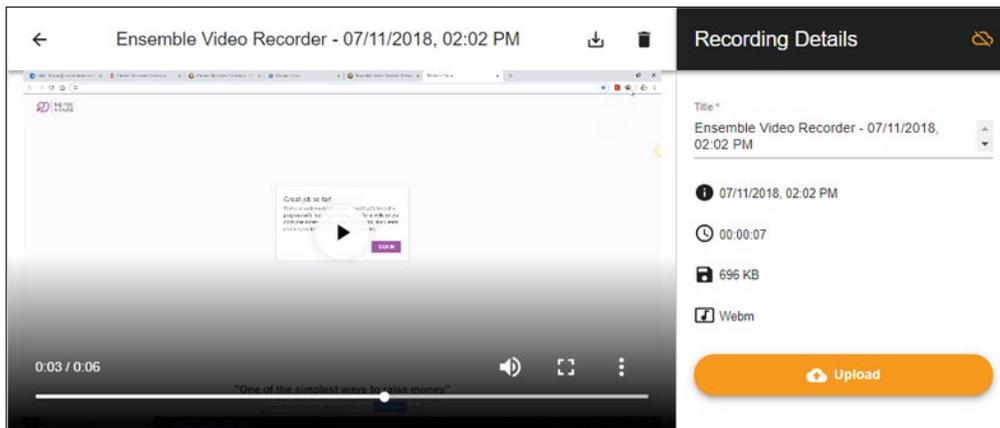
6. Once you are recording, two windows will open on your screen.
  - A. One will be on the top right, showing you the length of your recording, as well as options to **Pause** or **Stop** it. You can hide this screen by clicking on the extension icon.



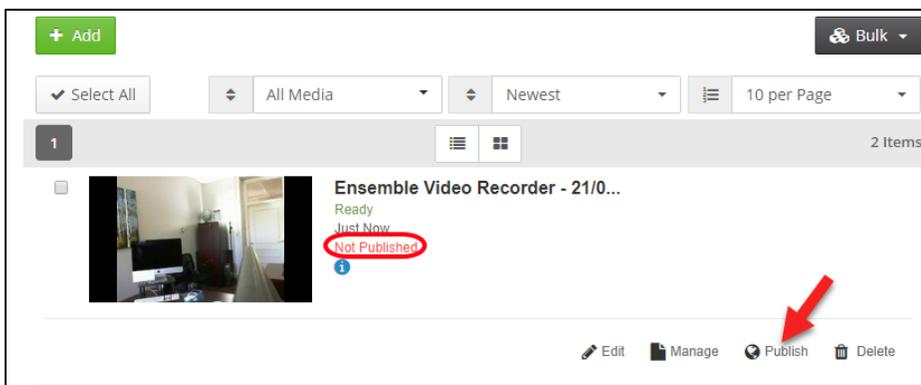
- B. At the bottom of your browser, you will get a notification that your screen is being shared. You can click **Stop Sharing** to end the screen share or click **Hide** to hide the screen share notification.



7. When your recording is finished, click **Stop** or **Stop Sharing** and a new window will open in a new tab. It displays all information about your video.



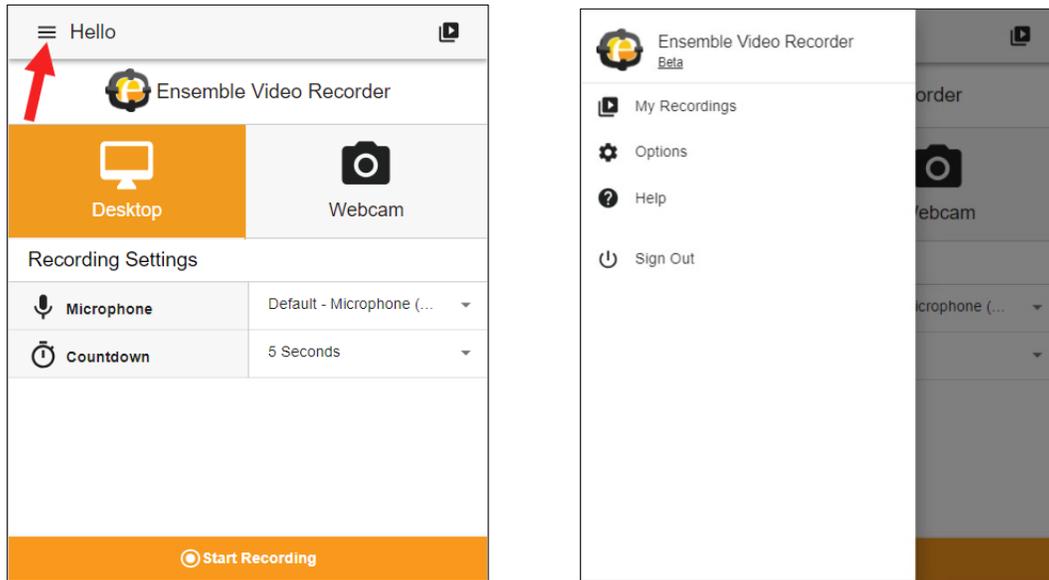
8. Click the **Upload** button to send it to your Ensemble video library. You **will not** be able to share via the permalink or in WTClass until the video is published.
9. To publish your video, go to **ensemble.wtamu.edu**, locate your video in your library, and click on **Publish**.



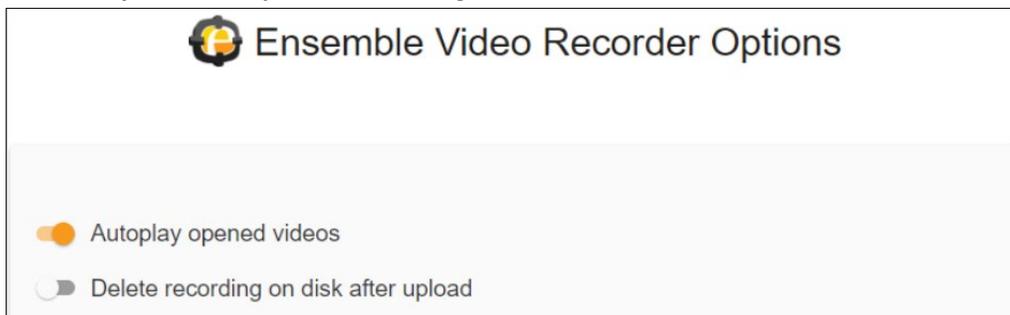
10. Follow the directions for how to add the video into WTClass or other area.

## MANAGING & SHARING YOUR VIDEO RECORDINGS

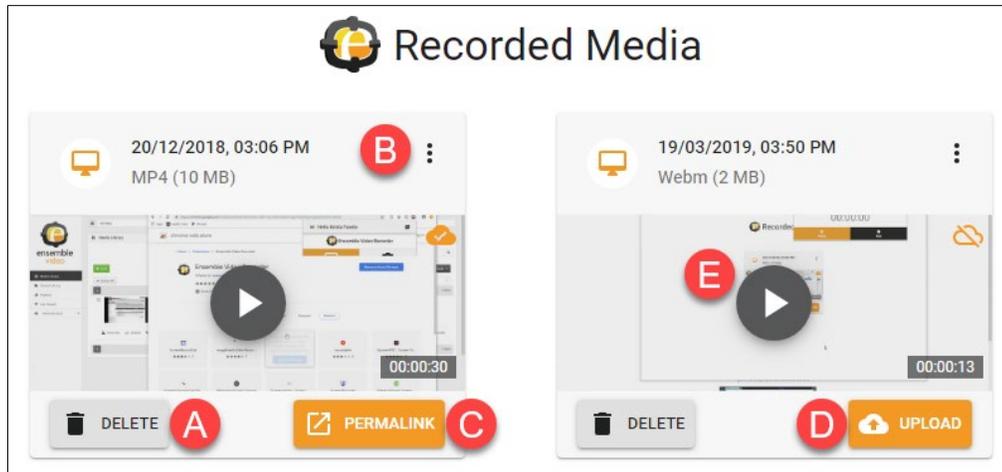
Clicking on the button on the left side of the extension shows a small menu. This menu allows you to view your recordings, change option settings, navigate to the help page, sign in, or sign out of the extension.



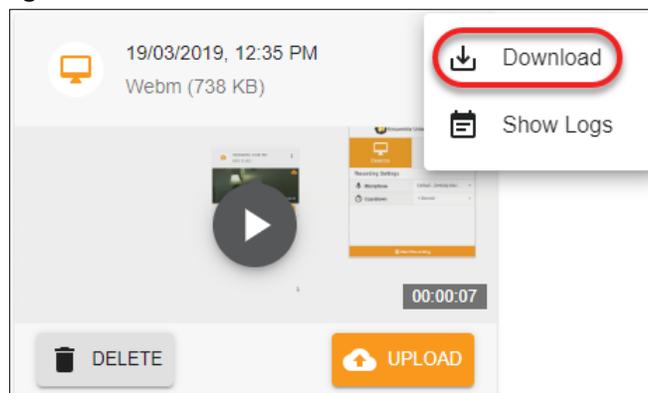
1. Click on **Options** to adjust video settings:



- a. The first option will auto play any videos you open from your recordings library if button is moved to the right.
  - b. The other option enables the recordings to be deleted from your computer after they are uploaded to Ensemble if button is moved to the right.
2. Click on **My Recordings**, to see all videos recorded and select videos for download, deletion, or to upload to your Ensemble library.



- A. To delete a video from your recordings, click **Delete**.
- B. To download and save the recording to your computer in MP4 format, click on the top right menu and select **Download**.



- C. To share a link, click **Permalink**. *This option only appears if you have selected the option to upload your video to your Ensemble library. The Permalink functions only **after you have published your video at ensemble.wtamu.edu.***
- D. To upload the video to your Ensemble library, click **Upload**. *Only videos uploaded and published at **ensemble.wtamu.edu** are accessible within WTClass, and provide a functioning Permalink.*

- i. If you are having issues uploading your file to ensemble, go to the next section **Troubleshooting issues uploading your file (page 10)**

- E. To play the video, click the **play** button.

3. After the upload is complete, an icon will appear with a check mark and cloud icon showing it is now in your library.

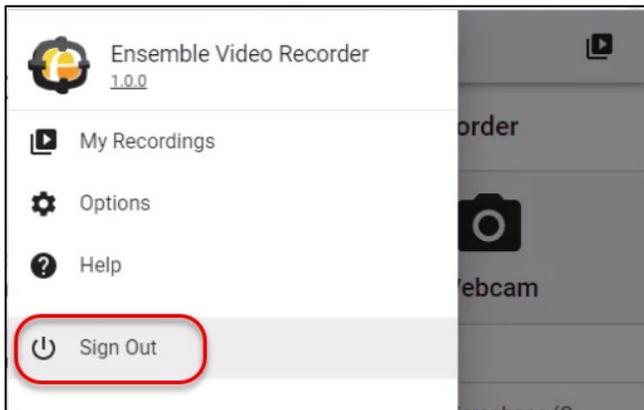


## TROUBLESHOOTING ISSUES IN UPLOADING YOUR FILE

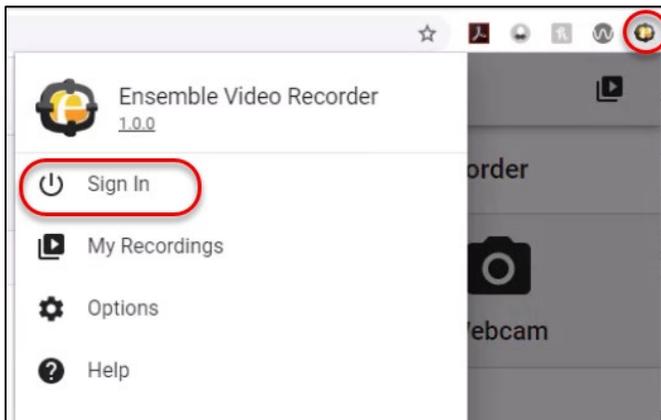
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If you are having issues uploading your file, go through the following steps:

- i. Click on the **Chrome extension icon** right of the url bar and then make sure you are not signed in.



- ii. Once it says **not signed in**, go ahead and **close out** of Chrome (making sure every instance of Chrome is closed) and then start the Chrome browser back up.
- iii. Go to the **ensemble website** at <https://ensemble.wtamu.edu> and **sign in** using your academic credentials. You will be prompted to DUO.
- iv. Once you are successfully in the ensemble website, go ahead and **click on the chrome extension icon** and then click sign in.



\*Because you are already signed into the ensemble website, the sign in box should disappear and your name appear at the top of the box

- v. Then go back to the **menu icon** (3 lines) and click on **my recordings**.
- vi. You should then see the video that you just tried to upload. This time when you click on the **upload** button, it should successfully upload and you should receive the **permalink** and now be able to go into WTClass and upload.

- a. If for some reason you go to WTClass and you do not see the video that you just uploaded - make sure you go back to the **ensemble website** and in your media library make sure that the video says **published** underneath.



- b. If it says **not published**, click on the **publish** button underneath the video and then select **publish** again at the bottom of the page. Your video should now say Published and appear in WTClass.

