

My Brain Shark

1. Save at least one image to the server for each event you will discuss.
2. Go to <http://my.brainshark.com/home.aspx>. Click **Register Today** under the blue Search button in the upper right hand corner. Fill out the required information and click **Register**.

Account Information

How would you like to be known? (company name, nickname, etc.)

Screen Name *

Email *

Create Password *

Confirm Password *

How Did You Hear About Us?

By clicking the following button, you agree to the Terms of Use and Privacy Policy



3. Click the green **Upload Content** button on the right hand side.



4. This takes you to a page where you choose which type of format you are creating. Click on **Make a Photo Album**. Click Upload Photos and locate where you saved them to the server. Hold down the Ctrl key on your computer and select all the photos you want to upload.

Choose what you would like to do:

Navigation options:

- Add Voice to PowerPoint®
- Narrate a Document
- Upload a Video
- Make a Photo Album**
- Produce a Podcast

Steps for Make a Photo Album:

- 1 Browse & upload your photo(s)
- 2 Tag the album so that it can be found
- 3 Pick up the phone & add your voice to each photo

Upload Photos

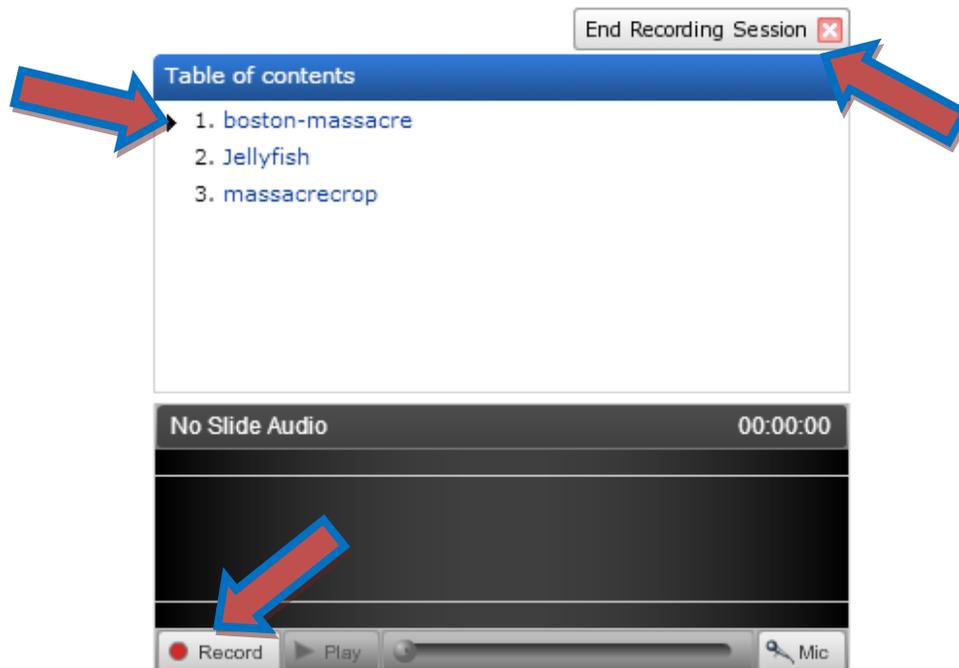
Helpful Hints

- Max file upload is 200MB
- We accept .jpg, .jpeg, .gif, .png, & .bmp files
- To select multiple photos, use the <Ctrl> or <Command> key
- You can re-order the photos at any point
- Add background music to enrich the whole show

5. The title will appear as whatever is the name of your first image. Change this to reflect your project. When you see **Your file has been converted**, click **Next**.

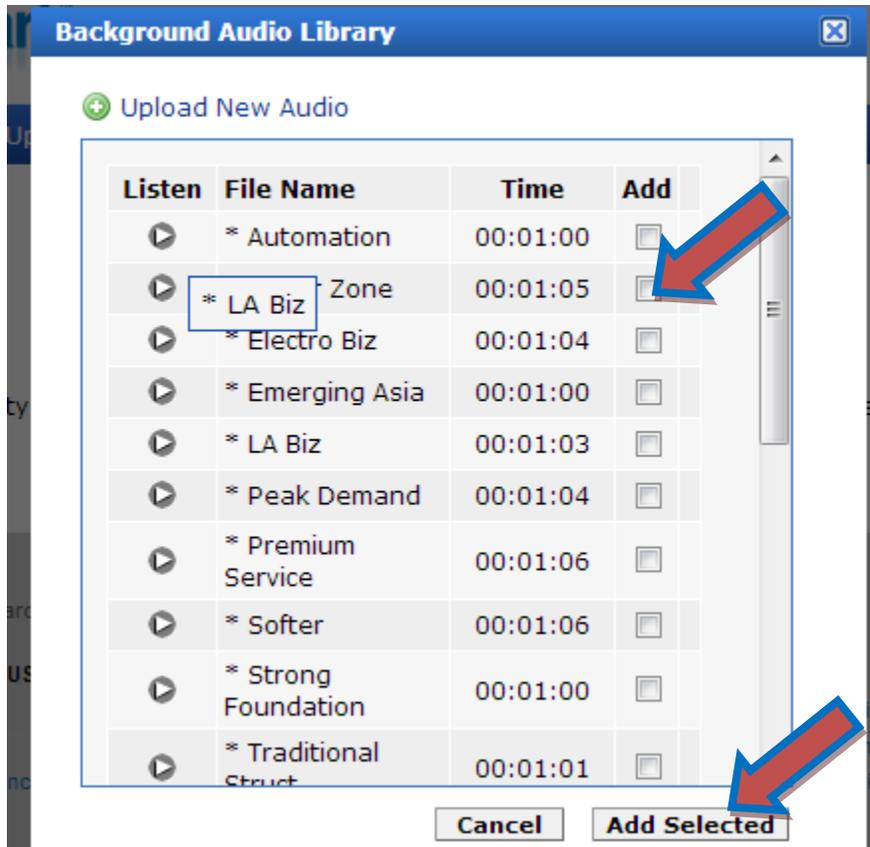
The screenshot shows a software interface with several options at the top: 'Add Voice to PowerPoint', 'Narrate a Document', 'Upload a Video', 'Make a Photo Album', and 'Produce a Podcast'. The 'Make a Photo Album' option is selected. Below this, there is an 'Add Information' section with fields for 'Title', 'Description', 'Categories', and 'Tags'. The 'Title' field contains the text 'Decade Project'. To the right of this section, a green notification box says 'Your file has been converted'. Below the notification, there is a section titled 'It's done converting! Next you should:' with a list of suggestions: 'Tag information to let people find it', 'Add voice to your content using your phone', 'Start sharing it', and 'Embed it on your site or blog'. At the bottom right of the 'Add Information' section, there is a blue 'Next' button. Red arrows point to the 'Title' field and the 'Next' button.

6. Now you need to add voice recordings. At school we will use microphones, but at home you may choose to use your phone. Click to add recordings using microphone, and then click **Allow** in the Adobe Flash Player Settings.
7. Click on the slide you want to record and then push the red **Record** button. You will hear three beeps and then start talking. Once you have recorded you have the option to **Preview, Save, Retry, or Discard**. When you have finished, click **End Recording Session**.

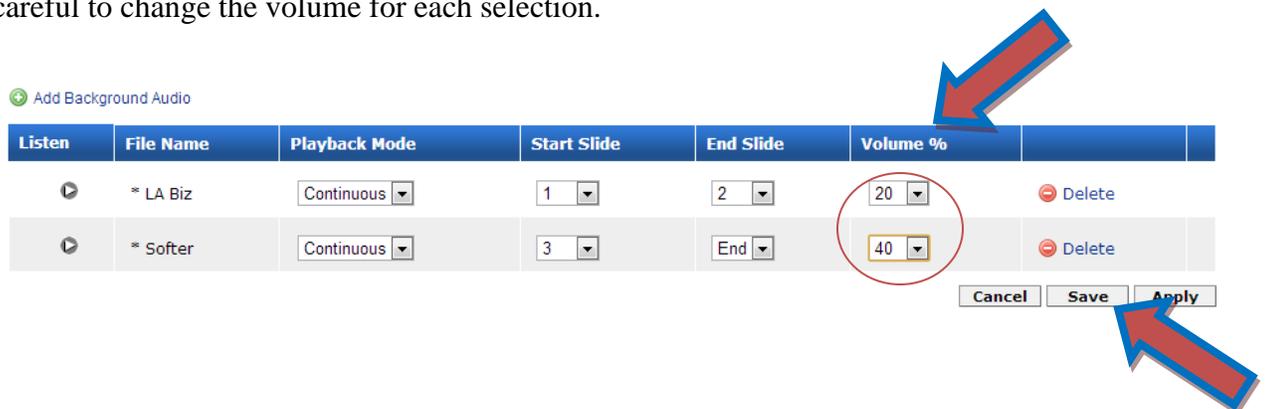


8. This takes you to a page called **What Can I Do Now?** When all your images have recordings, click on **Edit Presentation**. In the navigation bar on the left choose

Background audio. Listen to the selections and once you find one click **Add**. If you don't find any you like, you can also try <http://freeplaymusic.com/> to save music to the server and then upload (see Mrs. Wickline if you need extra help).



- This will take you to the controls to determine the volume level of the background audio. So that we can hear your recordings over the background music, change the volume to **10 or 20%**. Click Apply and then Save. Also, you can change songs with images, but be careful to change the volume for each selection.



10. Once your presentation is complete, you will need to link it to your group's glog. Under the presentation is a button that says **Embed/Link**. Click here and copy the link to add to your glog.

