

# Lecture Capture Tip Sheet : User

Educational Development Services

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## Tip Sheet Introduction

This guide has been written as a quick check list for academics to run through before delivering a lecture that has been scheduled for capture. It covers some essential information as well as general advice for capturing a successful lecture.

## On arrival to the lecture theatre

### 1. Microphone

For audio to be captured the microphone must be enabled. A standard clip-on microphone will be supplied at the lecture theatre; this will be stored securely within the lecture theatre safe which requires a pass code for access. This pass code can be obtained from the IT Help Desk x65515.

### 2. Camera Capture

Within the lecture theatre you will find a guide on the wall which show you a frame captured by the video camera this will give you an idea of where to stand. Obviously this does not mean that you need to remain within the frame at all times but the camera will not track you if you leave this area.

## Delivering your lecture

### 3. Student / Audience Participation

When fielding questions from your audience it is good practice to re-iterate the question before answering them as your microphone may not clearly record speech from the audience.

### 4. Screen Capture and Video

Screen capture is recorded at 5fps so if you play video from the lecture PC this will be staggered on playback. Audio from the PC will not be captured.

### 5. Recording and Policy

Be sure to inform your audience that your lecture is being captured and will be available to all BU students via myBU. Also be aware that the lecture capture will begin and end at the scheduled times. You will not have the option to pause or stop the capture during the scheduled time. This may mean that there will be some non-lecture activity captured (i.e. your audience arriving and leaving), however when your lecture is reviewed online it is simple to navigate through this using the playback controls. If necessary, captured lectures can be edited to remove sections of the recorded lecture. To edit your captured lecture you will need to contact your school's learning technologist.

## After your lecture

### 6. Availability

Shortly after your lecture ends the links for the synchronised presentation will be posted within the **Unit Materials** or **Lecture Capture** content area of your specified myBU unit. **If you do not have a Unit Materials folder or Lecture Capture the links will not be posted.** After the links have been posted they can be moved to a new location.

### 7. Mobility off line

Audio and enhanced audio (MP4) will also be automatically available for students to download and playback on personal computers or mobile devices.

## Help and support

- Email: [itservicedesk@bournemouth.ac.uk](mailto:itservicedesk@bournemouth.ac.uk)