

# Lecture Capture Tips



- Lecture capture recordings must be scheduled within the applicable Brightspace course shell.
  - For more information visit: <https://blog.citl.mun.ca/technologyresources/lecture-capture/>
  - Lecture recordings will be available in your Brightspace site the following day. Questions about your recordings or scheduling can be directed to CITL's Client Support Team: [citl.mun.ca/support](http://citl.mun.ca/support)
- Start on time based on your recording schedule.
- End on time based on your recording schedule.
- Use the classroom equipment as if you are teaching to a live audience.
- Turn on the projector and select the appropriate source from the control panel, noting that what you see on the projection screen is what will be recorded along with the camera view of the desk.
  - For dual-projector classrooms, the source being recorded will be noted on the control panel.
- The microphone used to record your voice is fixed to the lecture desk and will pick up your voice as long as you stay reasonably near the desk.
  - You do not need to wear a microphone.
  - You do not need to touch or activate the desktop microphone.
  - Your voice will not amplify in the room.
  - Please ensure you do not cover the microphone with papers or other items.
- Whiteboards/chalkboards should not be used, as they will not be legible in the recording. Instead:
  - Use the document camera as an alternative writing tool.
  - Place your paper under the document camera and use a pen to write naturally.
  - The document camera image being recorded can be confirmed on the computer monitor or projection screen.
- The teaching equipment will be cleaned on a regular basis by custodial staff.
  - If you wish to clean the teaching space yourself, please provide your own supplies.
  - **Do not** spray cleaning solution directly on any electronic equipment. Spray a small amount of cleaner on a cloth or paper towel and use this to wipe the equipment.

Live support from CITL related to using the equipment in these spaces will not be on campus, but will be accessible by phone.

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