

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: <https://citl.mun.ca/support/>
- Start on time and end on time based on your recording schedule.
- Turn on the projector and select the appropriate source from the control panel, noting that what you see on the projection screen or desk monitor 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 the wireless lapel microphone.
 - Please make sure to wear the microphone to have your voice amplified in the room and recorded.
 - Please make sure you turn the microphone on using the small power switch (located on the microphone belt pack).
- 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.

If you require assistance using the equipment in these spaces please contact CITL Classroom Support.

Email	csupport@mun.ca
Engineering Building	864-8125
Education Building	864-7552
Science Building	864-8695



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