INTRODUCTION

This short guide is drawn from a TEP-funded project called Pilot in Lecture Capture (PiLC).

The current University version of Adobe Connect Professional can be used to record the lecture theatre’s computer desktop (e.g. your PowerPoint slides) and your voice. This is an effective and easy way of capturing your lecture for your students to use as a revision resource or to help those for whom English is not a first language.

This guide requires you to use an external USB microphone, for example the Samson C03U (which does room capture of audio) or the X-TAG wireless microphone. The X-TAG can be borrowed from Audio Visual Services.

Before setting up your Connect meeting room for lecture capture, you need to make sure your USB microphone is plugged in. It is assumed you won’t be using a webcam as they aren’t supplied in lecture theatres – you are really just recording your voice and the computer’s desktop.

CREATING YOUR VIRTUAL MEETING ROOM

1. Go to http://connect.le.ac.uk and log in to your account.

2. Click on New Meeting under Create.

3. Complete the Meeting Information. In this case, I given the meeting a unique name, said it will start at 2pm on 21 Dec, and that it will be 1 hour long. I’ve also given permission for anyone who has the URL to see the meeting room (and so also the recording). Click the Next> button.

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1 Don’t worry if you go over your set time as this is just for invitation purposes. Connect won’t actually close the room until you select End Meeting from the Meeting menu.
4. On the next page, if you don’t have to add any other Connect users (which you shouldn’t need to), just click the Finish button.

5. You’ll then get a page like this. Simply click on the Enter Meeting Room button.
6. By default, you’ll get the following pod layout. Pods are the separate areas of the room (e.g. Share, Attendee List, etc.). For lecture capture, you don’t need all these pods. Close down Attendee List, Chat and Note by clicking on the minimise icon in the top right of each pod window. You should be left with Camera and Voice and Share.

7. Now you need to run the Audio Setup Wizard under the Meeting menu at the top.

8. Move through the dialogue screens. On the second one, you’ll see a Test button. Press this to hear the automated test voice. You should hear it on the lecture theatre speakers as long as the podium panel activated.
9. On the next screen, select your microphone from the drop-down menu. Click Next>.

![Audio Setup Wizard](image)

10. Test your microphone by pressing Record. Then press to stop the recording and to play it back. If you’re happy, press Next> to test the silence level. Press Next> again. On this window, click on Advanced Settings... and untick the Automatic Gain Control. I find the settings in the box below work well in our lecture theatres but you can experiment with your own. Click OK and then Finish. Your audio should now be set up.

![Advanced Audio Settings](image)

**RECORDING YOUR LECTURE**

11. Click on at the bottom of the Camera and Voice pod to activate your microphone. You can tell if it’s active from the green flash across your name. Make sure the padlock icon remains pressed.
12. Under the **Meeting** menu, select **Record Meeting**. A little red circle will appear in the top right corner of the room.

13. In the middle of the **Share** pod, click on and then choose **Desktop** from the dialogue box.

14. The Connect meeting room will automatically minimise, at which point you are free to bring up your slides, go to Blackboard or YouTube\(^2\) in a web browser, and so on. Whatever is displayed on the computer screen will be recorded\(^3\).

15. Once you have finished your lecture, bring up the Connect window, go to **Meeting** and untick **Record Meeting**. Go to **Meeting** again and select **End Meeting**.

**ACCESSING YOUR RECORDING**

16. Return to your user area at [http://connect.ac.uk](http://connect.ac.uk). If you have previously logged out or closed the browser window, log back in and click on **more...** under **My Scheduled Meetings**. On the next page, select the meeting room you used for the lecture. For example ![1210dec2011](image). Select **Recordings** to get a page like this.

<table>
<thead>
<tr>
<th>Name</th>
<th>Recording Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="1210dec2011 _ 1" /></td>
<td>12/22/2011 11:00 AM</td>
<td>01:26:32</td>
</tr>
</tbody>
</table>

17. Click on the link or video cassette icon to bring up the page containing the link to your recording. Copy this link and place it in the appropriate place in your Blackboard site.

\(^2\) The audio from a YouTube video won’t be captured unless it is picked up by your USB microphone.

\(^3\) Please note that videos will not be captured, as these use the video player rather than the computer. If possible, convert all videos to digital format (preferably mp4) and play them through the computer.
HELP AND RESOURCES

If you would like help, advice or training in setting up your lectures for capture, contact:

Simon Kear
#7549
simon.kear@le.ac.uk

You can find more information on learning technologies available to you for teaching on the Learning Technologies at Leicester Blackboard site. To enrol on this site,

1. Log into Blackboard as normal
2. Click on this link: [http://www.le.ac.uk/blackboard/7582](http://www.le.ac.uk/blackboard/7582)
3. Click on the self-enrol link that appears in the Blackboard web page.
4. The site – Learning Technologies at Leicester – should now appear under the list of courses under the Home tab in which you are enrolled.