Getting Started with Lecture Capture

Lecture capture records an instructor’s classroom lecture and then provides students with a link to the recording in Blackboard or via email for later playback. In addition to recording in-class lectures and presentations, instructors can record from their desktop or laptop computer. This guide provides an overview for getting started with Lecture Capture, including technical requirements, tips and best practices.

Before Class – Setting Up Lecture Capture

Setting up Lecture Capture for the Entire Semester

To ensure availability of a Lecture Capture classroom and to avoid delays in getting lectures posted to Blackboard, we recommend that you schedule your Lecture Capture as soon as possible—at least a month prior to the start of the term. Here are the steps to schedule recordings for the entire semester:

1. Go to technology.ku.edu/lecture-capture-request to create your account and schedule your recordings.

2. There are a number of options for sharing your videos online, including automatically uploading to your Blackboard course. If you want to automatically publish captured videos to Blackboard, please provide the following information:
   - The 5-digit CRN of the course you would like to record.
   - The Course ID for the Blackboard course where you would like the links to be posted. If you want the lecture posted in more than one course, or if you have a multi-section Blackboard course, be sure to specify this.

To locate the Course ID for your Blackboard course, go to the Blackboard course and click on the word Files in the Control Panel. The Course ID will appear underneath.

Once you have booked your classroom and scheduled your recordings, you are all set—just show up and hold class as usual. Your class will be recorded at the scheduled time and will be posted in Blackboard automatically. You will receive an email notification when the link has been posted. **Note:** If you need to cancel class, contact the Lecture Capture Coordinator at 785-864-1200 or lecturecapture@ku.edu to cancel the recording for the day.
Setting Up a One-time Recording

In addition to recording your regular classes, you can also schedule one-time recordings, such as for another section you will miss or to record special class sessions (e.g., guest speakers, class presentations, etc.). Instructors can also schedule a practice recording session so they can see how the room is set up and how lectures will look for their students. To schedule a practice session, contact the support staff for your classroom location. (See the Getting Help section below.)

During Class – Recording Tips

When students open a Lecture Capture session, they see two windows: a video of the instructor in front of the classroom and a video of what was shown on the classroom computer. Most students prefer to focus on the computer window and just listen to the instructor’s lecture, as the computer gives the clearest picture in the Lecture Capture recording.

Note: The Lecture Capture recording does not clearly capture writing on regular classroom whiteboards—writing can only be seen from a distance in the video of the instructor. If you need to display writing, the SMART Sympodium in appropriately equipped Lecture Capture classrooms lets you write on the computer screen using an interactive pen. For more information, contact the support staff for your classroom location. (See the Getting Help section below.)

The image below is an example of what students will see in a Lecture Capture session. The windows can be resized, moved or hidden as needed.
Lecture and Discussions

- The Lecture Capture camera captures the front of the room only. To stay in the full view of the camera, we generally recommend that you stand near the podium. The camera’s range varies depending on the classroom. In some classrooms, the viewable area is taped off on the floor. See classroom support for your location to learn what the camera will capture in your specific classroom.

- The recording may capture some audio from the students, but it does not capture any video of the students unless they’re at the front of the room. Many instructors who record their classes repeat student questions into the microphone so they are more easily heard in the recording.

- When you point to things on the board or screen, remember that students watching may not be able to see that detail in the video. Be sure to describe where you are pointing (e.g., “Click here, on the red button that says Start.”)

- **Important**: The Lecture Capture system is set up to record during your scheduled class time. If you start a few minutes early or end a few minutes late, you may lose part of your lecture in the recording.

Using the Computer

- Lecture Capture works best when recording a computer screen. Many instructors prepare a PowerPoint or simply open up a Web browser to show images, websites and other material during their lecture.

- If you use the SMART Sympodium pen (available in some classrooms) to write on the computer screen, be sure to write in large letters to make it easier to read on the Lecture Capture recording.

- **Important**: The recording will capture anything that is shown on the computer screen, so be sure to close any email or other private documents you don’t want students to see!

After Class – Viewing the Lecture

- About 3-6 hours after your class session, your recorded lecture will be available in your Blackboard course, or by email or in the Lecture Capture EchoCenter if you are not publishing to Blackboard.

- To open the recording in Blackboard, click on the EchoCenter button located on the left navigation menu. Once you are in the Lecture Capture EchoCenter, select the video you want to view and click the play button.

- **Important**: You can edit Lecture Capture recordings for up to 180 days after they are created. Contact the Lecture Capture Coordinator at 785-864-1200 for an extension, if needed. By default, Lecture Capture videos are archived for five years. Recordings will be deleted after five years unless you notify the Coordinator in advance.
If you would like to use the Lecture Capture recording somewhere other than Blackboard or the Lecture Capture EchoCenter, contact the Lecture Capture Coordinator at 785-864-1200 and request a publicly accessible version of your video.

Selecting the address of your recording

If you don’t see your lecture after 12 hours, try the following:

- Try switching browsers if you are using Internet Explorer. Firefox is the recommended browser for both Mac and PC users.
- Make sure your Flash Player is up to date. You can download the latest version of the Flash Player at http://get.adobe.com/flashplayer/
- If these tips do not work, contact the Lecture Capture Coordinator for assistance at 785-864-1200.

For More Information

- 10 Tips to Improve On-Camera Performance (Campus Technology) http://campustechnology.com/articles/2011/06/01/10-tips-to-improve-on-camera-performance.aspx
- 5 Reasons Faculty Shouldn’t Fear Lecture Capture (Mediasite) http://www.worldofwebcast.com/post/5-reasons-faculty-shouldnt-fear-lecture-capture
- 7 Things You Should Know About Lecture Capture (Educause) http://www.educause.edu/ELI/7ThingsYouShouldKnowAboutLectu/163555

Getting Help

If you need assistance, please contact support staff for the location where you will be recording:

- Lawrence Campus classrooms (KU IT Classroom Support): 785-864-1200
- Edwards Campus: Dial 1 from your classroom phone
- School of Pharmacy: 785-864-RXIT (7948)