
Capturing Lectures Using VStream Recorders

This 'How-To' academic guide provides step by step instructions on recording content via VStream recorders in selected learning spaces at Victoria University

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1. Overview

In select learning spaces, VStream recorders are available to record lectures and automatically publish the content to Blackboard.

VStream recorders allow the capture of a video camera, any audio and the active content on screen (e.g. computer or document camera).

Academics initiate a recording by simply clicking on a desktop icon and completing a basic form. The completed capture is automatically published to a Blackboard course selected by the academic.

The VStream recorder also allows academics to pause, resume or cancel captures at any time via a web browser on the desktop computer.

1.1 VStream Recorder Availability

VStream recorders are currently available in the following locations -

Kelburn Campus	Pipitea	Karori	Te Aro
MacLauren - MCLT103	Railway – RWW501	Lecture Block – LT4	Lecture Theatres – VSLT1
MacLauren - MCLT102	Railway – RWW224		
Kirk - KKLT303	Govt Buildings – GBLT1		
Alan McDiarmid - AM102	Govt Buildings – GBLT2		
Alan MacDiarmid - AM105	Rutherford House – RHLT1		
Hugh McKenzie - HMLT102			
Hugh McKenzie - HMLT002			
Hunter – HULT323			

1.2 Before You Start

When using VStream recorders in any learning space, follow these rules for a successful lecture capture –

1. Ensure your course is enabled in VStream and Blackboard
2. Test recording and publishing to your course from your office first using the VStream PCAP application (make a video introducing yourself!)
3. In the learning space make sure you use the lectern, handheld or lapel microphone (if you walk). **Voice capture will be degraded or lost if you do not do this!**
4. Make sure your students are aware of the VStream recordings and how to access them through Blackboard.

2. How to Start a Capture Using the VStream Recorder

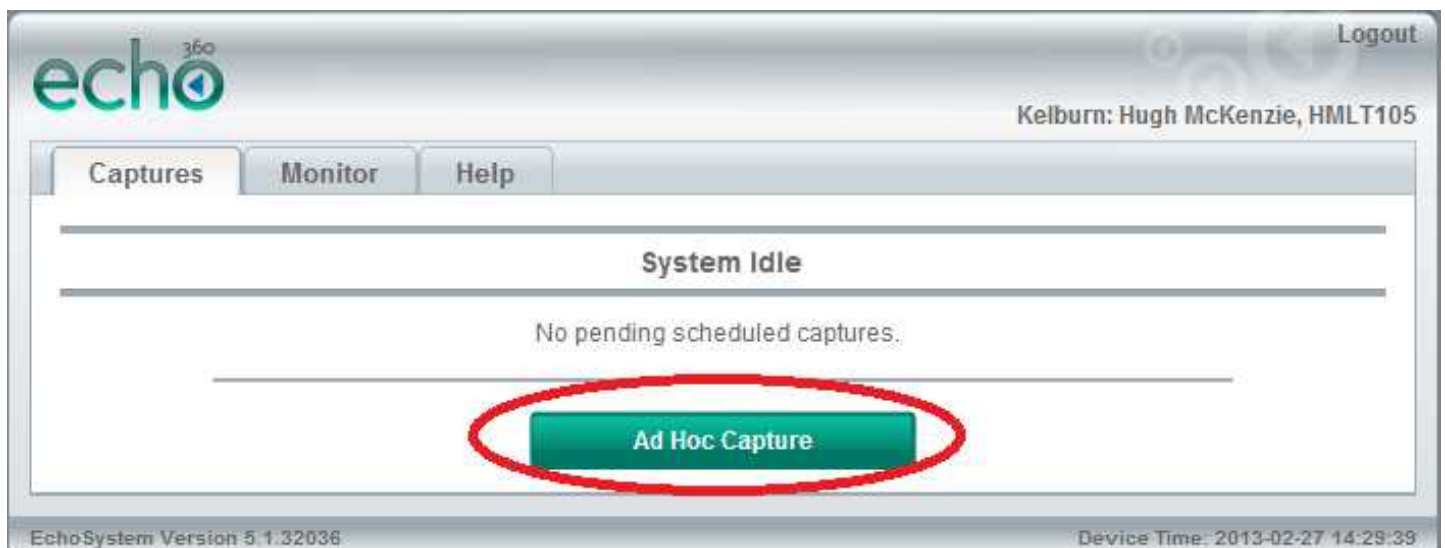
1. Double click Record Lecture icon on the desktop –



2. Log in with your STAFF username and password –



3. Click Ad Hoc Capture -



4. Fill in the details for your capture.

This is important as this defines the length of your capture and which Blackboard course it will be published to -

- a. Title this capture – The name of the video that students will understand e.g. Lecture 1-Week 1
 - b. How many minutes is the capture? – The length of the lecture (take into account 'overtime')
 - c. Which section is this capture for? – The Blackboard course for the lecture e.g. 13.1.ACCY101
 - d. What do you want to capture? – Ensure this is set to the right output. The default is Display/Video e.g. what's on computer screen and video camera. This can also be set to display only (computer screen and audio), audio only (create an MP3) or video only (video of lecturer presenting only)
5. Click 'Start Ad Hoc Capture' to begin recording your lecture (leave this browser window open to allow recording to be paused or stopped) –

The screenshot shows the Echo system interface. At the top left is the 'echo' logo. At the top right, there is a 'Logout' link and the user's name 'Kclburn: Hugh McKenzie, HMLT105'. Below the logo and user information are three tabs: 'Captures', 'Monitor', and 'Help'. The main content area is titled 'System Idle'. Below this, there is a message: 'You may start an ad hoc capture by entering a title, selecting a section, and clicking Start Capture Now'. There are four labeled input fields: 'a. Title this capture' with the text 'Test - Hugh McKenzie HMLT105'; 'b. How many minutes is the capture?' with the value '6'; 'c. Which section is this capture for?' with a dropdown menu showing 'Issues (Issues-Issues) Perpetua Term'; and 'd. What do you want to capture?' with a dropdown menu showing 'Display/Video (Podcast/Vodcast/EchoPlayer). Optimized for quality/full motion video'. At the bottom of the form are two buttons: a red 'Cancel Capture' button and a green 'Start Ad Hoc Capture' button. The footer of the interface shows 'EchoSystem Version 5.1.3.2006' on the left and 'Device Time: 2013-02-27 14:32:15' on the right.

6. The recording will start and continue for the amount of minutes entered in the recording form. The recording will automatically stop and publish the video to the selected Blackboard course. You will receive an email that informs you that the capture is now available under the Blackboard course.

Please note: the longer your capture the longer it will take to upload to the VStream server and become available to students from Blackboard.

3. Pausing, Extending or Stopping a Capture Using the VStream Recorder

If you need to pause your recording (to skip sensitive material or discussions) or stop the capture (the lecture has finished prematurely) -

1. On the computer desktop, click on the browser window which displays the VStream recorder controls.
2. To 'Pause' your recording, click on the 'Pause Capture' button. To 'Resume' your capture click on the 'Resume Capture' button.
3. To 'Extend' your capture over the original defined minutes, click on 'Extend Capture' and enter the amount of minutes required.
4. To 'Stop' your capture, click on the 'Stop Capture' button and confirm the recordings end. The content recorded up to this point will be published to Blackboard.



The screenshot displays the VStream Recorder interface. At the top left is the 'echo 360' logo. At the top right, there is a 'Logout' link and the user name 'Kelburn: Hugh McKenzie, HMLT105'. Below the header is a navigation bar with 'Captures', 'Monitor', and 'Help' tabs. The main content area shows 'Capturing: Test - Hugh McKenzie, HMLT105'. Below this, the following details are listed: 'Presenter: Jones, Simon', 'Start Time: 2013-02-27 at 14:41:14', 'Duration: 6 minutes', and 'Status: Recording...'. A progress bar is shown with a small green segment on the left, and below it, the text 'Capture Time Remaining: 5:45'. At the bottom of the interface are three buttons: 'Stop Capture' (red), 'Pause Capture' (yellow), and 'Extend Capture' (teal). The footer contains 'Echo System Version 5.1.32036' on the left and 'Device Time: 2013-02-27 14:41:28' on the right.