

MAKING RECORDINGS IN RESOURCE DEVELOPMENT ROOMS

NUIT AV & Digital Media Services

Resource Development Rooms have been provided for staff to use to pre-record teaching materials.

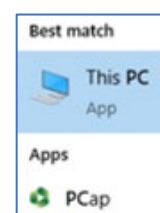
Video content from the teaching PC, visualiser and web cam and audio from the USB microphone on the AV lectern can be recorded using ReCap Personal Capture (PCap), which can then be uploaded to the VLE

How to use the technology

1. **Log in** to the teaching PC at the AV lectern, **do not** use the AV control panel


2. **Launch** the ReCap Personal Capture (PCap) software by opening the Windows Start  menu, typing '**PCap**' and clicking on the PCap  app from the menu*

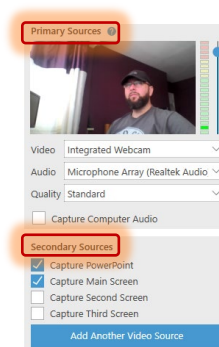
* **Note** that on first time use you may need to log in to Panopto via the appropriate authentication method




3. Once launched, **check and select** the primary and secondary sources that you wish to capture and the folder that you wish to record your content to

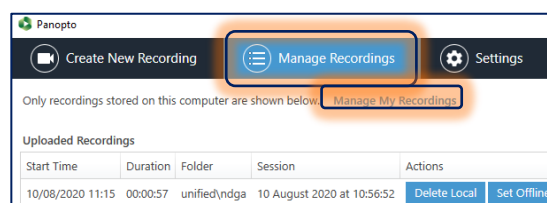
Folder	unified\ndga
Name	11 August 2020 at 09:46:06

4. **Press Record**  to start your recording and **deliver** your content, staying close to the AV lectern to ensure best quality audio



5. When finished **press Stop**  and the recording will automatically process

6. Once processed, select **Manage Recordings** then **Manage My Recordings** and **share** it as required within the appropriate area in your respective VLE



7. **Log out** of the PC, **do not** shut it down

Please note that these facilities are **not** intended as a resource for staff to recreate 50-minute lecture recordings.

We strongly recommend that you review the information in the [Flexible Learning online course](#) for guidance on best practice around the pedagogical aspects of recording content.

To report problems with the technology, [log a ticket with the IT Service Desk](#), for any other problems, please [contact ESS](#).