

Is your lecture being recorded via Automated Classroom Capture?

If so, take note of the following...

Recording starts automatically at the teaching activity's timetabled start time and stops automatically 5 minutes before the timetabled finish time.



- 1 Do not forget to put on the wearable microphone. Also, make sure that the microphone LED flashes **green**, indicating that it is **on**.
- 2 Know the states and how to use the *On-Air light indicator*:

Previewing state



No ongoing recording.
When the recording starts, the indicator will switch to the *Recording state*.

Recording state



Ongoing recording.
Press F9 to **Pause** the recording.

Press F10 to **Stop** the recording. The indicator will then revert to the *Previewing state*.



Paused state




Recording on Pause.
Press F9 to **Resume** the recording.

For Automated Classroom Capture, it is important that tutors use the stationary workstation available on the teacher's desk.

Hints and Tips...

- 1  Student questions are not captured in the recording, hence, you should repeat any questions asked before answering. Audio is only captured if a microphone is used.
- 2  Do not forget to inform students that the lecture is being recorded at the start of the lecture.
- 3

This lecture is being recorded!

 It is also advised that you include a title slide stating 'This lecture is being recorded' within your presentation.
- 4  The recording captures the area indicated in the photo. Make sure to stay within this area to remain visible.