Lecture Capture Quick Guide

University of Dundee

In-Room Setup

1. Setup Lectern

» Login to PC.
e.g. jblogs@dundee.ac.uk

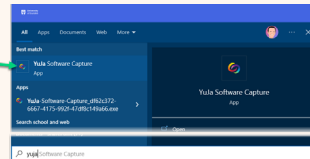» Postion mic < 2 meters & aim camera for best capture
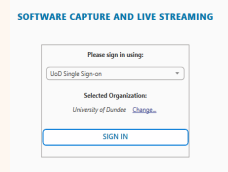
2. Open presentation content

» Open your PowerPoint presentation or visual aid to share. (Don't start the presentation, just open it)

3. Open YuJa application

» Launch YuJa by pressing the Windows key on the keyboard (or type directly in the search bar), type "Yuja" and click **'YuJa Software Capture'**

YuJa Logo

» If prompted - Login to the capture application, select **'University of Dundee'** from the drop down and login using Single Sign-On (SSO) and click **'Sign In'**

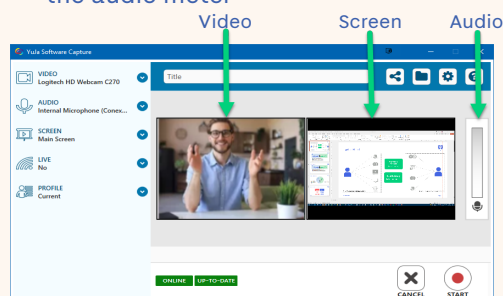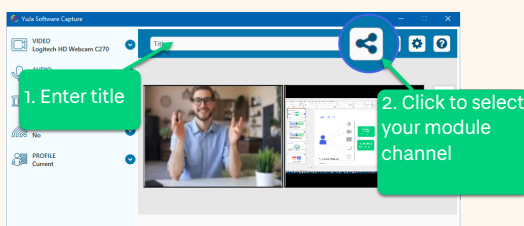## Check YuJa application

4. YuJa application

» Click **'Title'**. Enter a meaningful name (can be changed later) "BS32001 Genome comparison"

» Click the **share icon** beside the title, select the publish location i.e. your module in My Dundee.

» You can type your module code to shorten the list, select the module (most recent at the bottom) and click **'SELECT'**

5. Check the recording profile

» Each room has a pre-defined profile (same as room name) so you should be able to just leave everything as is.

» You can double check sources
  » Video - left preview screen
  » Screen - right preview screen
  » Audio - between 1/4 - 3/4 of the audio meter

6. Start Recording

» Make sure all students are aware that the teaching is being recorded.

» Click **'START'**.

Video   Screen   Audio

Recording

7. Launch presentation

» When the countdown timer starts start your presentation

» Begin presenting

8. Managing your recording

» Use the YuJa **'mini-bar'** to pause the capture at any point recording

» Can also use Hotkeys

» Start Recording: CTRL + SHIFT + S

» Pause Recording: CTRL + SHIFT + P

» Finish Recording: CTRL + SHIFT + F

Pause   Stop

Return to the main recording window   Microphone level

mini-bar

9. Stop & Publish/Save

» Click on **'stop'** on the mini-bar or **'Ctrl+Shift+F'** to stop the recording.

» Click on **'Post Now'** to publish recording to your module

» **Or** click on **'Save'** to save your capture recording to My Media

POST NOW   DELETE   SAVE