

Instructions Video Recordings Lectures

Mobile webcam

What is present in the room?

- A mobile webcam with built-in **microphone, mounted on a tripod.**
- A USB cable which can be connected to the fixed room PC or your own laptop. **Preferably use the room PC.** If you are using your own laptop, then the video connection may be of poor quality.
- Choose a suitable place in the room to place the webcam. After the lecture, place the webcam on the side of the room, in a place where the webcam is in sight.

Application use for video recordings

- **The Zoom application is recommended** for making video recordings/live streams, because Zoom guarantees the highest image quality and Zoom recordings with screen share will be saved in My Media, in such a way that **a viewer can switch between the shared screen and the video stream at will.**
- Video recordings automatically appear in My Media on the Video Portal a few hours after the recording has ended. These videos can then also be published in Brightspace. Check out Brightspace Manual (<https://universiteitleiden.screenstepslive.com/>) to see how you can add Kaltura Media to your course or contact us. Call 8082 or mail to
- seeds@science.leidenuniv.nl.
- **Start Zoom from your Course tools > Zoom on Brightspace.** This way you will be recognised as a Host by Zoom. Students start Zoom from their Calendar on Brightspace.
- **The video recording must be started manually with the record function.**

How do I check whether the camera and audio are working?

- Within the application, go to the camera and microphone icons or your device settings and check whether the Logitech BRIO is selected.

Shut down

- After the lecture, **log out of all the accounts/applications** you are logged into. Example: Zoom, Brightspace, Teams, email, etc. **Close the browser.**

Tips

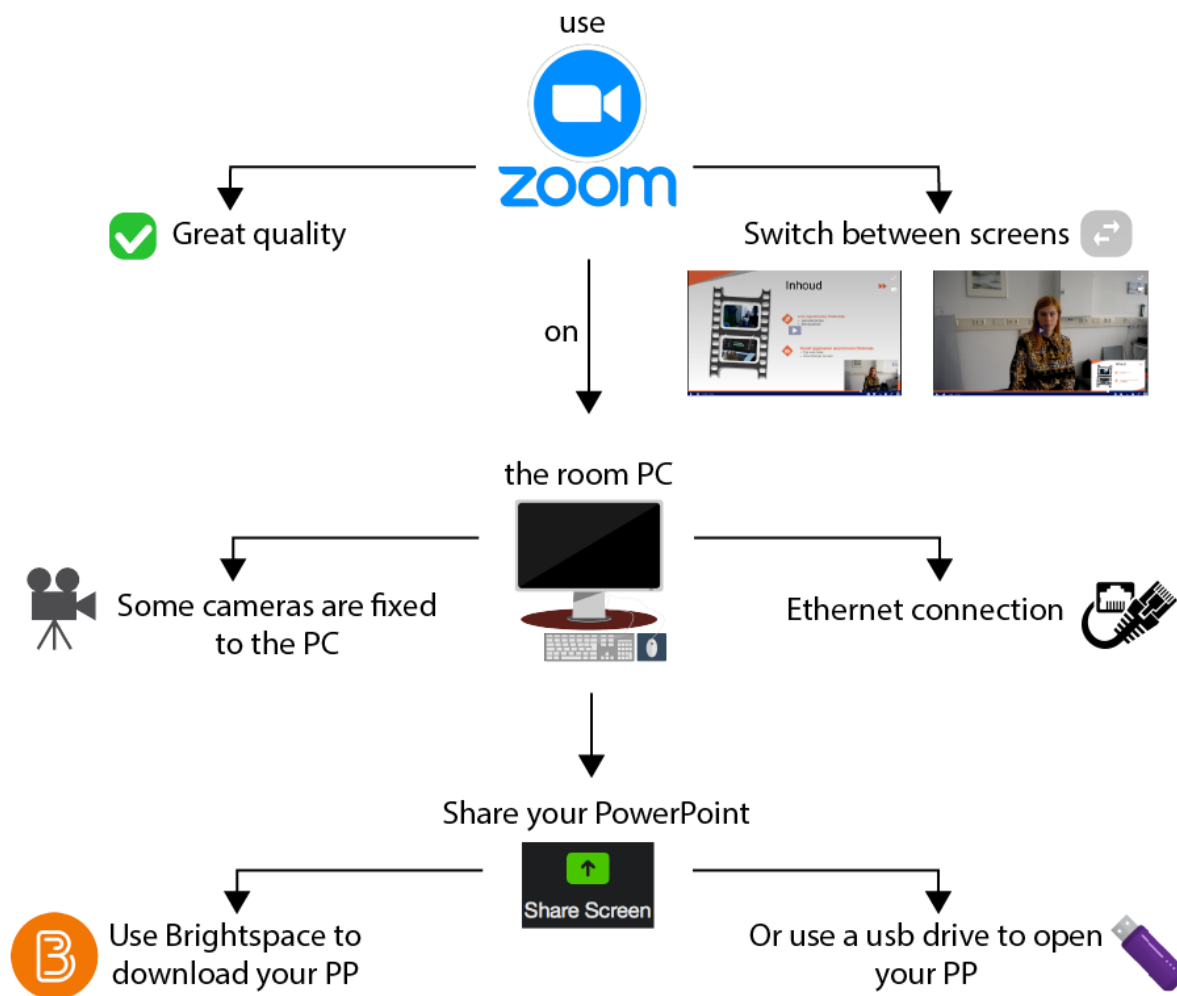
- Keep in mind that, when the audio from the room PC can **be heard through the speakers in the room** and other participants in the meeting are speaking, an **echo** is created. Therefore, put your microphone on mute when another participant in the online meeting is speaking.

Troubleshooting

- Does the video or audio connection suddenly fall away? Then try **unplugging the USB cable of the webcam and plugin again** to see if this fixes the problem. If not, please contact us. **Call 8082.**

This instruction is applicable to the following lecture rooms: GORB DM.0.09; DM.0.13; DM.0.17; DM.1.09; DM.1.15; DM.1.19; EM.1.09 | GORL C06; C07; HL 111; 411 | LMUY 4.28; LMUY Havingzaal | Snellius 303; 307; 309; 313; 401; 402; 403; 405; 413 | van Steenis E001; E002A; E002B; E003A; E003B; F006; F102; F103 | Sylvius 1431; 1435; 1503; 1505; 1401/06; 1411/16; 2T.01

Sharing your presentation whilst streaming



This instruction is applicable to the following lecture rooms: GORB DM.0.09; DM.0.13; DM.0.17; DM.1.09; DM.1.15; DM.1.19; EM.1.09 | GORL C06; C07; HL 111; 411 | LMUY 4.28; LMUY Havingzaal | Snellius 303; 307; 309; 313; 401; 402; 403; 405; 413 | van Steenis E001; E002A; E002B; E003A; E003B; F006; F102; F103 | Sylvius 1431; 1435; 1503; 1505; 1401/06; 1411/16; 2T.01

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Fixed camera facility

What is present in the room?

- A **fixed camera with ceiling-mounted microphone**. Please note! This camera is aimed at a fixed point. The cameras are not meant to be touched or adjusted.
- **Use the room PC**. The camera is connected to this as standard. This is also better for the internet connection. Download and share your presentation on the room PC.

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- Video recordings automatically appear in My Media on the Video Portal a few hours after the recording has ended. These videos can then also be published in Brightspace. Check out Brightspace Manual (<https://universiteitleiden.screenstepslive.com/>) to see how you can add Kaltura Media to your course or contact us. Call 8082 or mail to seeds@science.leidenuniv.nl.
- **The video recording must be started manually** with the record function.
- **Start Zoom from your Course tools > Zoom on Brightspace**. This way you will be recognised as a Host by Zoom. Students start Zoom from their Calendar on Brightspace.
- If you want to use the **blackboard**, it is all the more advisable to **use Zoom, as this will improve the quality of the image**.

How do I check whether the audio is working?

- **Within Zoom**, go to the microphone icon at the bottom left and check if **Line (2-studio 24C)** is selected by clicking on the arrow next to the microphone.

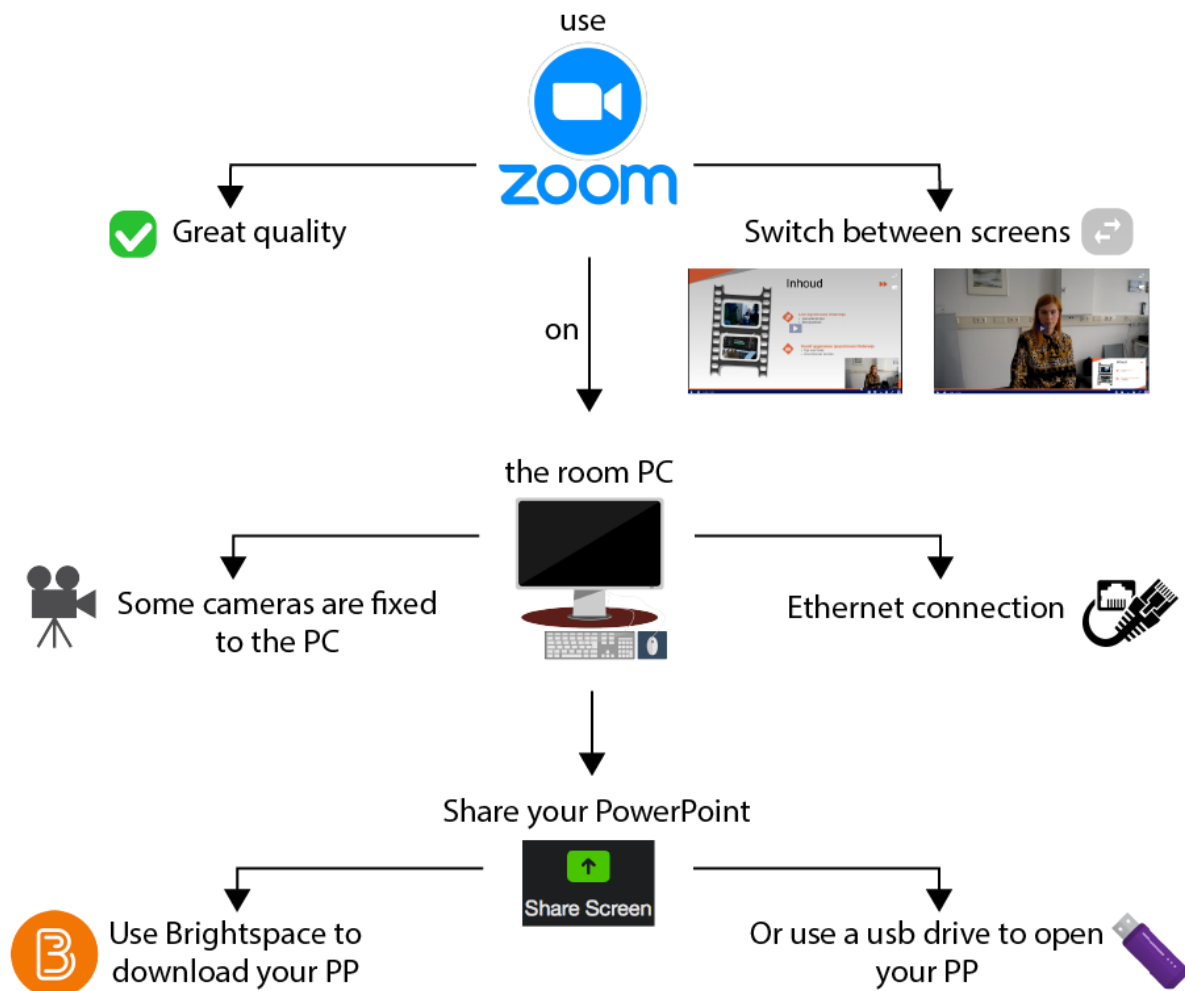
Shut down

- After the lecture, **log out of all the accounts/applications** you are logged into. Example: Zoom, Brightspace, Teams, email, etc. **Close the browser**.

Tips

- Keep in mind that, when the audio from the room PC can **be heard through the speakers in the room** and other participants in the meeting are speaking, an **echo** is created. Therefore, put your microphone on mute when another participant in the Zoom meeting is speaking.

Sharing your presentation whilst streaming



Instructions Video Recordings Lectures

Automatic Mediasite recorders

What is present in the room?

- **A Mediasite recorder.**
- You must **pick up the transmitter microphone yourself at the reception**. Make sure that it is on and not on mute (slider on top of the transmitter).
- Please note: if you are in Huygens Sitterzaal or Huygens 211-214, take the microphone from mute via the display. You notice if the microphone is working by blowing into it and testing whether you hear yourself again. In Huygens 211-214, the display must first be turned on, even if you do not use PowerPoint.

Application use for video recordings

- Mediasite recorders work on separate software which we set up. **We schedule the live stream and/or recording** and will contact you about this to share the link to the live stream/recording. Has this not happened and is your lecture about to begin? Then call 8082.
- **Are you using an Apple laptop?** Then use the **VGA connection**, otherwise your presentation slides will be displayed green in the live stream and recording.
- Questions from the audience are not audible in the recording, so it is advisable to repeat them before answering them.

Shut down

- After the lecture, **log out of all the accounts/applications** you are logged into. Example: Zoom, Brightspace, Teams, email, etc. **Close the browser.**

Tips

- Check the live stream yourself for video and sound before starting the lecture, or ask a student to do this for you. Please note to perform this check without using the room speakers. In this instance your microphone can pick up the audio from the speakers and create a feedback loop. Does something appear to be wrong? Call 8082.