

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

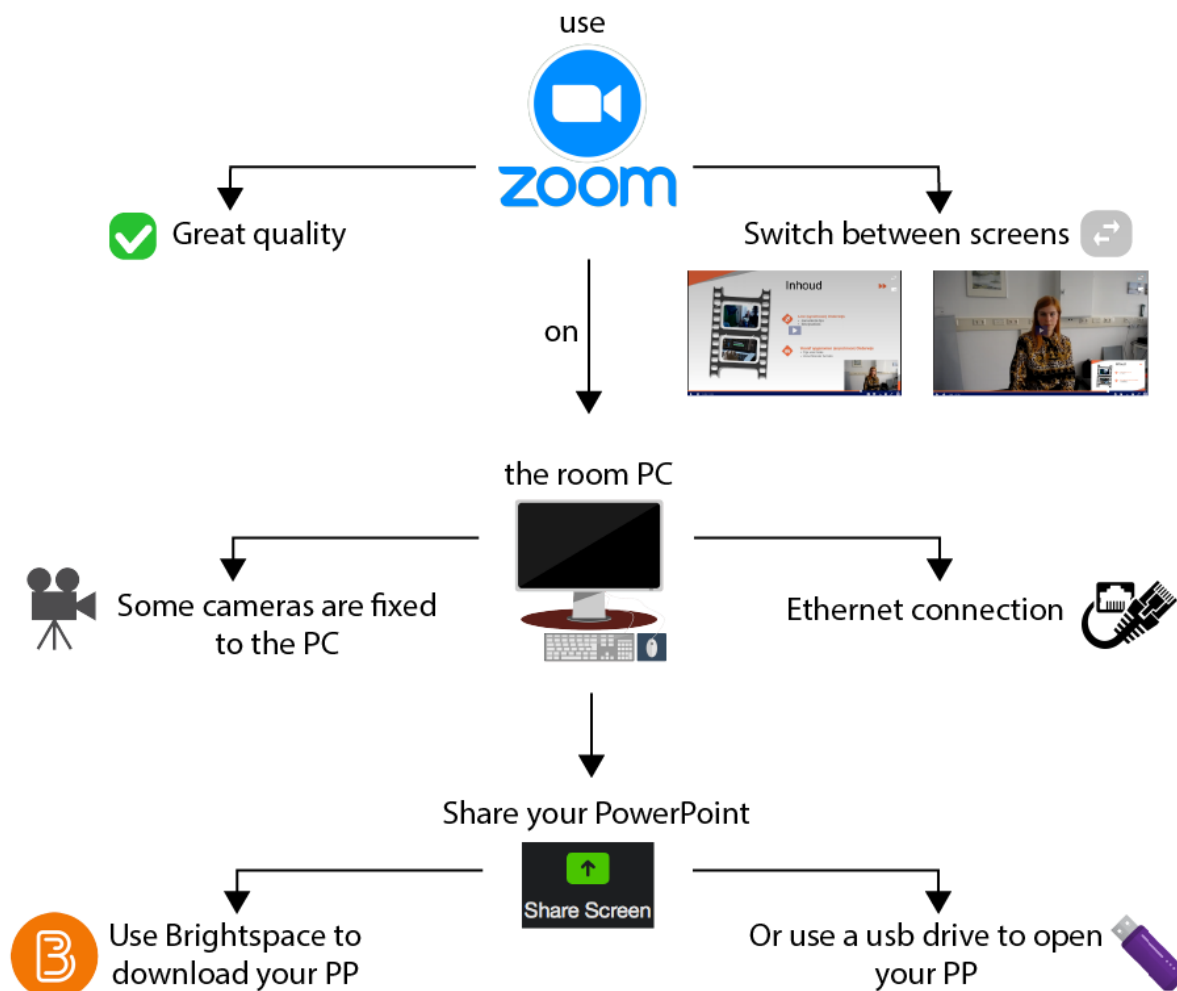
- Keep in mind that, when the audio from the room PC can **be heard through the speakers in the room** and other participants in the meeting are speaking, an **echo** is created. Therefore, put your microphone on mute when another participant in the online meeting is speaking.

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



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