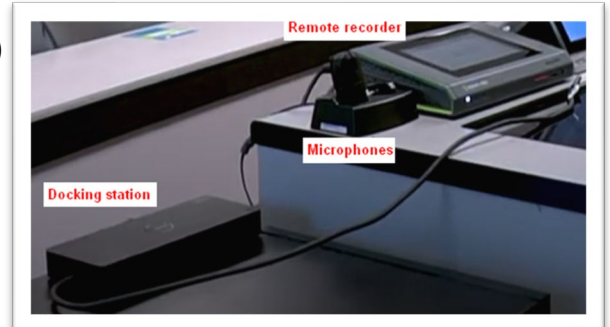


# BAS Master Classrooms Lecture Capture FAQs

## What is the new AV class recording equipment?

The main components are:

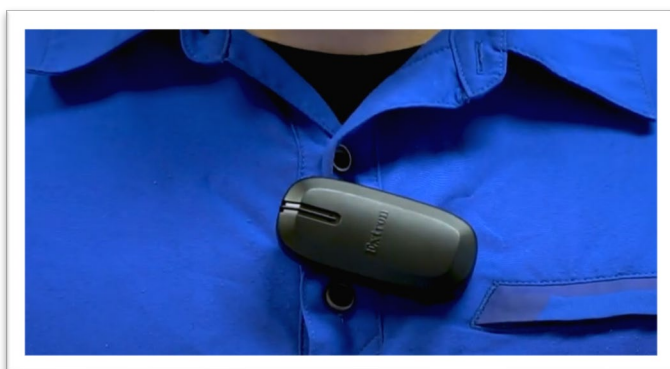
- a) Remote Recorder device (Epiphian Pearl Mini) box  
This device live streams and records the class (for later viewing)  
The device has a preview screen with touch capabilities.
- b) Camera:  
Installed in the ceiling and aimed at one of the whiteboards
- c) Microphones:
  - a. Dual microphones (Extron) and a charging cradle
  - b. Single Sure microphone  
Some are rechargeable; others use batteries.
- d) Dell Docking Station with USB-C cable to connect a laptop



## How does the class automatic recording work?

ITD automatically schedules the streaming and recording of all classes in a master classroom.

- All classes scheduled in a master classroom will be automatically recorded.
- The teacher does not need to do anything to start the recording.
- The recorder device will stream & record the class at the scheduled class time.  
(Students can watch the live streaming of the class.)
- The video will include the camera (aimed at the whiteboard) and the computer desktop (or document camera.)
- The teacher must wear a microphone to record the teacher's voice.
- The recording will automatically end a few minutes after the class scheduled end time.  
(Optionally, the teacher can end the recording by touching the **[Stop event]** button.)
- A recording of the class will be available for watching a few minutes ( $\geq 15$ ) after the end of the class.



# BAS Master Classrooms Lecture Capture FAQs

## How to stop the automatic class recording?

If you do not want to record your class. Follow the steps below:

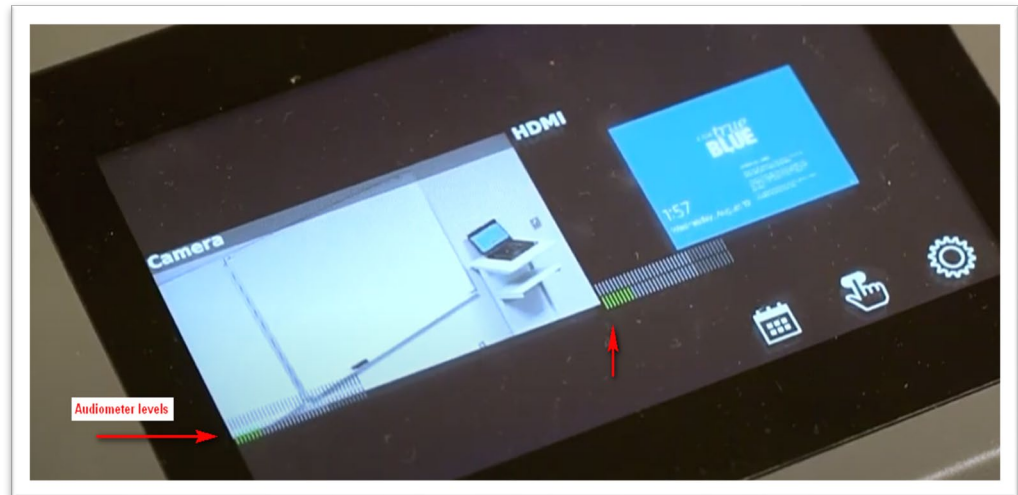
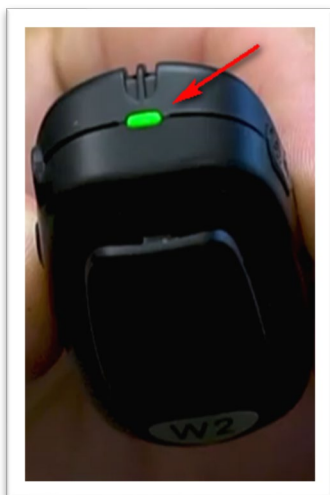
- At class time, the recorder device will show the name of your class and a count down to start recording.
- You could either wait until the recording starts or touch the **[Start event]** button to start the recording.
- When the recording starts, the button will change to **[Stop event]**.
- Immediately press the **[Stop event]** button to end the recording



## How to check that the microphone audio is working?

To check that the microphone is working:

- First, make sure the microphone is on
  - If using the Extron microphone, make sure there is a **solid green** light on the top of the device
  - If using a Sure microphone, verify the microphone is on (see off/on switch on top of the device)
- Second, ensure that the recording device's audiometer levels (green and red bars) move up and down as you speak.



# BAS Master Classrooms Lecture Capture FAQs

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## How can students watch the class streaming live?

To watch a class streaming live, the student must go to the **D2L class shell**, click on the **Videos** option in the D2L course navigation bar, the Panopto class folder will open in a new browser tab. The class recording will be the one with the class name, and it will say **“Recording right now.”** Click on the class name to watch the live streaming.

## How can students watch the class recording after class?

To watch a class recording after the class ends, the student must go to the **D2L class shell**, click on the **Videos** option in the D2L course navigation bar, the Panopto class folder will open in a new browser tab. The class recordings are named with the class name. If there are several recordings with the same name, find the most recent one by looking under the recording name the label that says **“11 minutes ago”, “2 hours ago”, “2 days ago”,** etc. Also, verify that videos are listed by date in descending order. To change the listing order, click on the Date label in the **Sort By** row at the top of the web page.

## How to connect a laptop to present in the classroom?

Connect the docking station’s USB-C cable to the USB-C port on the laptop.



## Do I need a laptop to teach in the classroom?

Currently, all BAS Master classrooms have Dell teacher computers. You do not need to bring a laptop to the classroom. However, it is always good practice to have a backup device in case you need it. *(This may change in the future.)*

## Other Resources

[MTSU Lecture Capture & Recording FAQ](#) – web page containing important information about Lecture class recording

[Lecture Capture Quick Start \(video\)](#) – Very informative video about how the automated class recording works

[How to manually record a class \(video\)](#) - Very informative video about manually scheduling a class recording.