Using Portable Lecture Capture Equipment

Setting up the external hard drive and Jabra microphone

Firstly, plug in the external hard drive and Jabra microphone into two empty USB sockets on the front of the computer. Allow a minute or two for the devices to initialise, especially if this is on a computer that has not been used before for lecture capture. When the external hard drive is ready, a box will appear (as below) asking for an action; choose **Open folder to view files**.
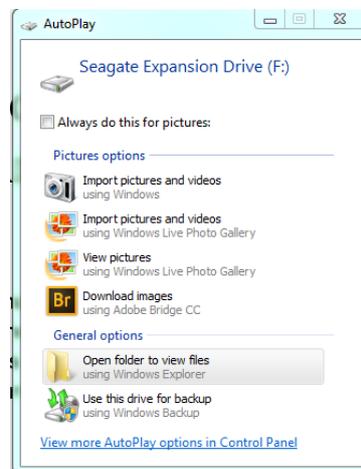
The microphone may take a little longer to initialise, and needs some configuration. Right-click on the **Volume** icon in the system tray (little speaker icon in the bottom right-hand corner of the screen near to the time/date, and choose **Playback devices**. On the following screen, click on the device that says **Speakers Jabra Speak 410 USB** (or may say **Microphone USB audio**), and choose Properties.
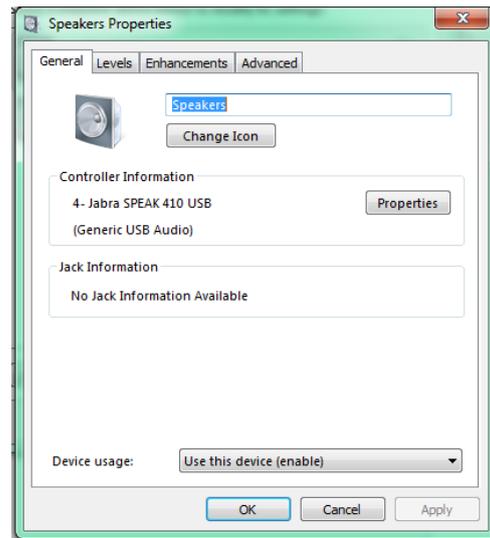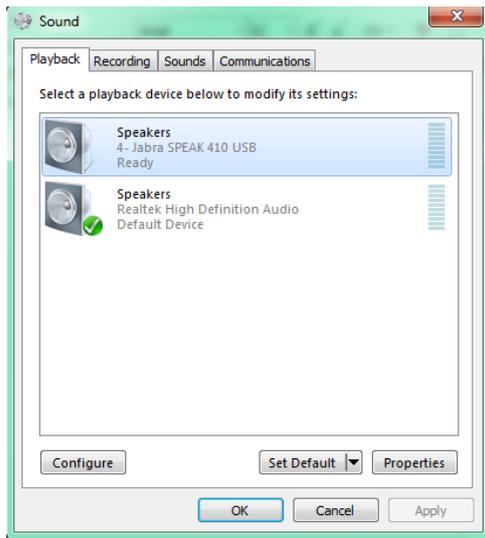
Select **Device usage** at the bottom and change this to **Don't use this device (disable)**. Press **OK**. This then stops the Jabra microphone acting as a speaker.

Using the Lecture Capture software

This document assumes that the Blackboard course for which the lecture is to be captured has already been provisioned within Blackboard itself. If not, please refer to the more in-depth documentation that can be found on the external hard drive for how to do this.

From the folder that opened previously on the external hard drive, double-click the shortcut **Panopto Recorder**. On the following screen, type in **edgehill.cloud.panopto.eu** in the Server address box, and click **Apply**. On the next screen, choose the option **Log in with Learning Edge**.

In the box that then appears with a Blackboard Learn+ logo, log in with a normal Edge Hill University username and password. The lecture is ready to be captured!

Follow the more in-depth documentation that can be found on the external hard drive or on the wiki page (https://go.edgehill.ac.uk/display/ls/Lecture+Capture+Support+Materials) for any further instructions, or contact lecturecapture@edgehill.ac.uk for further assistance.

After a Lecture Capture Session

Having finished with the equipment during a session, please ensure that the external hard drive is ejected correctly. Click once on the eject icon in the system tray in the bottom right-hand corner (see image below), and choose **Eject Expansion**.

A message saying that it is **Safe to Remove the Hardware** will appear, and the external hard drive can be removed (the Jabra microphone can be removed without doing this). If a message comes up saying that **This device is currently in use. Close any programs or windows that might be using the device, and then try again**, then close anything that may be open, try again and if nothing appears to be open then the external hard drive can be removed safely when the computer has been shut down.