

Lecture Capture Using Zoom

NOTE: Lecture capture is a retention strategy, not a shift in pedagogy. It is being provided for students who cannot attend class. However, it will also help our students who live dynamic and complicated lives and juggle many demands. It will also assist note-takers in Accessible Education by providing access to course materials that support accommodations.

Per [FERPA regulations](#), please do not record the students in your classroom unless they have signed a [media release waiver](#).

Step 1: Start by reviewing the [Zoom Guide for Instructor/Host](#)

- ☐ If this is your first time setting up a meeting for your class, please be sure to review the instructions on how to connect your D2L Brightspace account to Zoom ([first-time user only](#)).
- ☐ If you have questions about any Zoom meeting settings, use this [Zoom Meeting settings guide](#) for reference.
- ☐ PCC Zoom website (portlandcc.zoom.us) [Recording Settings guide](#)

Step 2: Turn on the podium computer & ensure the camera is connected to the computer

Step 3: Log in to your course in Brightspace D2L

Step 4: Find the Zoom Meeting in the Zoom tab in your course navbar and start the meeting

Step 5: Depending on what you are trying to capture, you have the following options:

1. [Scenario 1: Capture the computer desktop \(screenshot\) \(Zoom whiteboard or other software-based application, e.g., PPT/slide deck\) and the instructor using an external webcam](#)
2. [Scenario 2: Capture the whiteboard with instructor in camera field of view](#)
3. [Scenario 3: Capture the Document Camera \(Elmo projector\) and the instructor in the field of view](#)

For questions and help, contact the IT Service Desk at x4400 or your [campus Media Services](#):

- Cascade – Located in [CA TEB 123](#), (971) 722-5270
- Rock Creek – Located in the [RC Library 9-209](#), (971) 722-7266
- Southeast – Located in the [SE Library 117B](#), (971) 722-6028
- Sylvania – Located in [SY Library 135](#), (971) 722-4403

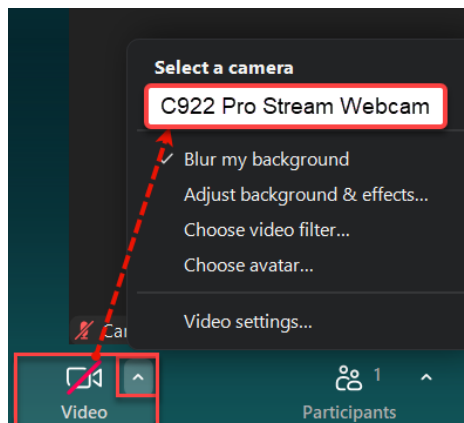
For more information about using classroom podium settings, visit the [Media Services Resource Page](#).

Capture the computer desktop (screenshare) and the instructor using an external webcam:

In this scenario, you are sharing the computer screen and also showing the instructor on the whiteboard using the external webcam.

1. Select the input devices in the **Zoom Video and Audio menus** on the toolbar:

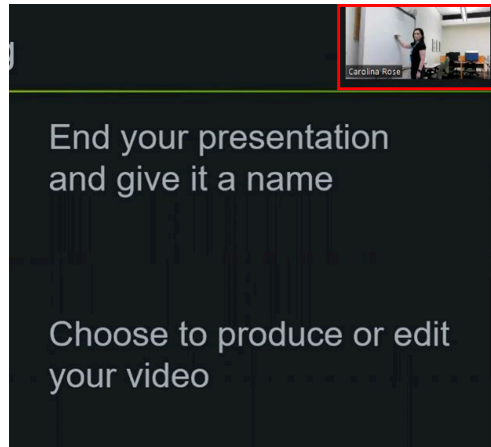
a. The camera (**C922 Pro Stream Webcam**):



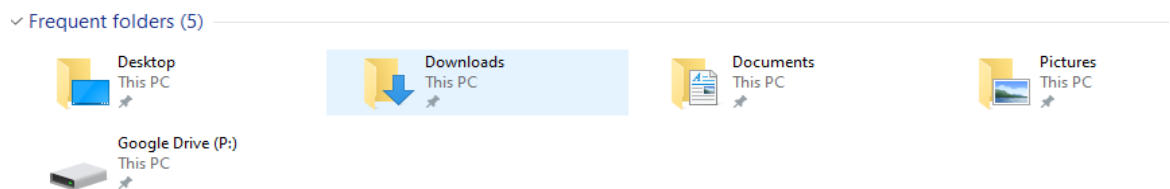
b. **The Audio:** Microphone (USB audio CODEC)



2. Ensure the camera is placed correctly - check the field of view before recording. Note the instructor on the camera displayed here:

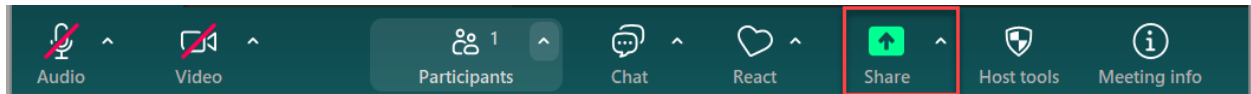


3. Open the file item you are looking to share in its original location:

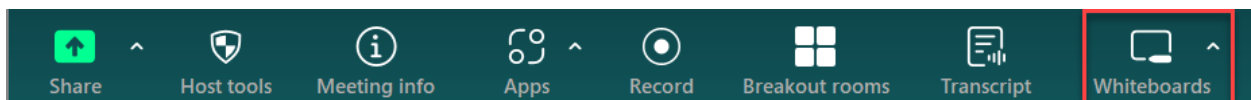


4. Share the item by using the "share screen" option in the Zoom toolbar (you can share a document or use any of the Zoom tools available, such as Whiteboard, or the document camera (Elmo) if available:

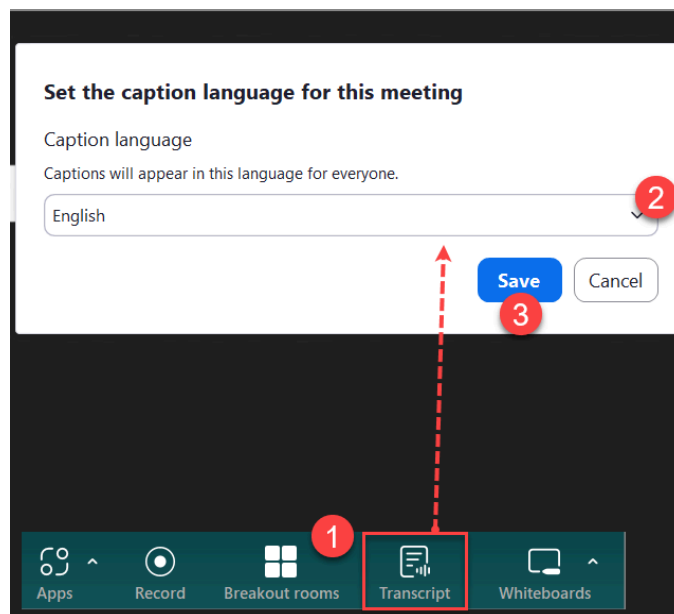
Note: If you don't see these options, you may need to sign in to the [Zoom Client app](#).



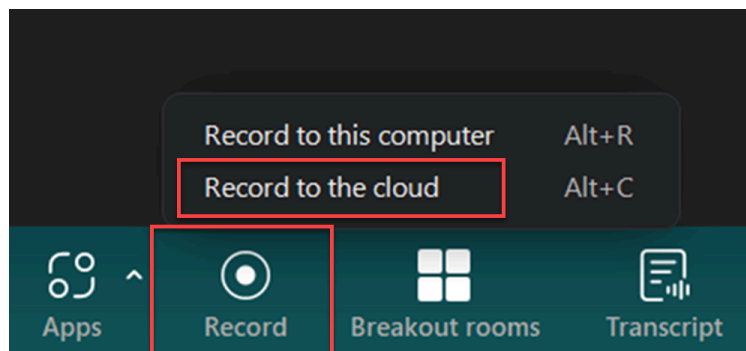
Or start sharing the Whiteboard in the Zoom toolbar:



Pro Tip: Enable Live Transcript to ensure sound is captured clearly and students have a transcript of the recording. **Steps:** 1. Choose transcript, 2. Choose language, 3. Save.

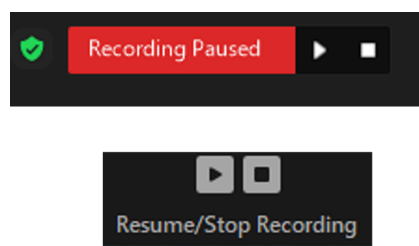


5. Start recording with the Record buttons - make sure to select the **Record to the Cloud** option



6. Once you complete your lecture. Click **stop** to stop recording.

Pro Tip: You may pause your recording and resume, and still have a single file produced. If you stop and start your recording again, you will have multiple recording files:



Note: If you wish to trim your recording, you can do so by logging into the [PCC Zoom Portal](#) directly and trimming the recording. See [these instructions to set the playback range](#).

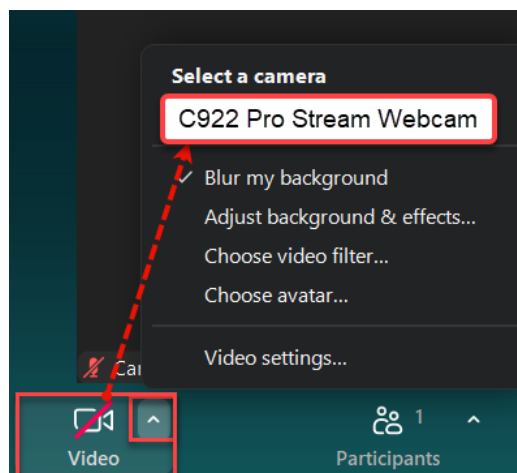
Capture the classroom whiteboard with the instructor in the field of view:

In this scenario, you use the external webcam to capture yourself on the whiteboard. Please note that these cameras will not follow your movement - the field of vision is important.

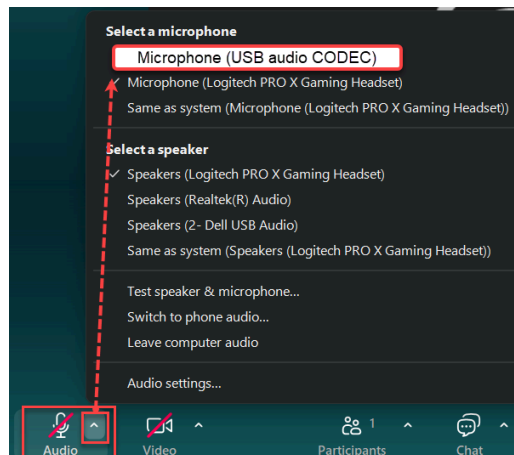
1. Set up the external webcam to capture the vision field you want to include in the recording. In this case, the classroom whiteboard:



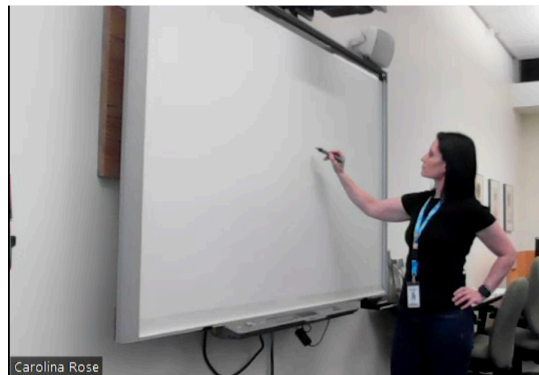
2. Select the input devices in the **Zoom Video and Audio menus** on the toolbar:
 - a. **The camera** (C922 Pro Stream Webcam):



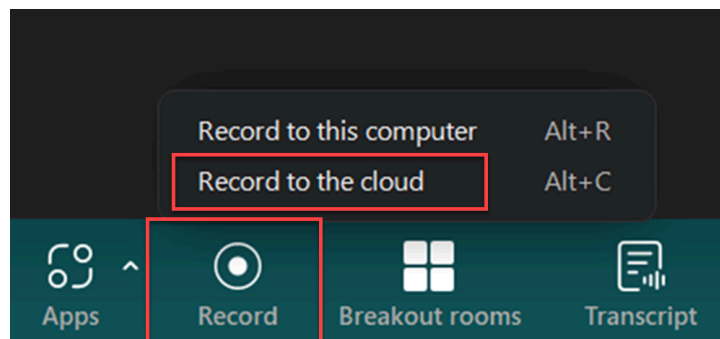
b. **The Audio:** Microphone (USB audio CODEC)



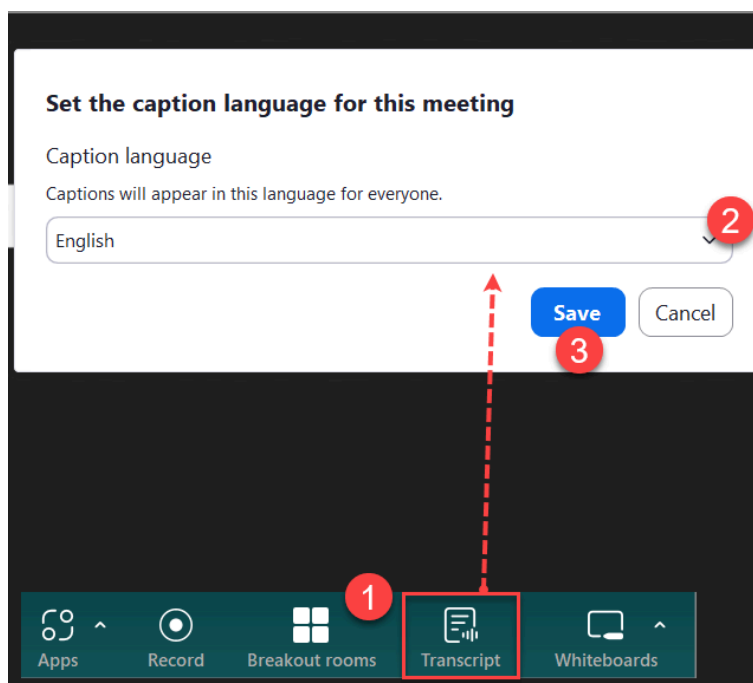
3. Ensure the camera is placed correctly - check the field of view before recording:



4. Start your recording by clicking **Record** on the toolbar. Make sure to select “**Record to the Cloud**” to ensure your recording is available in the cloud for sharing:

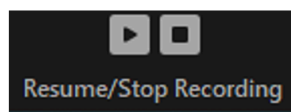
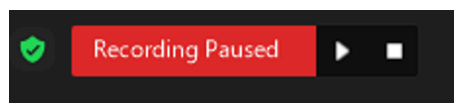


Pro Tip: Enable Live Transcript to ensure sound is captured clearly and students have a transcript of the recording. **Steps:** 1. Choose transcript, 2. Choose language, 3. Save.



5. Once you complete your lecture. Click **stop** to stop recording.

Pro Tip: You may pause your recording and resume, and still have a single-file end-product. If you stop and start your recording again, you will have multiple recording files:



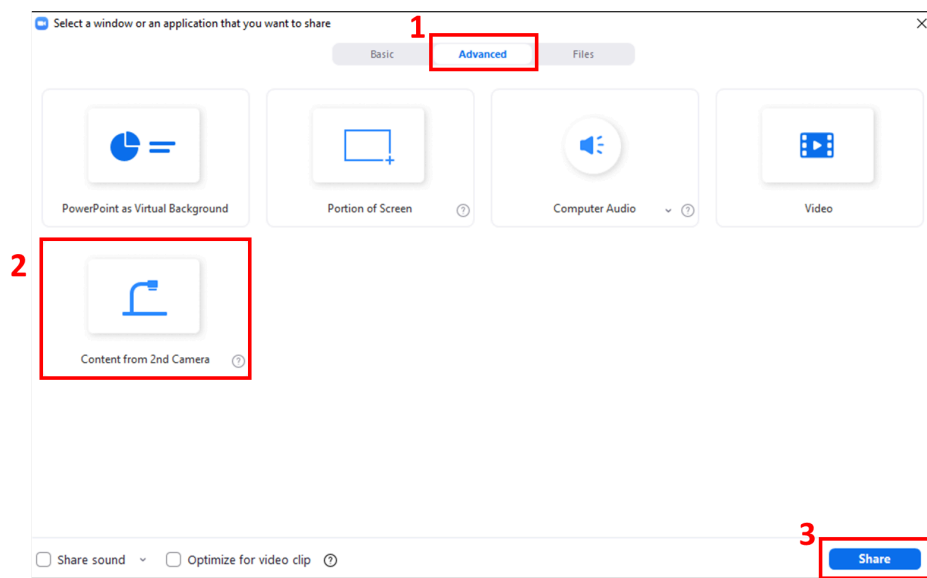
6. If you wish to trim your recording, you can do so by logging into the [PCC Zoom Portal](#) directly and trimming the recording. See [these instructions to set the playback range](#).

Capture The Document Camera (Elmo projector) and the instructor in the field of view:

In this scenario, you will be using the external webcam to capture video with the instructor in the field of view. In this case, the classroom whiteboard and the podium's Document Camera field of

view on the shared screen, which can also be projected on the screen in front of the class:

1. Set up the external webcam to capture the field of view with the instructor in it.
2. Select input devices in the Zoom Video and Audio menus on the toolbar: **Microphone (USB AUDIO CODEC)** and the camera (**C922 Pro Stream Webcam**)
3. Make sure that the Document Camera is turned on. (The bright LED light is on. That varies depending on different models of the Document Cameras)
4. Start sharing screen with the green **Share Screen** button
5. Select the **Advanced** tab on the new screen and choose **Content from the 2nd Camera** option.



6. You should be able to see the content from the Document Camera on the shared screen
7. Ensure the podium computer software for the document camera (**Image Mate+**) is not on. When using the Document camera as a secondary camera in Zoom.
Or, if you prefer to use Image Mate+ as your primary presentational tool for your class, you can share and record the screen as described in [Scenario 1](#).

Pro Tip: Adjust the Document Camera controls: Overhead Light, Autofocus, and Brightness to get the best image quality from the Document Camera on your screen. These controls can vary depending on the Document Camera make and model. Please call Media Services if you need help adjusting or connecting the Document Camera.