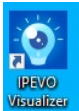


Classroom Technology Instruction – rooms without Sound Reinforcement

****DOCUMENT CAMERAS NOW USE THE iPEVO APP ON THE CLASSROOM PC****

The document camera can be used to enlarge and display any solid object (paper, artifact, manipulative...) for students to view on the screens in the room.

1. Ensure the document camera is powered on.
 - A green light on the document camera indicates that it is powered on.
 - If no green light is on, check the power switch on the bottom of the doc cam



2. Use the iPEVO Visualizer app on the classroom PC to display the image from the document camera.
3. When the app launches, you should see the image from the document camera in the window. You can make the image full screen by clicking the Full Screen icon located on the top right-hand corner of the app window.
4. If the image is dark, the document camera has a light that you can turn on by clicking the LIGHT button (located at the very top of the button array). Please turn off light after use.
5. When finished, please close the iPEVO app, and leave the Document camera powered on (for the next person to use).



Lecture Capture:

All classroom computers have now been equipped with YuJa software to allow for basic desktop Capture. YuJa will allow you to record whatever is happening on the computer screen as well as the audio captured by the lapel microphone. Rooms without microphones have had a small desktop microphone installed on the podium to pick up your voice from as far away as 6'.



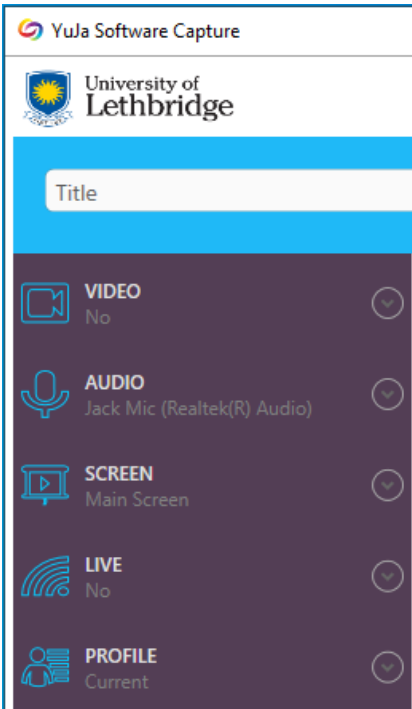
Lapel microphone



Desktop microphone



1. Open the YuJa Software Capture application on the Classroom PC
 - You must sign-in using Single Sign-On (selected by default). Click SIGN IN
 - You may be prompted to enter your U of L credentials



2. Once the application is open, there are 5 main settings on the left hand side of the window. Please ensure that the following settings are selected:
 - VIDEO: Video Source **OFF** . This setting is on by default, so you will need to turn it off each time. (You change settings by clicking the down arrow to open the settings)
 - AUDIO: Microphone Source **ON**: Microphone Array . Should be selected by default. If not, select Microphone Array (Realtek® Audio)
 - SCREEN: Main Screen
 - LIVE: No
 - PROFILE: Current

3. Once the settings are correct, you can begin capturing by clicking the START button on the bottom right-hand corner of the application. The application window will disappear, and a 3 second countdown will begin to start your recording. A small toolbar on the bottom right-hand corner will appear, indicating that your desktop and

audio is being recorded.

4. When you are finished recording, simply click the STOP button in the toolbar (the SQUARE icon).
5. A window will appear saying YOUR CAPTURE SESSION HAS ENDED. **You need to click "SAVE" in order to save your capture.** If you do not do this, your capture will not be saved, and it will be erased immediately. It may take a few minutes for your lecture to upload. If possible, stay logged onto the computer until it has finished (*the lecture capture continues to upload if you're logged off, but it is quicker if you're logged in).

Support material is available on the Teaching Centre website to help you with editing and sharing your recordings with your students – <https://ulethbridge.ca/teachingcentre/yuja/>

If you experience any issues with the technology, please call 2490 for desktop support.