

FLORIDA GULF COAST UNIVERSITY Academic & Event Technology Services (AET) –“How To”



FGCU -> Capture is the University's easy to learn, easy to use **lecture capture system**. This technology, developed in-house by AET technical specialists, is now installed in select locations on campus and will enable video and sound recordings of any classroom activity of your choice including, presentations, lectures, discussions even whiteboard notes!

These are the primary components of the FGCU->Capture system:

- A. Adobe Connect** licensing which enables the integration of the video and sound and provides a secure location for all recordings, accessible via Canvas or through a shared link.
- B.** Ceiling-mounted array **microphone(s)** that can pick up the sound of either the course presenter or any student participants. (Hand-held microphones are also available for the instructor.)
- C.** Ceiling-mounted “**pan-tilt-zoom**” **web camera(s)** that can either “follow the action” or have pre-set focus locations.

All of these components are integrated into the classroom's teaching podium system.

A. Initializing Your Classroom ADOBE CONNECT session...

! IF YOU DO NOT ALREADY HAVE AN ADOBE CONNECT LICENSE assigned to you... please contact x-7100 prior to the start date of your course.

! BEFORE EACH CLASS SESSION BEGINS... verify that the teaching podium devices are powered on. Using the podium's touch panel, verify that its computer and projector are turned on and operating. [For more information on using FGCU classroom podiums, please visit or on-line tutorials at... <http://aets.fgcu.edu/podiumtraining.asp>]

1. Open your web browser and launch Adobe Connect... <https://fgcu.adobeconnect.com>
2. Use your current FGCU username and password to log in to Adobe Connect
3. At Connect's initial screen, select “Meetings” from the menu bar...



4. Select “New Meeting” at the next screen... A screenshot of the Adobe Connect meeting options menu showing: New Meeting, New Folder, Delete, Up One Level, and Move. A red arrow points to the "New Meeting" option.
5. Set the required option settings.
6. Select “Finish” and then, **Enter Meeting Room...**

B. Activating The Classroom MICROPHONE in Adobe Connect...

1. Click the **Meeting** button on the top left section of the Adobe Connect screen, then select the "Audio Setup Wizard" from the drop down menu...



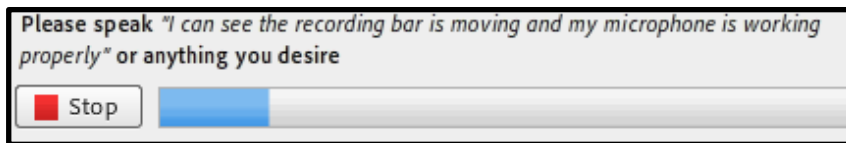
2. Follow these steps when prompted to test the sound for your session:

Step 1. Play sound to make sure you are getting audio from the speakers

Step 2. Ensure that the correct microphone is selected

Step 3. Click the "record" button to test the microphone

- ▶ A light blue bar will appear when you begin to speak. This blue bar represents your Microphone Level...



! If there is no blue bar, check and make sure your microphone levels on the podium's touch panel and computer are not muted

- ▶ Click "play recording" to hear your recording
- ▶ Select "Test Silence" to detect any background "noise."
- ▶ Now, **ACTIVATE THE MICROPHONE** by clicking on the microphone picture at the top of the page. It will turn green when it is active...



C. Activating The Classroom WEBCAM in Adobe Connect...

1. At the top right of the screen you will see a Video window.

2. Click **Start My Webcam** to initialize your webcam within your Adobe Connect session/meeting...

A preview of your Webcam will appear on the computer screen on the podium desktop as well as the projected image on your screen.

The **Start Sharing** button will be visible as well. Select it when you are ready to "share" your webcam with your class/audience.

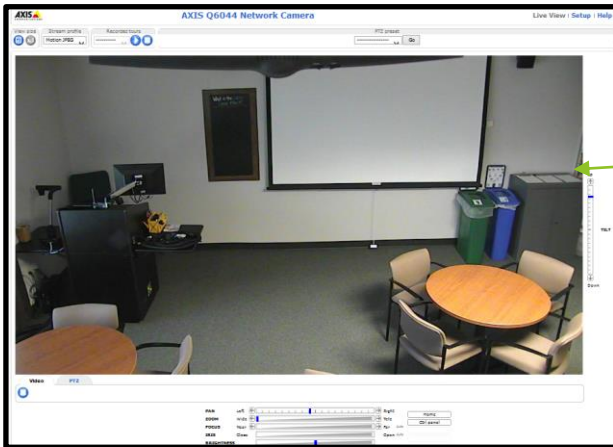
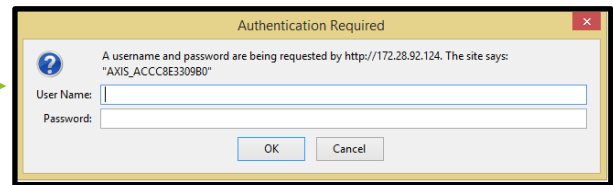


! You **MUST** "Start Sharing" to allow attendees to see your webcam. This will also allow the webcam video to be included in your recording.

CONTROLLING THE CAMERA...

! The “pan-tilt-zoom” cameras installed in the classrooms are secured devices that can only be enabled with log-in/password credentials and a unique IP address that AET will provide to each instructor for continued use throughout the semester. This prevents any unauthorized personnel from activating and using the cameras. So, **before class begins**... please contact AET (**x-7100**) to receive your camera control credentials.

1. The FGCU->Capture cameras are controlled using software that is associated with the camera. Therefore, you will need to minimize your Adobe Connect session and any other windows that may be open and launch the web browser on the teaching podium's computer.
2. Open the web browser and enter the unique IP address in the location bar of your browser that was provided to you by AET and press <Enter>.
3. You will be prompted to enter the unique username and password that AET has provided to you.



4. The image on which your camera is currently focused will appear on the computer and projected screens, similar to this. The camera can be controlled by clicking and dragging this image to wherever you would like the image focused – OR – you can use the PTZ controls that are at the bottom of this screen.

- ▶ **PAN**... allows you to move the camera from left to right.
- ▶ **TILT**... allows you to move the camera up and down.
- ▶ **ZOOM**... allows you to zoom and out on the focused image.

! You may also choose to **PRE-SET** your camera placement to one or multiple locations in the room. These settings can be saved for your current and any future sessions that you conduct. Please contact AET at x-7100 for more information on establishing camera “pre-sets!”

SHARE... RECORD... ACTION!

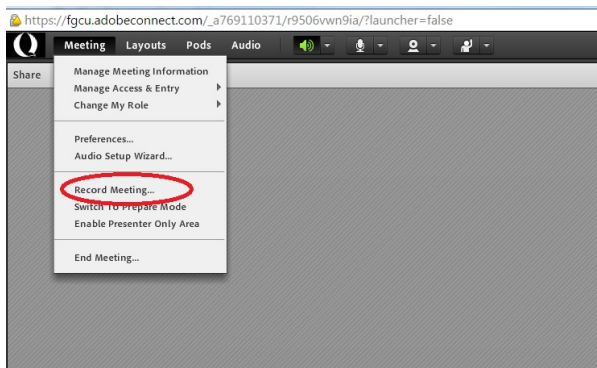
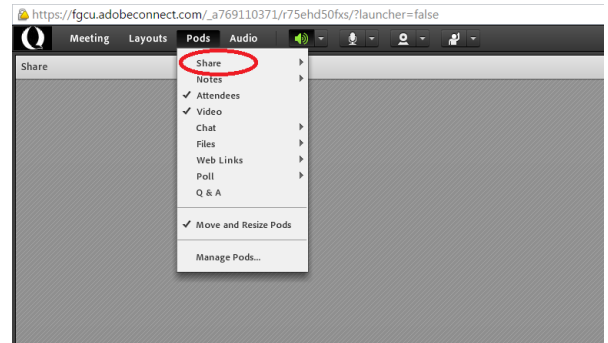
Now, bring all of the components of FGCU->Capture together by...

- **Sharing your desktop** – so that you can include whatever is displayed on your podium computer (PowerPoint presentations, websites, etc.) in your captured session,
- **Recording your session** – so that the video and sound that you are sharing can be saved and posted for future viewing. Then, you'll be ready to...
- **Stop Recording and Post** your session for student “Action” - also known as...LEARNING!!



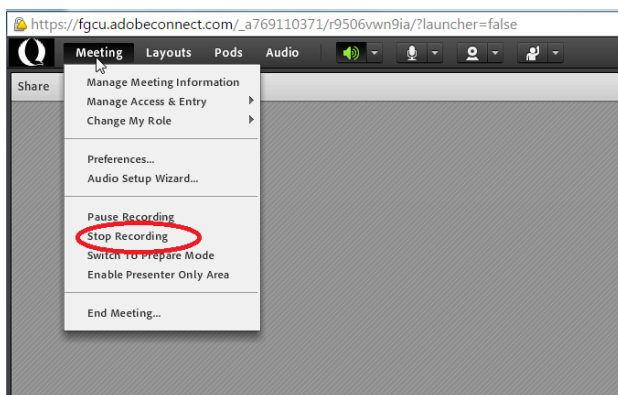
▶ SHARE YOUR SCREEN/DESKTOP...

Maximize the Adobe Connect window on your desktop, select the PODS option and then, “Share” from the drop down list. Follow subsequent menu to “Add New Share” and then select, “Share My Screen.”



▶ BEGIN RECORDING...

Select the Meeting option and then, “Record Meeting” from the drop down list.



▶ STOP RECORDING and

POST YOUR SESSION... Select the Meeting option and then, “Stop Recording” from the drop down list.

You can find **FGCU**  **CAPTURE!** in the following rooms on campus:

FGCU Capture technology is now installed in these classrooms:

SEIDLER HALL	336
HOLMES HALL	147, 330, 1205
SUGDEN R&H	Wine Tasting Room, Kitchen, 110, 111, 208, 240
REED HALL	139, 144, 146, 153, 236, 237, 250
MERWIN HALL	115, 205, 212**, 238**, 231**
** new for Spring 2017	

AET is on campus whenever classes are in session.

Please stop by our Main Office, BHG 117 or call us...

(239) 590-7100