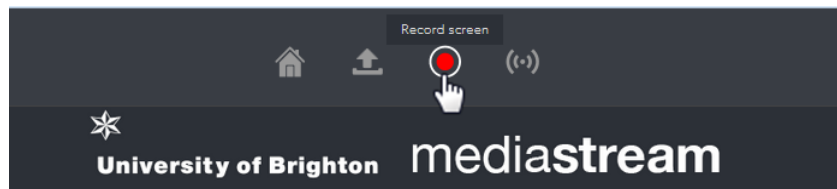




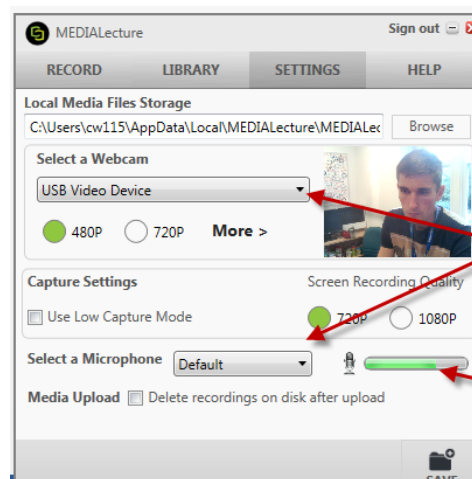
Using MediaLecture

- 1) Ensure you have your materials ready (e.g. your lecture open in powerpoint) and any additional devices (e.g. a webcam) are plugged in
- 2) Open a web browser (e.g. Firefox) and go to <https://mediastream.brighton.ac.uk/>
- 3) Click the login button (top right) and log in with your university username and password.
- 4) Click on the record button at the top of the page



- 5) If you see a pop up asking you if MediaLecture is installed – in this case you **click Yes to open the software**
- 6) The MediaLecture panel offers you different options based on what type of video you want, the icons within each section identifying which options are available. **Before you do this, check the Settings by clicking the appropriate button at the top of the window**
- 7) In **settings**, you should see a preview of your webcam (if you have one plugged in) and you will also see a sound bar that moves as you talk (showing you that the microphone is working).

If you have multiple devices plugged in, you can select which device to use. For example, many PC's/laptops have a built in microphone, and if you have plugged in an external webcam/microphone you will need to choose which microphone to use



If you have multiple devices, you can select which webcam/microphone to use here

If this green bar moves, your microphone is working

8) **Go back to the Record screen** by clicking the appropriate button at the top of the window

You should choose one of these options:

- a. **Screen** (records your screen and your microphone)
- b. **Screen & Webcam** (records your screen, microphone and webcam)
- c. **Webcam** (records your webcam & microphone)
- d. **Voice** (records microphone only)



9) Click on the option you need. You'll be prompted to check which screen you wish to record (this is useful if you have multiple monitors).

You also have the option of recording the full screen, or a selected area

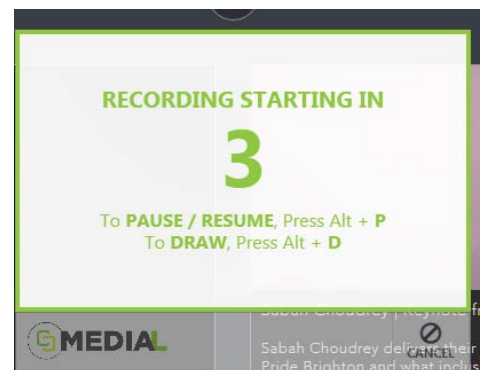
When ready, click **Record**



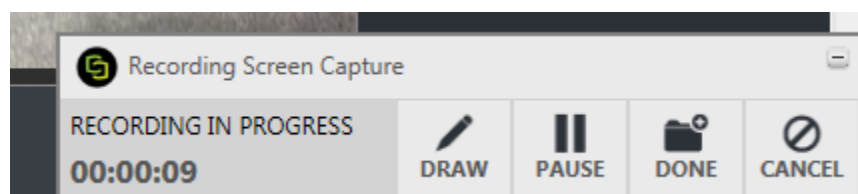
10) A countdown is displayed. Note the keyboard shortcuts

PAUSE/RESUME: Alt + P

DRAW: Alt + D



11) Whilst recording, a toolbar is displayed in the bottom corner of your screen



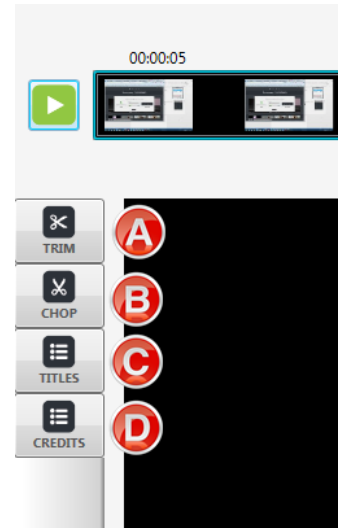
12) Now proceed with your presentation/recording

13) When complete, click the **Done** button on the toolbar. If you can't see the toolbar, click the medialecture icon at the bottom of the screen to make it appear. The editing interface will open.



14) From here you can click on the relevant buttons and:

- A) **Trim** the beginning and end of your video
- B) **Chop** sections of your video – useful if you made a mistake part way through
- C) Add a **Title** slide
- D) Add a **Credits** slide



15) When you are happy with your video, click the **Done** button in the bottom right corner. If you do not wish to save your video, click **Cancel**



16) You'll now see a final screen where you need to enter details of the video ready for upload to mediastream. You should

- A) Give the video a title AND a description
- B) Give the video a 'tag' – a keyword (e.g. module code)
- C) Choose a category – if you are unsure choose '**personal-public**' (this is most likely what you need)
- D) Click **Upload** to send the file to mediastream

Note: Saving a video will only save a copy of the video within your user account on the specific computer you are using. You should Upload any video before logging off the computer.