Bergen Community College
Lecture Capture Instructions

Show and Share Rooms:
B325
C324
Tech102
Tech104
Tech107
W116
W323

For technical assistance please call the Help Desk x7109
1. Your classroom should be equipped with a secondary display monitor next to the PC monitor. This monitor will show you the camera angle and what is being recorded.

2. Log into the classroom computer using your Active Directory credentials.
3. To setup your classroom lecture capture double click the “vControl Profile” icon on the classroom computer.

4. Press the green start button to continue.
5. If you would like to show and record the computer screen select “Present” from the choices on the left side of the screen and click “Room PC”

6. To adjust your camera angle select the “Camera” tab. If the classroom display does not show a small view of the room camera you can enable Picture In Picture by clicking the “Camera” tab and then clicking “Selfview/PIP”. You can also use the directional arrows on this page to control the camera.
7. Verify that the microphone is on by looking at the text at the bottom left next to microphone icon. If this says “Off” click the text and it will change to on.

8. To begin recording your class click the “Record” button on the left side panel.
9. Select “Show my courses” to view your courses that are setup for lecture capture and select the appropriate course.

![Welcome]

10. Reviews the information displayed and verify that it is correct. If it is not press the back arrow. Otherwise press the “Record Now” button to start recording. You may minimize the vControl Profile window until you are finished with your recording.

![Please review the information:]

- college: Bergen Community College
- department: ITS
- subject: IS
- courseid: 2013_TEST_IS6
11. When you are finished with your class you can press the “Stop Record” button on the vControl Profile window. The lecture capture may take a few hours after the class before it is fully process.

12. Once the video is completely processes you can view it on Show and Share. Log into Show and Share from any computer by going to http://par-sns.bergen.cc.nj.us from any browser. Click “Sign In” at the top right of the screen. Log in with the same username and password that you use to accesses your Bergen portal account.
13. Click the “My Account” tab at the top of the page.

14. If your video has been fully processed it should appear in the Private video tab.

15. Post the Show and Share home page link on Moodle for your students to gain access to the videos.  
   http://par-sns.bergen.cc.nj.us

   ** If you share the direct link to the video from Show and Share students will receive an error message stating 
   that they are not logged in.  They can access the video by pressing OK then clicking “Sign In” at the top right of 
   the window.