## **BERGEN COMMUNITY COLLEGE**

# CirQLive MEETS TEACHER MANUAL

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#### Add CirQlive Activity in a Moodle Course

- 1. Login to your Moodle course
- 2. Click Turn Editing on
- 3. Click Add an Activity or Resource in Topic 0 module
- 4. Select CirQlive
- 5. Click Add
- 6. Type Activity Name such as Classroom Recordings
- 7. Click Save and Return to course

#### Recording a Lecture

1. Select the "CirQlive" Activity at the top of your selected course

| CirqLive Test                     |  |
|-----------------------------------|--|
| Home / My courses / CirqLive Test |  |
|                                   |  |
| Announcements                     |  |
| October 27 - November 2           |  |

2. Select "Quick launch new event"



3. Enter an appropriate description.

| Name:Quick Launched Event                 |                             |            | - | Name your lecture |
|---|-----------------------------|------------|---|-------------------|
| Account: WebEx Meeting Center (monwuka) 🔻 |                             |            |   |                   |
|   | ——Launch with duration of — |            |   |                   |
| 15 minutes                                | 30 minutes                  | 45 minutes |   |                   |
| 1 hour                                    | 1 hour 30 minutes           | 2 hours    |   |                   |
| 4 hours                                   | 6 hours                     | 8 hours    |   |                   |
| 12 hours                                  | 18 hours                    | 24 hours   |   |                   |
|   |                             |            |   |                   |

- 4. Select a launch duration
- 5. Select "Launch"

| Launch | Yo | ur quick launch event "Quick La | aunched Event" has bee | n prepared. |  |
|--------|----|---------------------------------|------------------------|-------------|--|
|        |    | La                              | unch                   |             |  |

6. Enter the room video system address. This will be posted on the side computer monitor in the room.



7. Select "Connect Audio and Video"

|  |  | V Do  | rticiponto |
|--|--|---|------------|
| imes Audio and Video Connection  |  |   |            |
| Select Audio Connection  | n  | Select Video Connection   | I          |
| Call My Video System   | $\sim$                                       | No Video  | ~ 0        |
| 1274@bergen.edu    Image: Connect without pressing "1"   Image: Connect without pressing "1" <td>~<br/>"</td> <td>We can't detect a video<br/>camera device. Make su<br/>your camera device is<br/>connected and try again</td> <td>re<br/>I.</td> | ~<br>"                                       | We can't detect a video<br>camera device. Make su<br>your camera device is<br>connected and try again | re<br>I.   |
|  | Connect Audio a<br>I Will Dial In from My Vi | nd Video<br>deo System  |            |

8. Click the red circle and then the Record button to start recording.



- 9. To record the computer screen click the "Share Screen" button.
- 10. To change the source to document camera press the presentation button on the remote.





- 11. To end screen sharing select "Stop Sharing" located on the overlay at the top of the screen.
- 12. Then click "Stop recording" to end recording.



13. Simply close the window to end the event/recording.

#### View Lecture Recordings

1. Select the "CirQlive" Activity at the top of your selected course

|          | CirqLive Test                     |
|----------|-----------------------------------|
| F        | Home / My courses / CirqLive Test |
|          |                                   |
|          |                                   |
| -        | October 27 - Nove                 |
| . Select | "Event Recordings" tab            |

| Course: Ciral ine Teet   Delet | teachar - View Review                                  | Longert in an Mink     |
|--------------------------------|--|------------------------|
| Course. Cirquive fest Role.    | leacher • view as student                              | Logged in as with      |
| Upcoming Events                | 🄐 Event Recordings 🛛 🌉 Event Attendance 🛛 🧩 Spark SynQ |                        |
| Show Timezone Options          | No upcoming events scheduled                           | Quick launch new event |
|                                |  |                        |

- 3. Navigate to desired event ie: "INF-101 11.16.17"
  - a. Select "View Recordings"

| * | Quick Launched Event (485:203)        | View Recordings Thu, Nov 16th, 2017 1:54  |
|---|---------------------------------------|---|
| * | INF-101-102 11.1.6.17 - 2 (484:202)   | View Recordings Ju, Nov 16th, 2017 10:20  |
| * | INF-101-102 11.1.6.17 (483:201)       | View Recordings Thu, Nov 16th, 2017 10:10 |
| * | Weekly CirqLive Test 15 min (482:200) | View Recordings Thu, Nov 16th, 2017 9:50  |
|   |                                       |   |

4. Select the link that ends in "(Streaming)" to view the recording in the web browser.

