BERGEN COMMUNITY COLLEGE

# CirQLive MEETS
TEACHER MANUAL

Contents

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
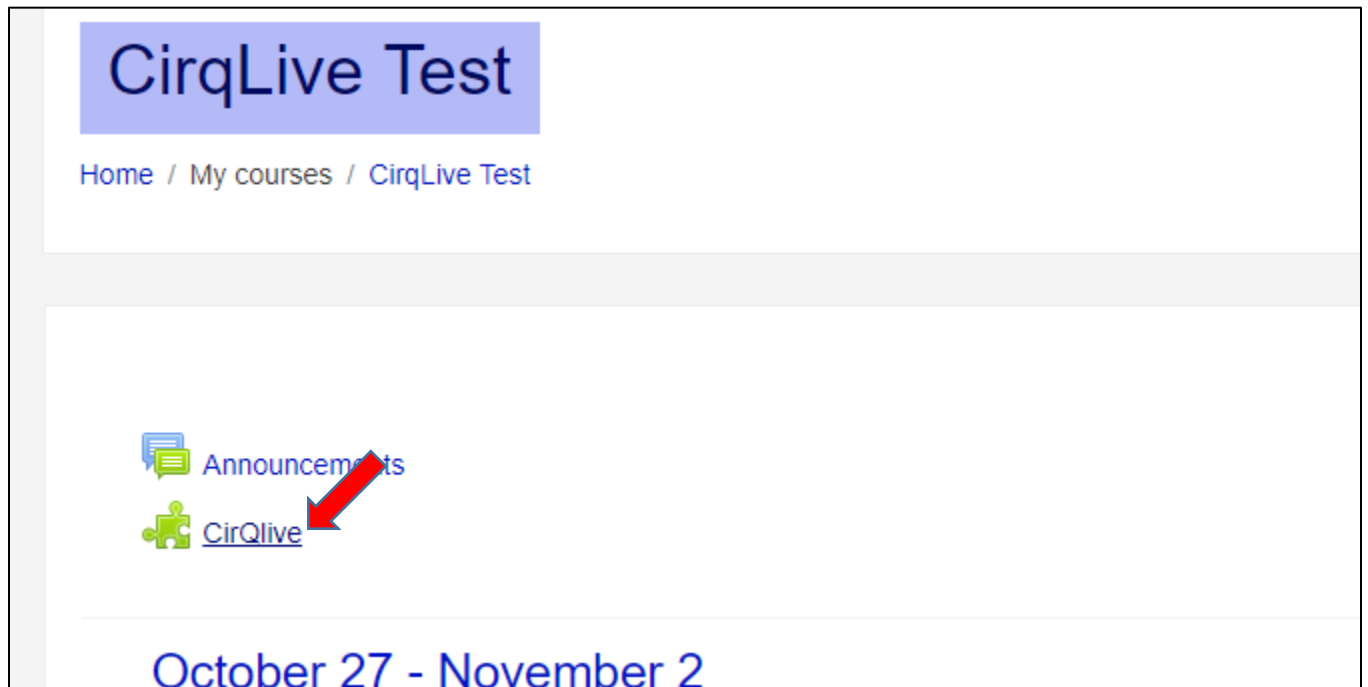
2. Select "Quick launch new event"
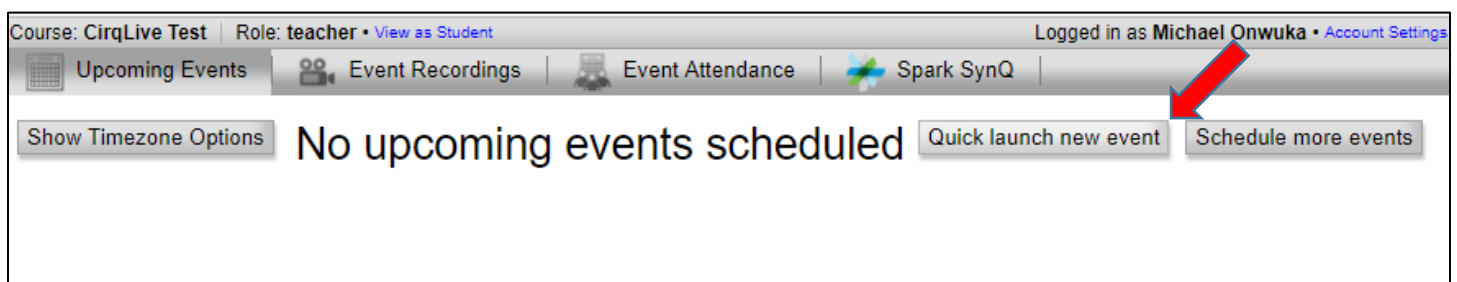
3. Enter an appropriate description.

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

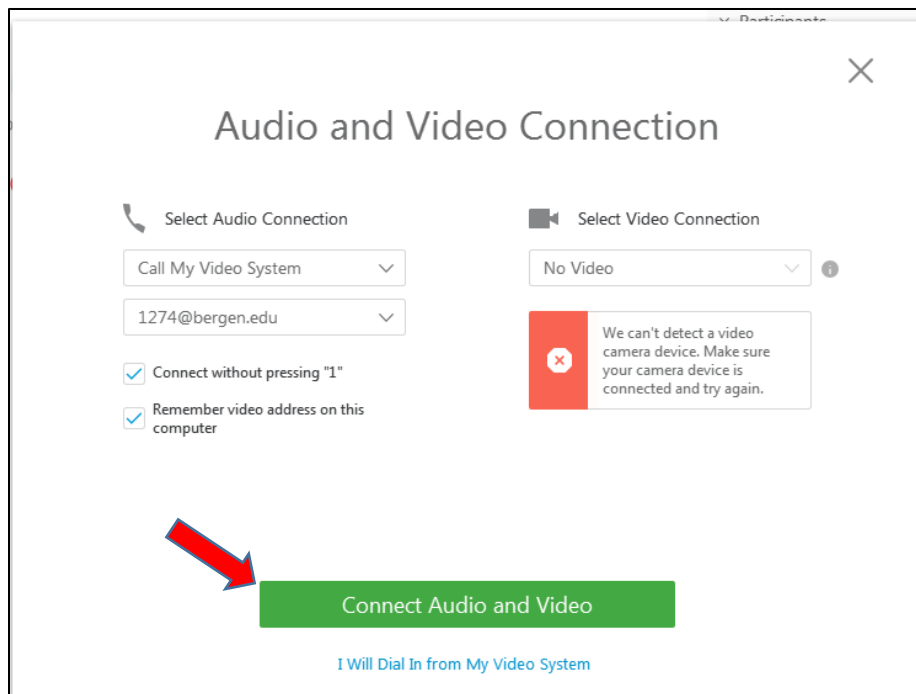Your quick launch event "Quick Launched Event" has been prepared.

Launch

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

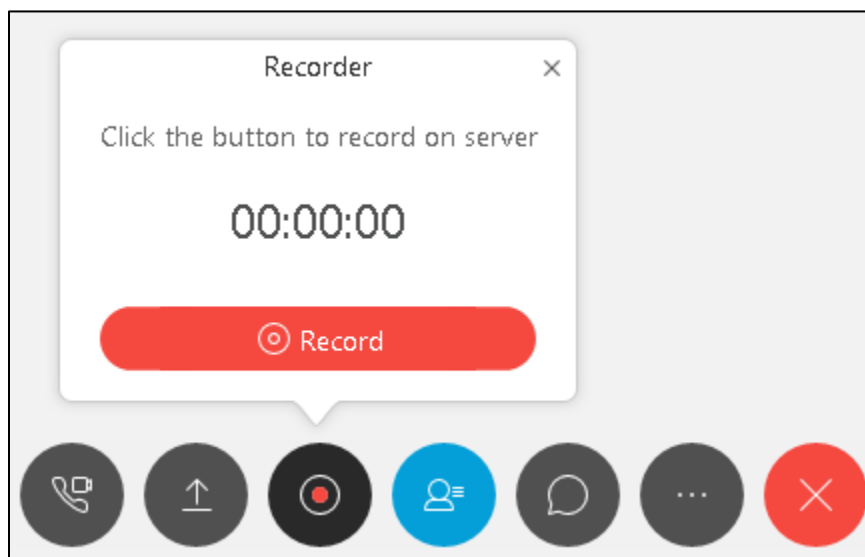Select Audio Connection

Call My Video System

2174@bergen.edu

☑ Connect without pressing "1"
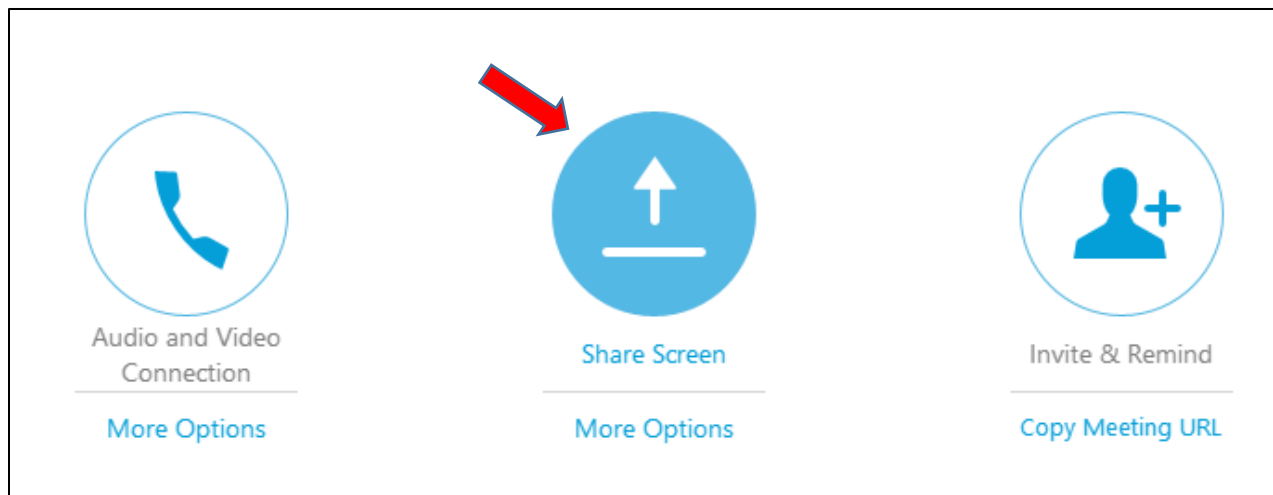☑ Remember video address on this computer
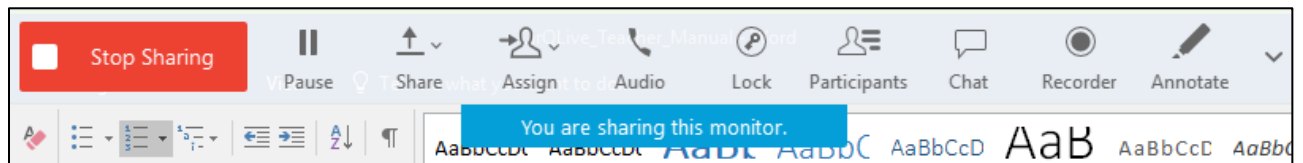
7. Select "Connect Audio and Video"

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

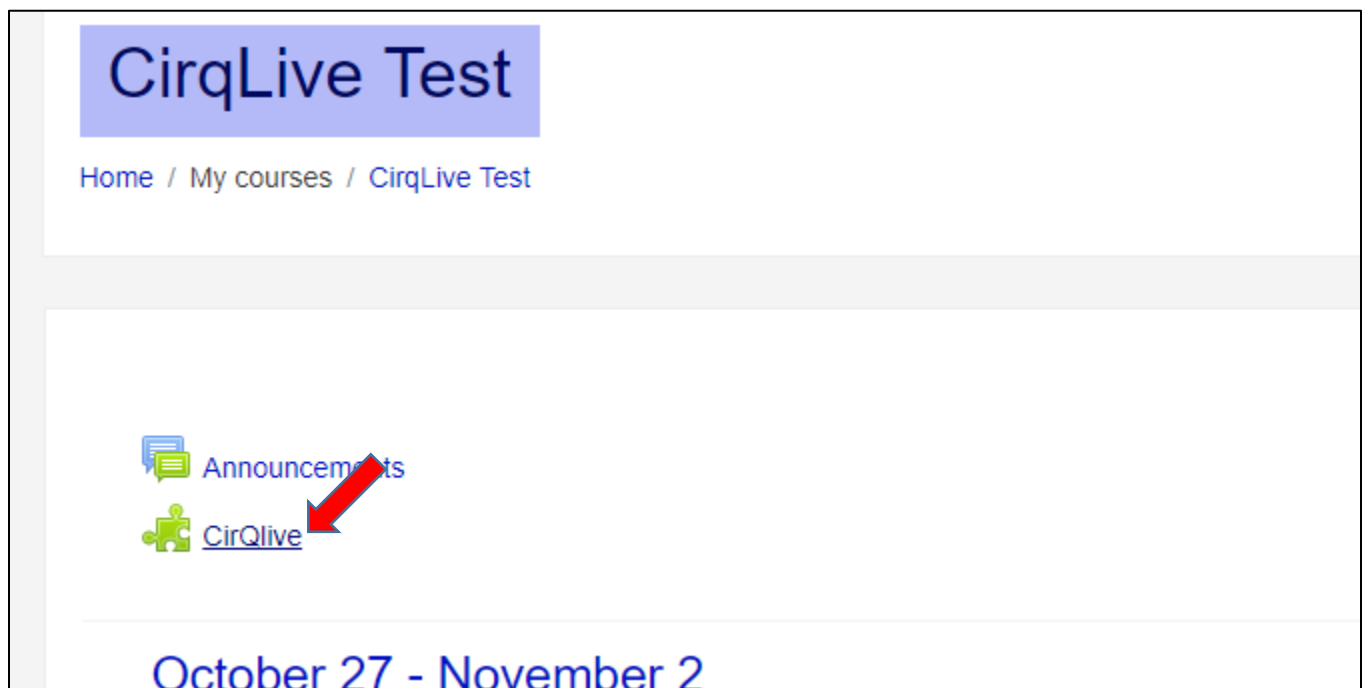9. To also record the computer screen click the "Share Screen" button.

10. To end screen sharing select "Stop Sharing" located on the overlay at the top of the screen.

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

View Lecture Recordings

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

2. Select "Event Recordings" tab

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 Thu, 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.

Video Recordings for INF-101-102 11.1.6.17 ✕

INF-101-102 11.1.6.17-20171116 1511-1
INF-101-102 11.1.6.17-20171116 1511-1 (Streaming)