

## How to make a Slidecast-recording

A Slidecast-lecture is a recording of the lecture with both sound and video coming out of the computer or connected laptop and microphone.

### Start a Slidecast-recording

- Click the “Slidecast” link on the desktop of the computer in the lecture room or go to:

<https://slidecast.vu.nl/>

- Log in with your VUnet-id.
- Fill in a title and lecture series.
- Choose **2u** for a lecture of 2 x 45 minutes.
- Choose the appropriate lecture room and fill in the “**zaalsleutel**” which is a code you can find on the teacherdesk.
- Click “**Bevestig en start opname**” to start the recorder.

The recording device will start the recording session within approximately 20 seconds. The red light will flash when the recording is in progress:



#### Opname College

Collegereeks:	<input type="text" value="Instructie Slidecast"/>
Titel College:	<input type="text" value="Starten opname"/>
Docent:	<input type="text" value="AVC"/>
Organisatie-eenheid:	<input type="text" value="Overig"/>
Omschrijving:	<input type="text"/>
Tijdsduur:	<input type="text" value="2 uur"/>
Gebouw:	<input type="text" value="Hoofdgebouw"/>
Collegezaal:	<input type="text" value="HG-02A00"/>
Zaalsleutel:	<input type="text" value="Nabij de startknop"/>
email:	<input type="text" value="algemeen.avc@vu.nl"/>
<input type="button" value="Bevestig en Start. Opname"/>	

During the recording session the video of the projector and the sound coming out of the speakers will be recorded. **Always use a microphone!** Without the use of a microphone your speech will not be recorded. (Tip: Repeat any questions the audience might have.)

### Stop the recording session

When you're finished with the lecture press the flashing red button to stop the recording session. The recording device will now process your recording.

### Distribution

After processing the recording by the recording device you will receive a link on the e-mail address you filled out in the form. This link is for you to distribute to anyone you desire or to place in the corresponding Canvas Course.

### Assistance

If you have a problem filling out the form, or if for some reason the red button doesn't start flashing, please call immediately with the FCO Servicedesk: 020-5985777

If you do not receive an email with a link to the recording within 2 hours, please send an email to [algemeen.avc@vu.nl](mailto:algemeen.avc@vu.nl).