HOW TO: Lecture Capture using Vyopta

These instructions are for users that have signed on the computer utilizing their CampusID Credentials (i.e. emplid + password) and that are assigned as the instructor for the course. If you are NOT the assigned instructor for a course, please use the instructions for ‘Show All Courses’ access.

1. Double-click the vControl icon.

2. Click the Start Button.

3. The lecture capture application will load.

4. Click the Record button.
5. Click **Show My Courses**. This will allow you to view the list of your courses for the current semester. You will only be able to see the courses that are assigned to you in SOAR.

6. Select the course to record for. If there are more courses not viewable on the initial screen, click and drag up in the course list window to view additional courses.

7. Once the course is chosen, a screen displaying the Course Information will display. Clicking the **Record Now** button will initiate the recording process.

8. When you are ready to finish your recording, click the **Stop Recording** button.