HOW TO: Lecture Capture using Vyopta

These instructions are for users that do not have courses assigned to them OR are recording a session for someone else.

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 **Select From All Courses**. This will allow you to view the list of Colleges.

6. Choose your College. If you do not see your College displayed in the window, scroll by clicking and dragging up on the College display list window in order to locate the correct College. Once the correct college has been located, left-click to select.

7. Click to select your Department. If you do not see your Department displayed in the window, scroll by clicking and dragging up on the Department display list window in order to locate the correct Department. Once the correct Department has been located, left-click to select.

8. Click to select your Course. If you do not see your Course displayed in the window, scroll by clicking and dragging up on the College display list window in order to locate the correct Course. Once the correct Course has been located, left-click to select.
9. The course information will be displayed. Click **Record Now** to initiate the recording process.

10. When you are ready to finish your recording, click the **Stop Record** button.