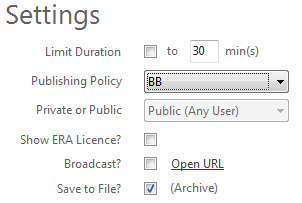
# Quick guide to recording your lecture

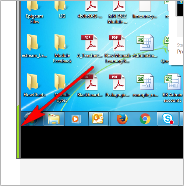
1. On the lectern PC click **Planet eStream Encoder** to open

2. Enter your University username and password then click **Login**

3. Enter a meaningful title for the recording such as module code and date of lecture: **EG101\_111015**

4. **Settings:**

* Ensure the Limit Duration is not ticked
* Publishing Policy should be set to **BB**
* **Show ERA Licence** should not be ticked
* **Broadcast** should be not ticked
* **Save to File** should be ticked

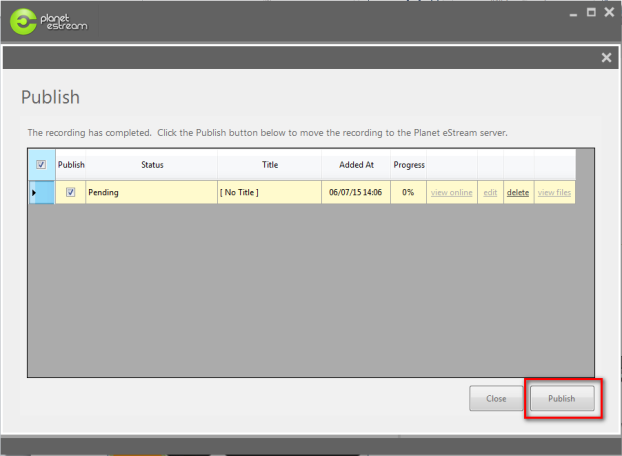
The computer desktop should be visible within the application. If you are using a laptop, the laptop desktop should be seen in the application, as soon as the projector is switched over to the laptop. **Please note: Not all lecterns support the use of lecture capture using laptops**

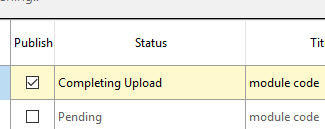
5. Check audio is being recorded; this is indicated by a green ‘levels’ bar appearing on the side of the preview window when input is detected

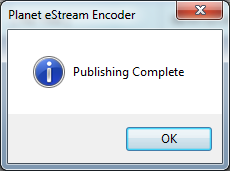
6. To start recording click **Start**

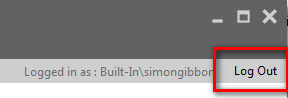
7. If using the lectern PC; minimise the encoder and launch the application you wish to use

8. To stop recording press the **Windows key** on the keyboard to reveal the task bar, click the Planet eStream Encoder **icon** to reveal the encoder application. Click **Stop**



9. Many lectern PC’s now Auto Publish (send the recording to the server). This is indicated by a ‘Completing Upload’ message in the Status column:

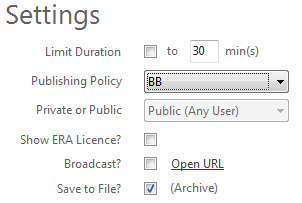
If the Status reads ‘Pending’ just click **Publish**. Once completed click **OK** then **Close**

10. **Log out** of the encoder and click **Exit Application**

# Canllaw cyflym i recordio eich darlith

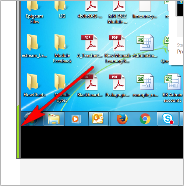
1. Ar gyfrifiadur y ddarllenfa, cliciwch **Planet eStream Encoder** i agor y system

2. Rhowch eich enw defnyddiwr a'ch cyfrinair yn y Brifysgol a chliciwch **Login**

3. Rhowch deitl ystyrlon i'r recordiad, er enghraifft, côd y modiwl a dyddiad y ddarlith: **EG101\_111015**

4. **Gosodiadau:**

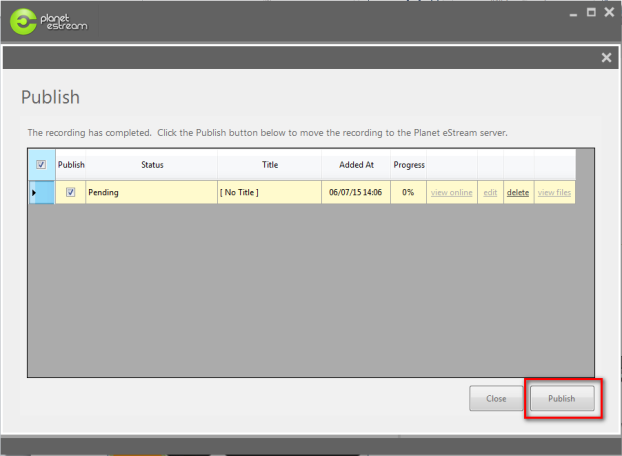
* Sicrhewch nad yw'r blwch **Limit Duration** wedi'i dicio
* Dylai **BB** fod wedi'i ddewis fel y polisi cyhoeddi
* Ni ddylai **Show ERA Licence** fod wedi'i dicio
* Ni ddylai **Broadcast** fod wedi'i dicio
* Dylai **Save to File** fod wedi'i dicio

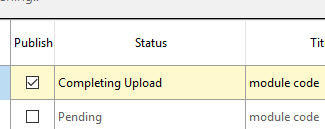
Dylai fod modd gweld bwrdd gwaith y cyfrifiadur o fewn y cymhwysiad. Os ydych yn defnyddio gliniadur, dylai fod modd gweld bwrdd gwaith y gliniadur yn y cymhwysiad, cyn gynted ag y bydd y taflunydd yn newid i'r gliniadur. **Sylwer:** **Ni fydd modd defnyddio gliniadur i recordio darlithoedd gyda phob darllenfa**

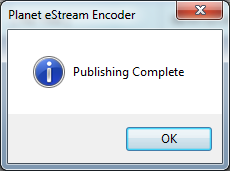
5. Gwiriwch fod y sain yn cael ei recordio; gallwch wirio hyn drwy sylwi ar y bar gwyrdd 'lefelau' a fydd i'w weld ar ochr y ffenestr rhagolwg wrth i fewnbwn gael ei ganfod.

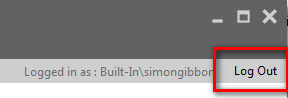
6. I ddechrau recordio cliciwch **Start**

7. Os ydych yn defnyddio cyfrifiadur y ddarllenfa. Lleihewch y codydd a lansiwch y cymhwysiad yr hoffech ei ddefnyddio

8. I stopio'r broses recordio, gwasgwch y fysell **Windows** ar y bysellfwrdd i ddatgelu'r bar tasgau, cliciwch ar yr eicon **Encoder** i ddatgelu cymhwysiad y codydd. Cliciwch **Stop**

9. Mae nodwedd cyhoeddi awtomatig (anfon y recordiad i'r gweinydd) gan lawer o gyfrifiaduron ar ddarllenfa. Caiff hyn ei ddynodi gan neges **'Completing Upload'** yn y golofn statws:

Os yw'r golofn statws yn dweud **'Pending'** cliciwch **Publish.** Pan fydd y broses wedi'i chwblhau, cliciwch **OK** yna **Close**

10. Allgofnodwch o’r codydd a chiliciwch **Exit Application**