Possibilities for Recording in Lecture Halls and Seminar Rooms

One way to enable students who cannot be on site to participate in class is to record the lecture. Some rooms are equipped for automatic recording. The following scenarios outline ways of how to proceed depending on the type of room. Please note that on-site support during the semester is only possible to a very limited extent. We therefore recommend that you test the scenarios before the start of the semester.

General information:
- Except in lecture halls equipped for podcast recording, please use your own laptop, not the lecture hall computer, and make sure to start the recording manually each time.
- In some rooms, there is no room camera installed. Only presentation and sound get recorded.
- If you save recordings in ZOOM or Teams, please observe the respective data protection regulations.
- If you are recording with PowerPoint, you must create the presentation as a screen presentation, then export it as a video and make it available.

Contact: avs-support@zi.uzh.ch
<table>
<thead>
<tr>
<th>Room type</th>
<th>Instructor</th>
<th>Instructor and students</th>
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</table>
| A Lecture hall with podcast infrastructure | – Submit application via form, automatic recording via SWITCHcast
– Camera image is recorded alongside sound and presentation | – Submit application via form, automatic recording via SWITCHcast
Camera image is recorded alongside sound and presentation

Challenges:
– Students’ voices are too low to be picked up by wireless microphone.
– Handheld or engagement microphones (catch box) cannot be used for reasons of hygiene.

Recommendation
– Instructors repeat students’ requests to speak.
– If detailed/extensive student contributions are vital to the class, it is better to hold the event online. |

| B Seminar room with wireless microphone/loudspeaker | Challenges:
– The infrastructure of the AV system is not equipped for recording, and retrofitting (without room camera, however) by HS 2020 is only feasible in ten rooms (procedure in these rooms as in A). Therefore, record the lecture in non-equipped rooms with your own laptop via PPT screen presentation, screen capture software, ZOOM or Teams.
– Be sure to practice hardware/software setup and operation beforehand. Be sure not to exceed the maximum possible distance from the microphone. | Challenges:
The infrastructure of the AV system is not equipped for recording, and retrofitting (without room camera, however) by HS 2020 is only feasible in ten rooms (procedure in these rooms as in A). Be sure to practice hardware/software setup and operation beforehand. |

Option 1 without wireless microphone:
– Recording with Teams or ZOOM
– Everyone brings their laptop and a microphone (or headset with microphone) and starts Teams or ZOOM.
– All participants present turn off headphones/speakers to prevent echo.
– Only the speaker’s microphone is switched on. |
<table>
<thead>
<tr>
<th><strong>Option 2:</strong></th>
<th><strong>Challenges:</strong></th>
</tr>
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<tbody>
<tr>
<td>If the instructor is not heard well enough: Use wireless microphone/loudspeaker system</td>
<td>Usually no electrical outlets available, i.e. laptop batteries need to last for duration of class → switch off camera to save power.</td>
</tr>
<tr>
<td>Laptop records sound output from the room loudspeaker</td>
<td>All participants must configure their sound settings correctly.</td>
</tr>
<tr>
<td>Additional challenge: Simultaneous recording of direct voice and voice from loudspeaker must be prevented → Keep distance from laptop</td>
<td>Requires considerable discipline to ensure all participants operate their equipment correctly.</td>
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<tr>
<td>Sound quality is questionable. Be sure to carry out a test run and check whether the sound quality meets your requirements.</td>
<td>Large student numbers pose organizational challenges.</td>
</tr>
<tr>
<td>We advise against this variant.</td>
<td></td>
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</tbody>
</table>

**Alternative:** Record the presentation at home/in your office or hold the event online.

**Option 2 with wireless microphone:**

- Use a wireless microphone/loudspeaker system and repeat student contributions
- Laptop records sound output from the room loudspeaker

**Additional challenge:**

- Simultaneous recording of direct voice and voice from loudspeaker must be prevented → Keep distance from laptop

**Recommendations:**

- If detailed/extensive student contributions are vital to the class, it is better to hold the event online. Sound quality is questionable. Be sure to carry out a test run and check whether the sound quality meets your requirements.
- We advise against this variant.

**Alternative:** Hold the event online.
### C Seminar room without wireless microphone / loudspeaker

- Recording via PPT screen presentation, screen capture software, ZOOM or Teams
- Bring your own microphone and connect it to your laptop or sit close to the laptop microphone (test beforehand)

**Challenges:**
- Be sure to practice hardware/software setup and operation beforehand. Be sure not to exceed the maximum possible distance from the microphone.

### Option 1:

- Recording via PPT screen presentation or screen capture software
- Bring your own microphone and connect it to your laptop or sit close to the laptop microphone (test beforehand)

**Challenges:**
- Adapting microphone settings to the circumstances
- Students’ contributions may be too quiet to be recorded by microphone (depending on the distance, it is essential to test in advance).
- We advise against this option.

### Option 2:

- Recording with Teams or ZOOM
- Everyone brings their laptop and a microphone (or headset with microphone) and teams or ZOOM is started.
- All participants present turn off headphones/speakers to prevent echo.
- Only the speaker’s microphone is switched on.

**Challenges:**
- Usually no electrical outlets available, i.e. laptop batteries need to last for duration of class → switch off camera to save power.
- All participants must configure their sound settings correctly.
- Requires considerable discipline to ensure all participants operate their equipment correctly.

**Alternative:** Hold the event online.