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/](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:

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).