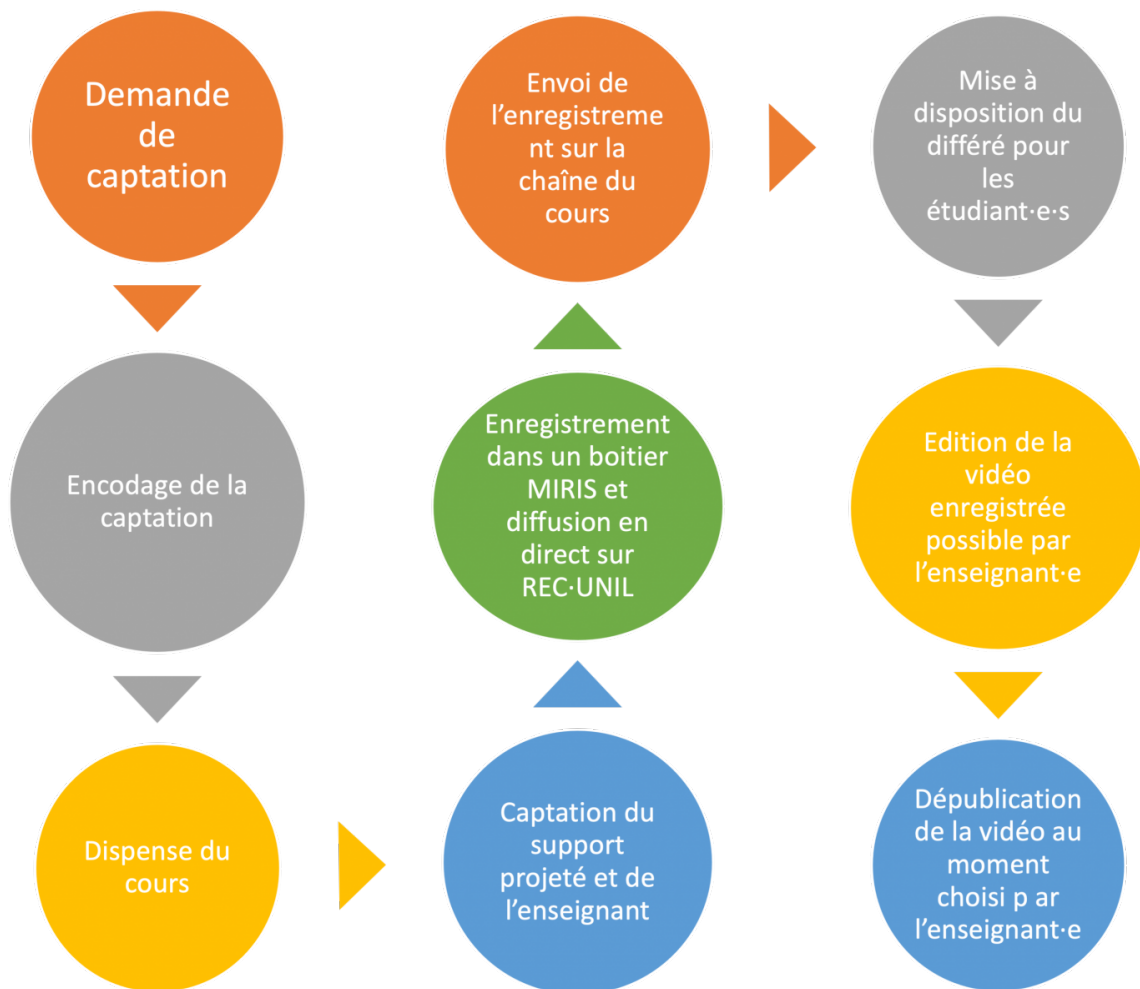


# General principles and technical operation of lecture capture

## Chart of the lecture capture operating system



The entire process is initiated once a capture request is received. Once the request is received, it is encoded on the recording server's calendar and will automatically start at the time chosen when the request was made.

Once in the room, teachers just need to make sure they are using the microphones provided in the room so that the sound is properly broadcasted and then they can teach their class as they normally do.

The signal of what is projected and the sound is sent to a recording box located in the control room.

These boxes make a physical recording of the files and send a signal for the live broadcasts.

The live broadcasts are however independent of the recordings, which means that if there is a problem with the live broadcast of your course, the recording will continue to work and the students will have access to a replay (if there is no technical problem in the room).

At the end of the course, the files recorded in the box are sent and processed on the REC-UNIL server to the channel of your course. The processing of the files can take up to 24 hours due to the large number of files that the system has to manage.

You have the possibility to edit your file by removing parts of the course or break via the "Trim" function available under "Edit".

You can then manage the publication and access to your videos as described later in this guide.

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