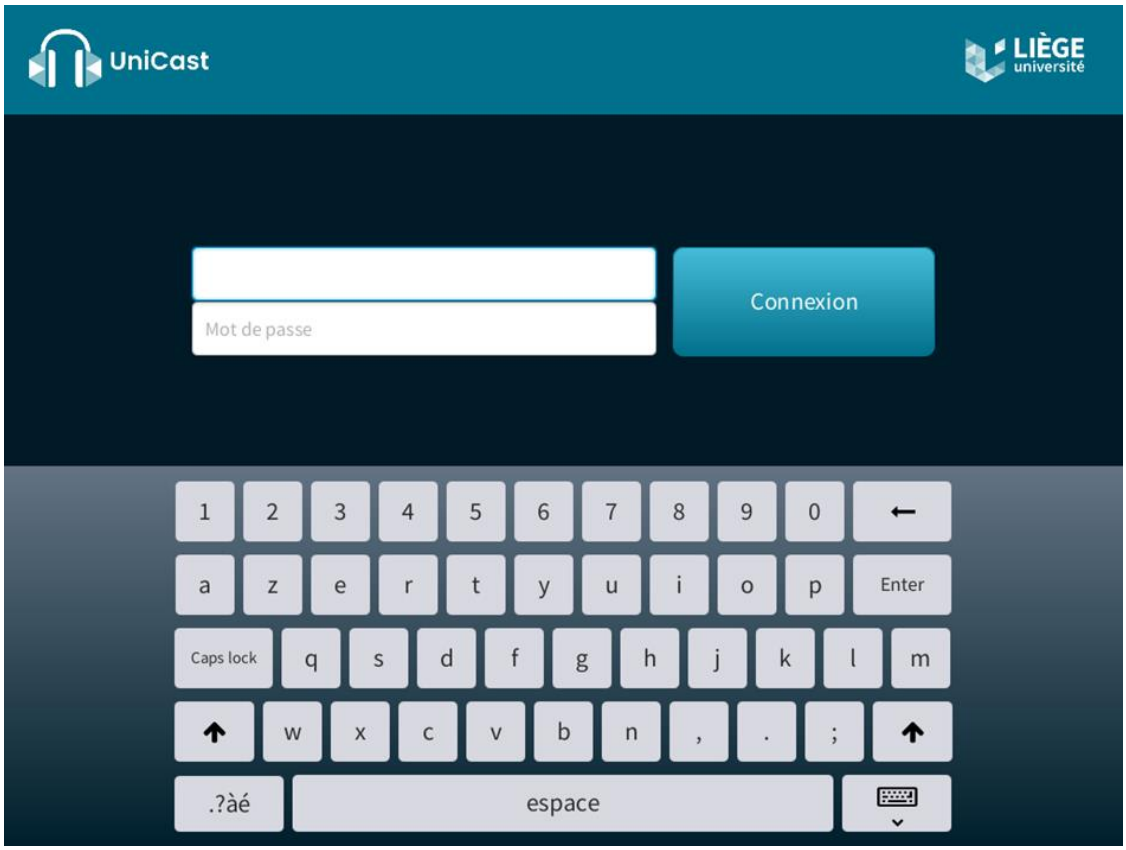
HOW TO USE UNICAST

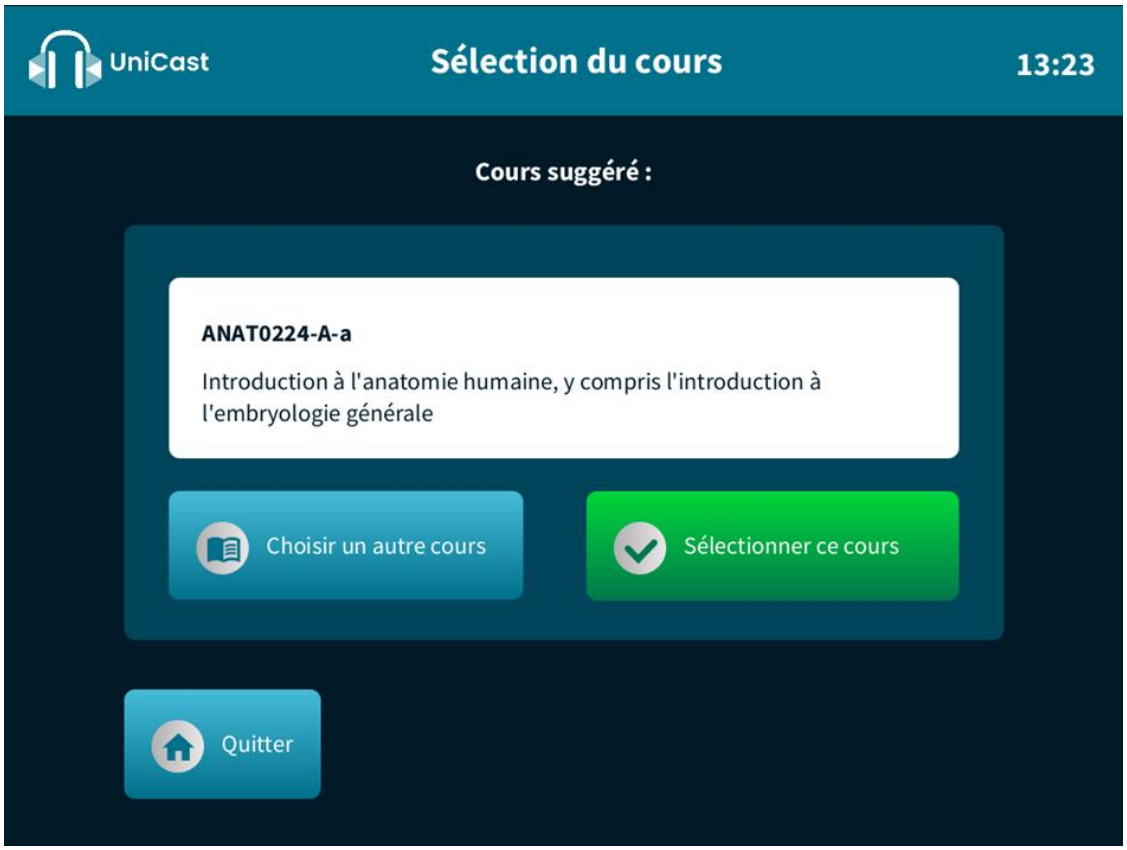
Authentification

A touch screen is available on the console, allowing you to interact with the **UniCast** system. The first step is to identify yourself with your registration number (u123456) and password.



The system then automatically suggests a course based on the day, time and room you are in.

If this suggestion does not correspond to the desired course, simply press **Choose another course** to display a list of the courses assigned to you and select the course to be recorded (choosing the right course will automatically add a title to the podcast and define the groups of students with access to it).

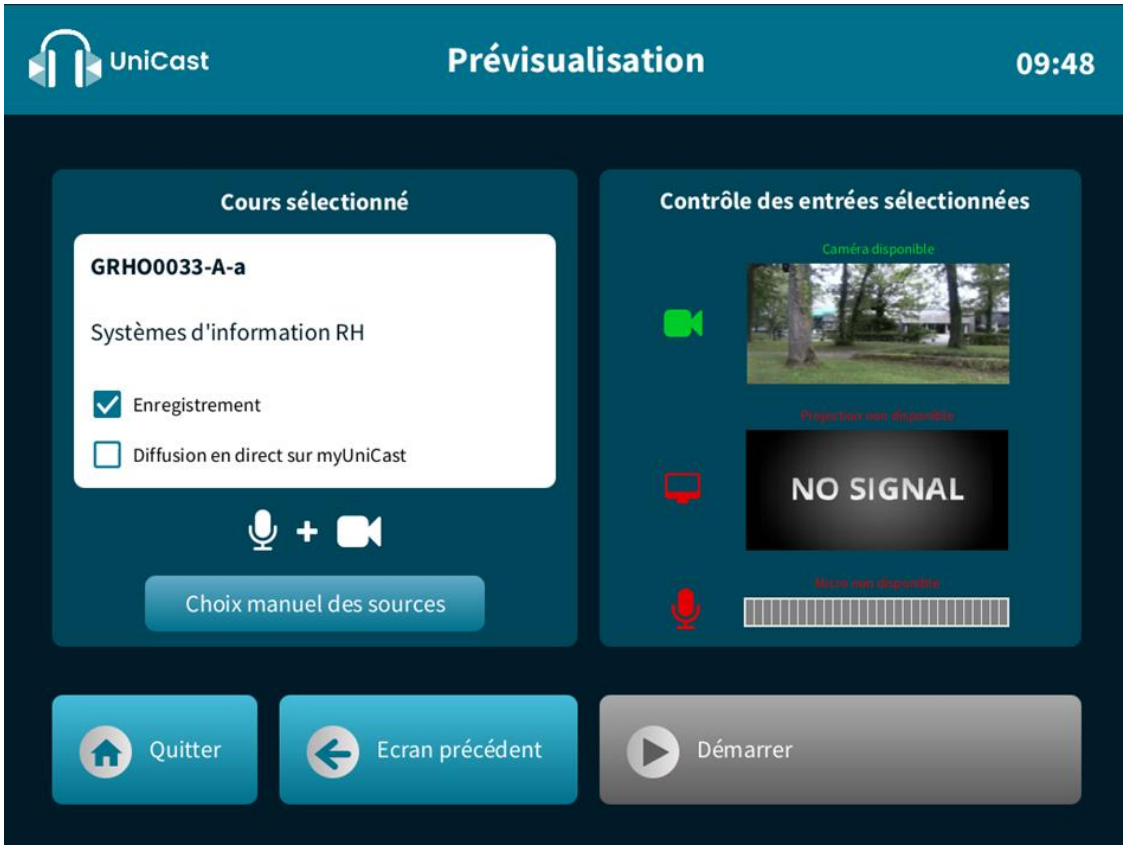

UniCast
Sélection du cours
13:23
Cours suggéré :
ANAT0224-A-a
Introduction à l'anatomie humaine, y compris l'introduction à l'embryologie générale
Choisir un autre cours
Sélectionner ce cours
Quitter

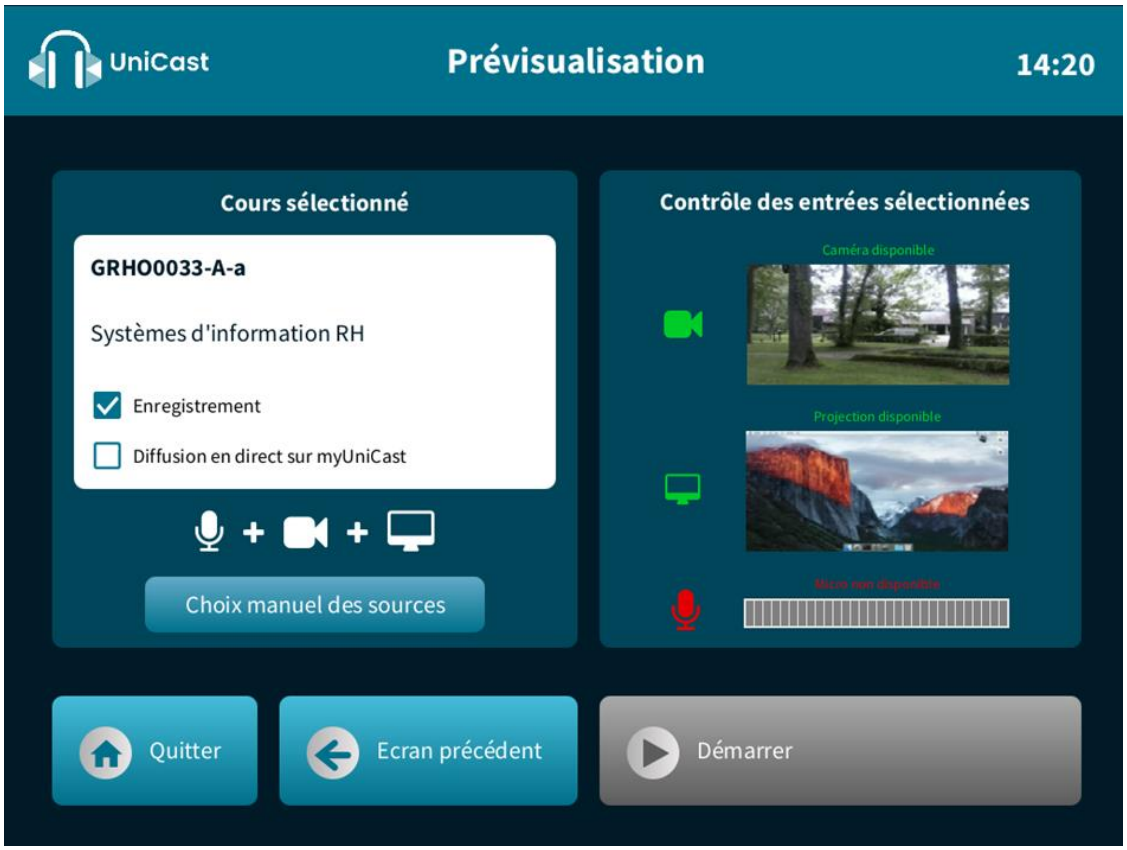

UniCast
Sélection du cours
13:23
APPR0122-A-d Techniques d'apprentissage multidisciplinaire par problème des appareils...
APPR0141-A-a Techniques d'apprentissage multidisciplinaire par problème des appareils...
ASPE0004-A-c Atelier d'écriture scénaristique
ASPE0005-A-a Questions de mise en scène
ASPE0010-A-a Cinéma d'animation
CINE0006-A-a Méthodes et théories de l'analyse de films
CINE0009-A-a Formes et langages du cinéma
Quitter
Ecran précédent

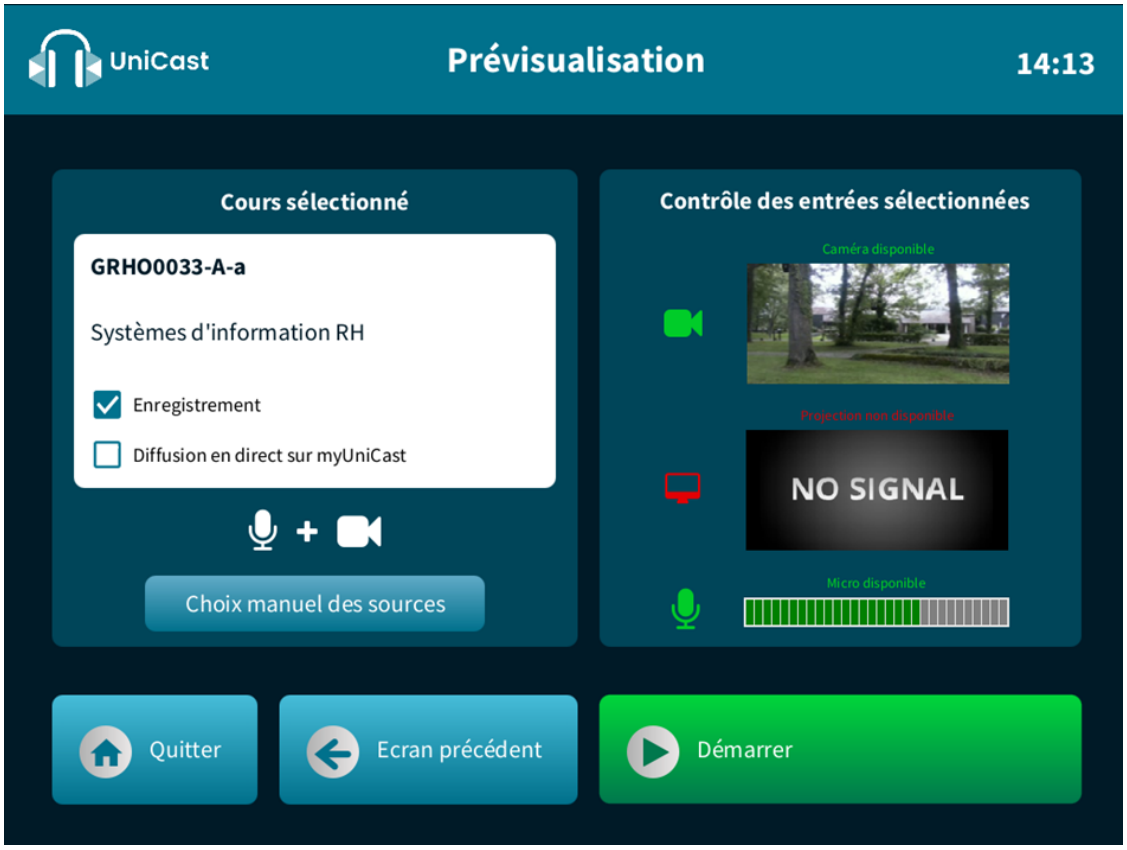
Selection of available inputs

Once the course has been correctly selected, an overview of the available inputs (presentation, video or video & presentation) is displayed. This allows you to check the state of the system and which sources will be recorded.

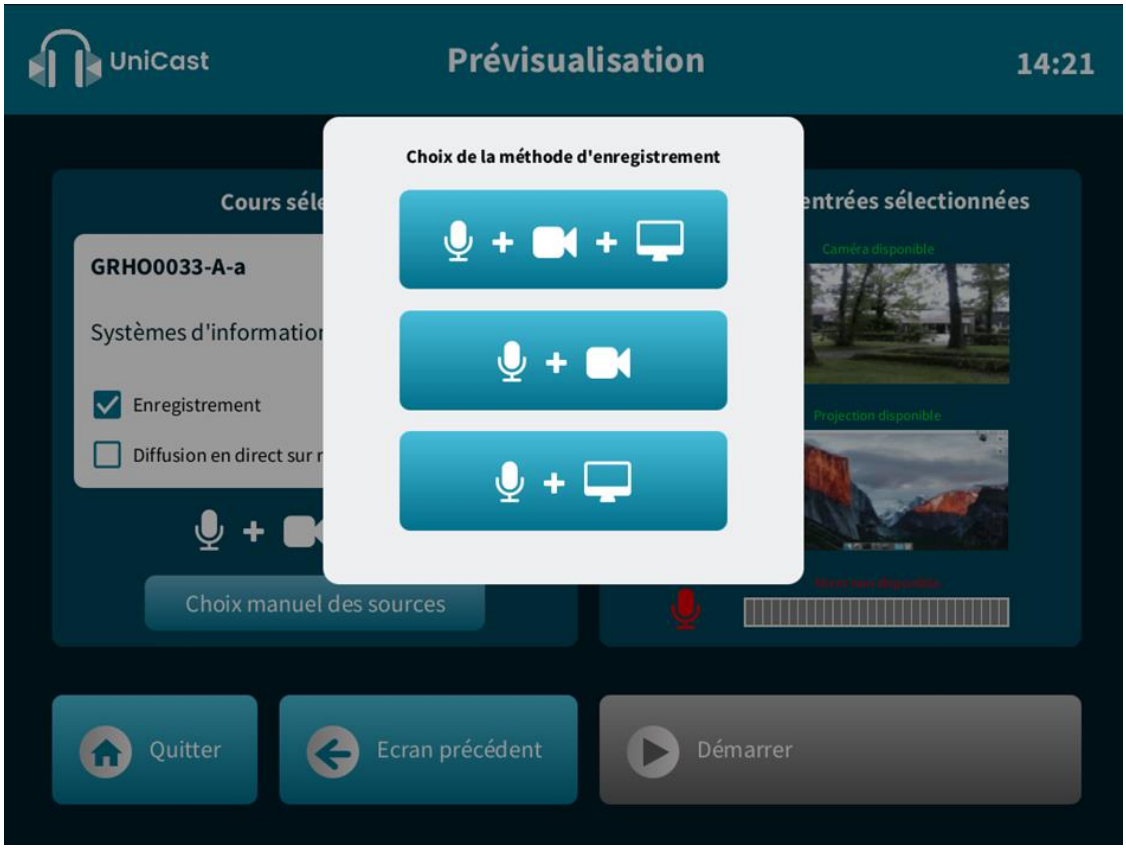
Touch the image to view a larger preview in real time.

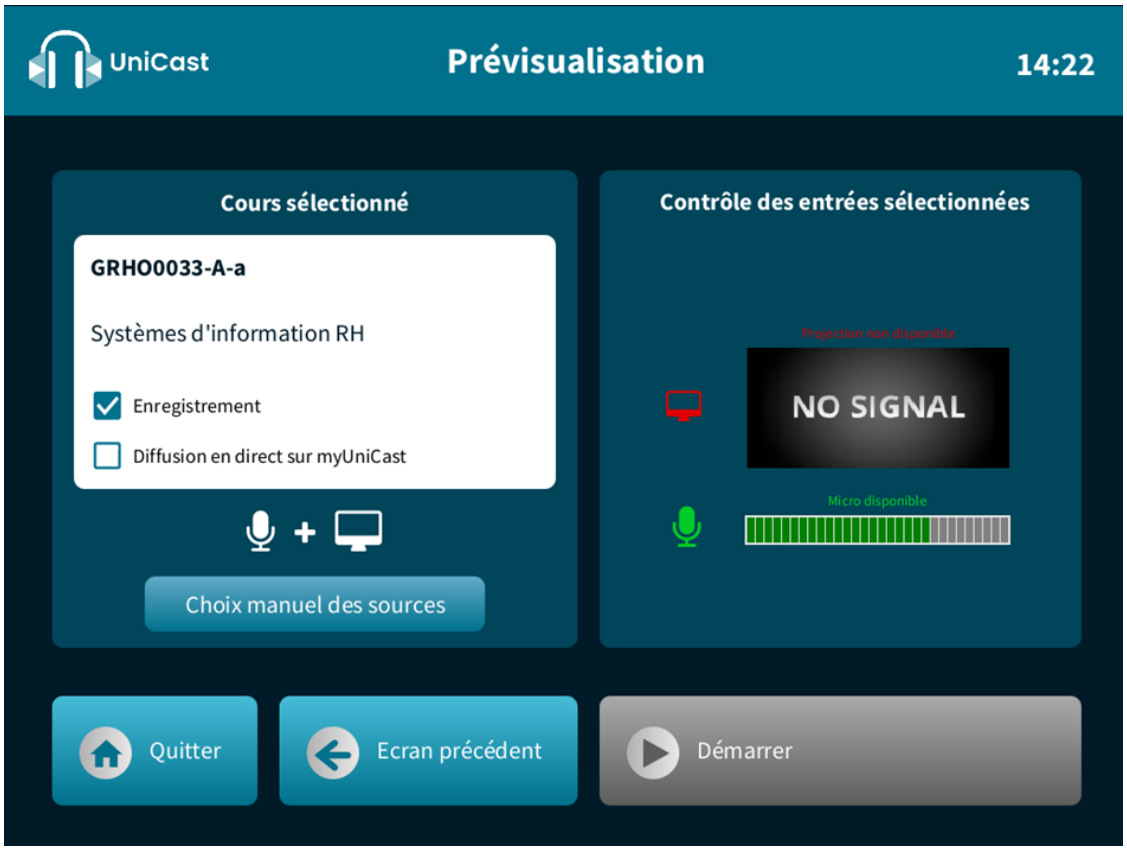



UniCast
Prévisualisation
14:20
Cours sélectionné
GRHO0033-A-a
Systèmes d'information RH
Enregistrement
Diffusion en direct sur myUniCast
Choix manuel des sources
Contrôle des entrées sélectionnées
Caméra disponible
Projection disponible
Micro non disponible
Quitter
Ecran précédent
Démarrer

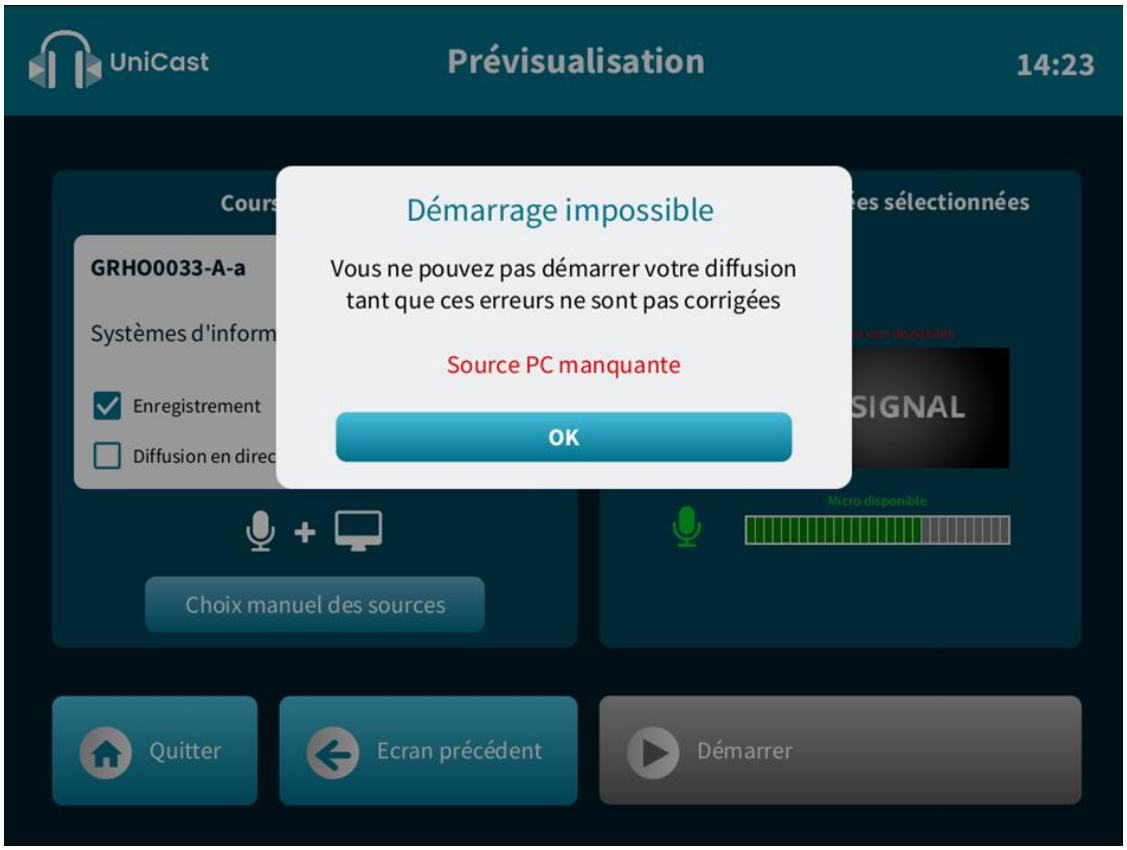

UniCast
Prévisualisation
14:13
Cours sélectionné
GRHO0033-A-a
Systèmes d'information RH
Enregistrement
Diffusion en direct sur myUniCast
Choix manuel des sources
Contrôle des entrées sélectionnées
Caméra disponible
Projection non disponible
NO SIGNAL
Micro disponible
Quitter
Ecran précédent
Démarrer

If the default source selection doesn't suit your needs, you can change it by clicking on **Manual source selection**. You can then decide not to record the video or your presentation.



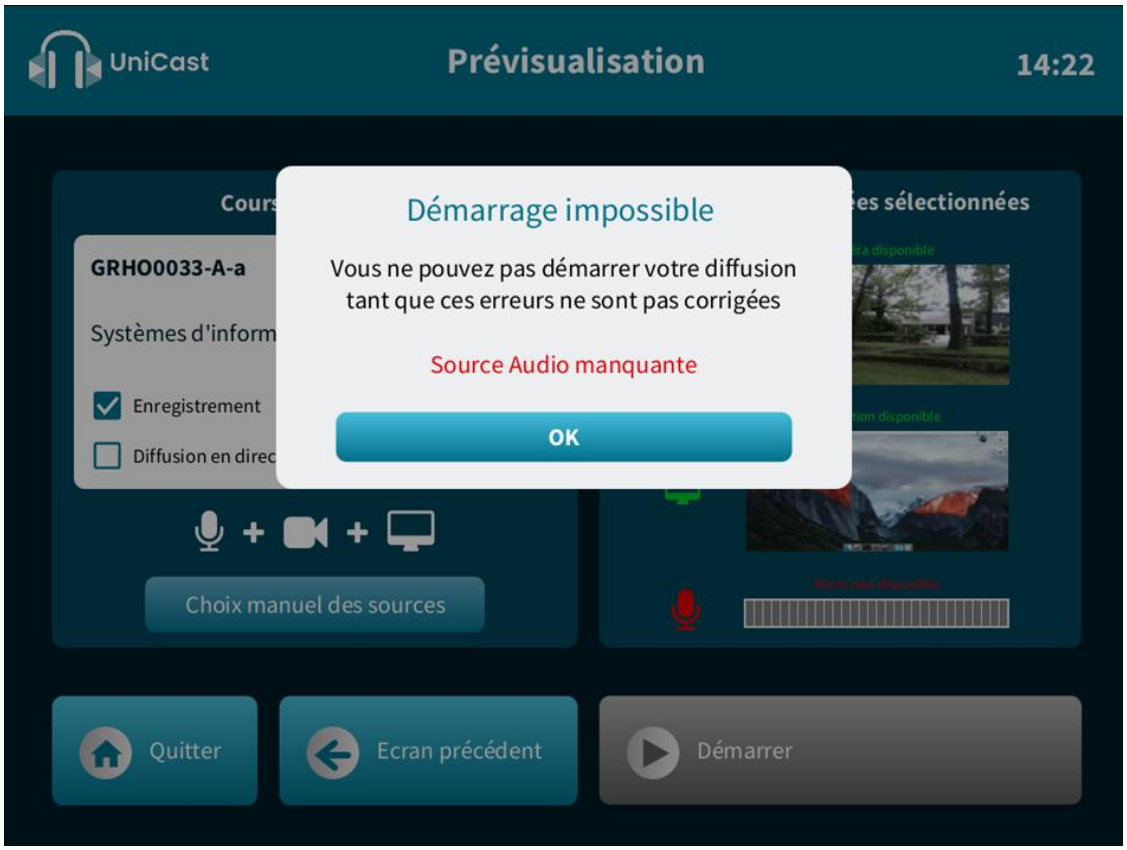


In order not to record a podcast if a requested source is not present, the system checks which sources are required and which are present. In the event of inconsistency, you will not be able to start the recording, and a red message will indicate the reason for this.



In the example above, for example, you were specifically asked to record the audio and the presentation. As the presentation is not present, you cannot start the recording.

The sound system also needs to be checked. To do this, the recorded volume indication (displayed in real time) must exceed 50% at least once. Talking or tapping the microphone is enough to check the system. If the sound system is considered inactive, an explicit message will also be displayed, and you will not be able to start capturing.


UniCast
Prévisualisation
14:22
Démarrage impossible
Vous ne pouvez pas démarrer votre diffusion tant que ces erreurs ne sont pas corrigées
Source Audio manquante
OK
GRHO0033-A-a
Enregistrement
Choix manuel des sources
Quitter
Ecran précédent
Démarrer

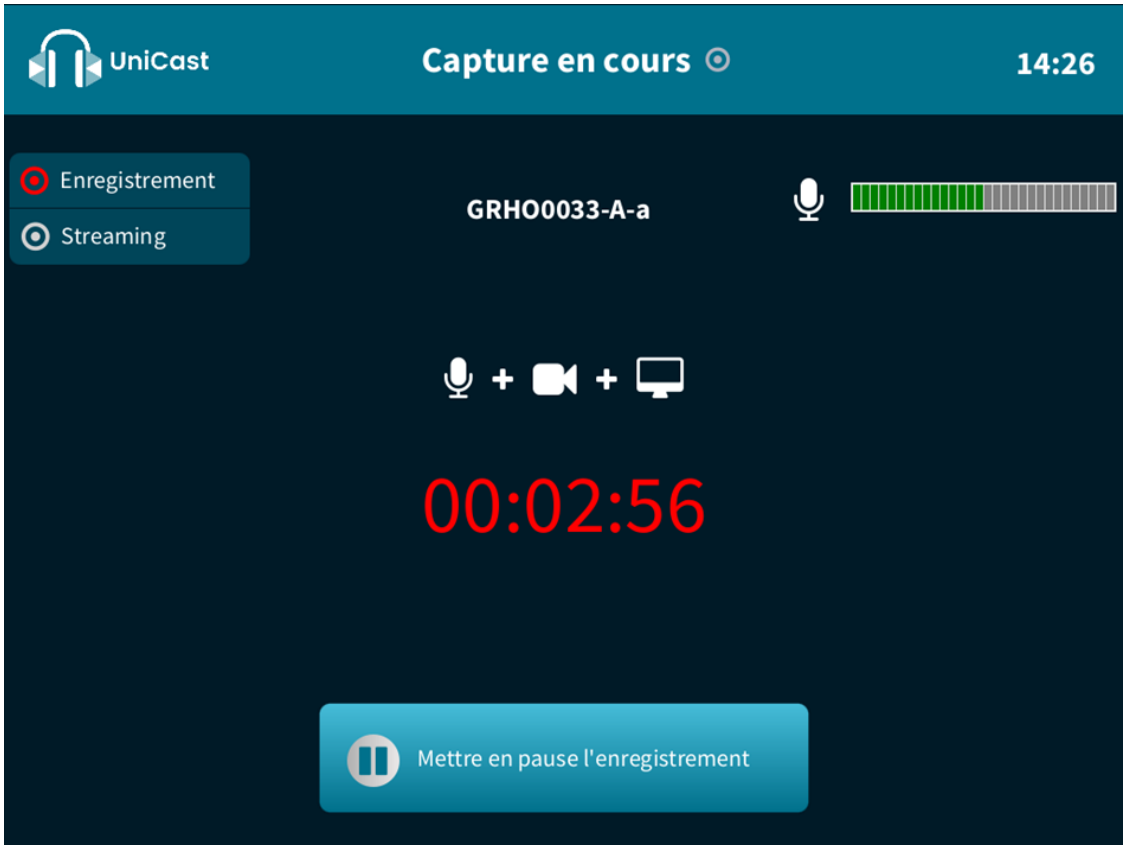
Live recording/broadcasting

Before starting capture, you must indicate the desired method:

- **Recording**: the selected sources will be recorded, and the videos made available offline until they are taken offline at the start of the next academic year.
- **Live broadcast on myUniCast**: your students will be able to watch your selected sources live from myUniCast. However, they will not be able to interact with you.
- Of course, you can select one method, the other or both.

Once all the necessary sources have been correctly detected, you can **Start Capture**.

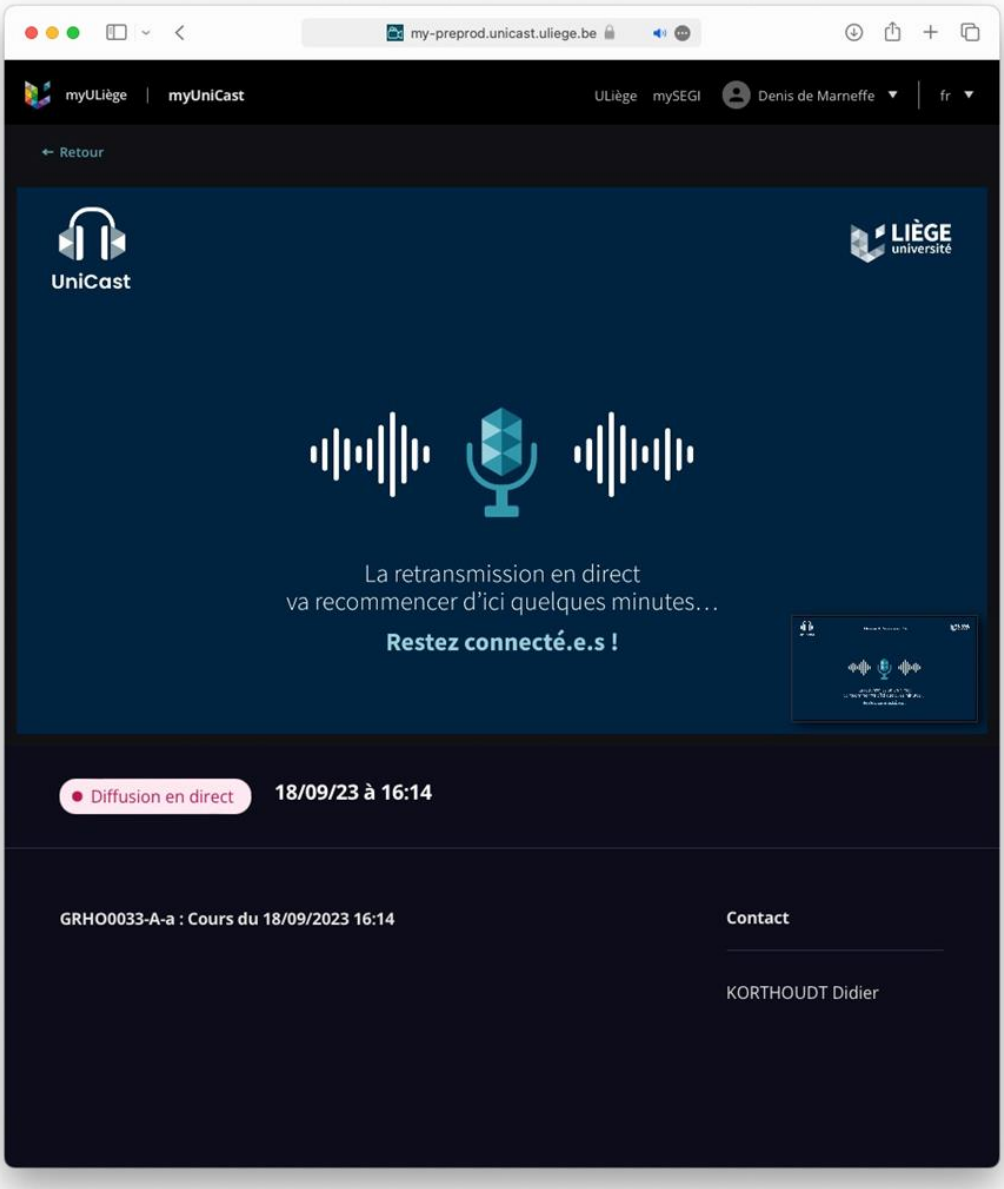
As the system is fully automatic, you can give your lesson in the usual way, taking care to stay within the camera's field of view if necessary. The elapsed time scrolls while your lesson is being recorded, along with a real-time indication of the recorded volume and a reminder of the type of capture requested (recording vs. streaming).



And what about during a break?

If you pause a lesson, you can temporarily stop the recording and then resume it. All you have to do is click on “Pause recording” and then, at the end of the pause, “Resume recording”.

If you're broadcasting your course live, your students will see a message indicating that the broadcast is paused and inviting them to stay connected. They won't be able to hear you.



A volume check is again necessary before resuming recording. Again, speak or tap the microphone to exceed 50% and unlock the system.

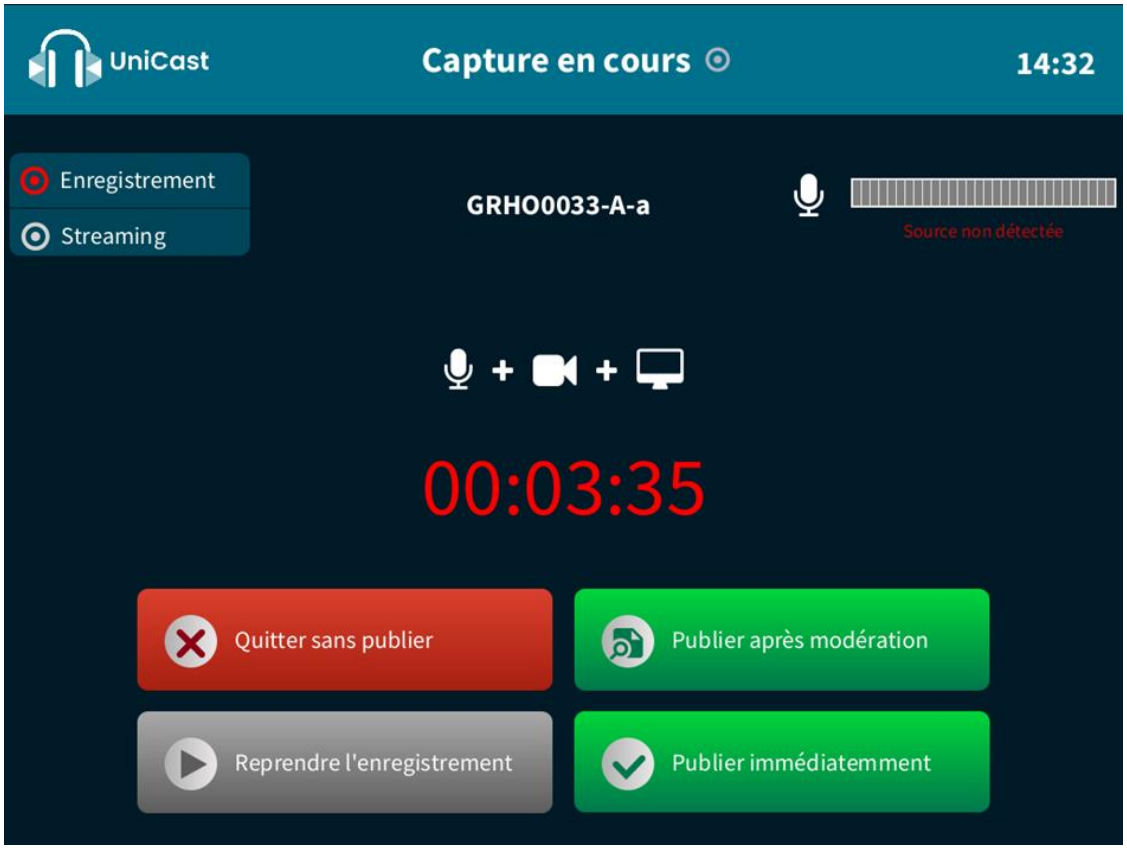


At the end of the course

At the end of the course, you can stop the recording completely by first pausing it and then pressing Stop recording. You will then be asked to choose one of the following actions:

- **Exit without publishing** => the course will be neither recorded nor published.
- **Resume recording** => in the event of a false move (at the end of a pause, for example). Again, the volume is checked.
- **Publish immediately** => as soon as it has been processed, the podcast will be automatically published on myUniCast and made available to students regularly enrolled in your course.
- **Publish after moderation** => as soon as it has been processed, the podcast is published in myUniCast for you only. After viewing, you then have the option (via myULiège) of publishing the recording for your students or deleting it altogether.

It should be noted, however, that the Moderation option only allows viewing, not editing. It is not possible to modify the recording in any way, since the aim is to enable students to review the lesson as it was given.



If you are authenticated and no recording is in progress, a screen saver will appear after 2 minutes. You can remove this screen saver simply by touching the screen.

If you remove this screen saver more than 30 seconds after it appears, you will be asked to re-authenticate. Successful authentication will take you to your last state: course selection or source preview if recording has not yet started; pause otherwise.

If the screen saver is not deactivated after 30 minutes, you will be automatically logged out. If a recording was paused, it will be processed and published on myUniCast “after moderation”. It is then up to you to decide whether or not to make it available to your students.