If you are teaching in a General Purpose Classroom that is equipped with a microphone, you may use the classroom audio system to record your voice on a class capture system (such as Camtasia Relay).

To do this, you will need to connect your laptop computer to the classroom audio system using the cable and adaptor described below.

1. Locate the cable labeled “USB Camera & Audio” (pictured left) in the pocket of the instructor station. Connect this cable to your laptop computer (pictured right).

2. Plug the female RCA jacks into the male RCA plugs as shown.

3. Connect the single RCA adapter plug into the RECORD OUT jack on the classroom instructor station.

4. Connect the 3.5mm (1/8”) plug into the Microphone jack on your laptop.

Once the cables are properly connected, any audio produced by the classroom A/V system, including microphone audio, will be available for recording on your laptop. Be certain that the software you are using is set to record from an external microphone connection and not the internal laptop microphone.

Questions about using class capture equipment and audio systems in general purpose classrooms, please contact the Classroom Support Hotline at 612-625-1086 or classrm@umn.edu.

If you have questions about using specific software to record or distribute your course audio and video, please contact the Office of Information Technology or refer to their online resources at it.umn.edu.