Use the Lecturecast system to schedule and manage lecture recordings of teaching events, add and share materials with participants via Moodle and monitor and gather information about your classes.

These Wiki pages contain important information about how the system operates at UCL including guidance on scheduling and accessing recordings.

Scheduling for the 18/19 academic year has been postponed due to changes in the CMIS room booking system.

Events for 18/19 should be ready for scheduling from week commencing 28 August.

New for 2018/19

>> Migration of Legacy Lecturecast Content
The migration of content from the legacy Lecturecast system (pre-summer 2017) to the current Lecturecast system has now been completed. This means every recording from the legacy system (available, unavailable, archived) now has a copy within the current Lecturecast system.

More Information

Lecturecast enabled teaching spaces
Find out which teaching spaces are Lecturecast enabled.

Record a special event
If you wish to record a special event, email the Digital Media team. Special events includes: inaugural lectures, conferences, outreach events, public events, CPD.
Quick Start

**Step 1:**
Schedule the recording of a lecture using the Lecturecast Scheduler.

Log in to Lecturecast Scheduler

**Step 2:**
Make the recording available to students via their Moodle course.

Log in to Moodle

**Step 3:**
Edit and manage recordings using Lecturecast ALP.

Log in to Lecturecast ALP

Migrated legacy content may be published into current Lecturecast sections. Guidance on the re-use of recordings from previous academic years can be found here.

**Important Note:** Due to the nature of the migration process, content master files have been migrated to the personal library of one of the Instructors/Administrators on the original section, as well as the legacy section being created.

Please **DO NOT DELETE** legacy recordings from your personal library unless the content is no longer required, as this will be the only version of the content moving forward.

The Lecturecast service has a data retention period of 7 years in line with UCL data protection policy. After 7 years material will be auto-deleted unless it is republished to a new section, which will reset its retention period.

>> Decommissioning of Legacy Lecturecast

Frequently Asked Questions

Find answers to common questions in our list of FAQs.

Attend a training session

Book a Lecturecast training session via the UCL Single training booking system.

Lecturecast Online Help

Browse the Echo360 guides for Lecturecast (ALP) at Lecturecast Online Help.

Help and Support

For help and support, please email lecturecast@ucl.ac.uk
The legacy system will be decommissioned following the outline programme below.

- Access to the legacy Lecturecast system will be removed. (Look out for future communications). Links to content within the legacy Lecturecast system (e.g. recording can be viewed from Moodle snapshots or web pages) will continue to work until the system is fully decommissioned.

- The system will be fully decommissioned during the first quarter of 2019.
If you have any content that needs to be viewed by non UCL staff students or material that is for an audience other that students on taught modules/programs, then the material will need to be hosted on UCL Mediacentral.

It is important to remember that the current Lecturecast system is for taught material only delivered to UCL students. The service no longer supports external public linking to material (you require a UCL login to view) nor does it support the hosting of content that is not related to taught module/program delivery.

As all material has now been migrated to the current Lecturecast system, there may be some material you wish to move to Media Central. This can be done by downloading content from Lecturecast platform and then uploading the content to Mediacentral.
Instructions for downloading material from Lectrecast

Instructions for uploading material to Mediacentral

If you have any questions please email the Digital Education team

> Lecturecast Recording Lights
The Lecturecast Project team are trialling lecture recording indicator lights in a number of centrally bookable rooms across campus (refer to the list below for details).

An indicator light has been mounted on the podium desk in these teaching spaces. The light will display different colours depending on whether a recording is taking place, is paused or whether there is a fault with the recording device.

In addition, you will be able to use the light to pause and resume a recording. This may be useful to remove conversations during lecture breaks.
1. Christopher Ingold
   XLG1 LT
   1-19 Torrington Place, room 113
   (note: this is a cluster room)
2. Robert's Building 106
3. 14-16 Taviton Street, room 433
4. Chandler House G10
5. IOE - Bedford Way (20) - Elvin Hall room 104
6. Medawar Building G02
   Watson LT room G02

For more information about this trial visit the Digital Education blog.

Access instructions for using the recording lights here.

Training Guides
Lecturecast Scheduler

- Learning the basics
- Create and edit a schedule
- Create bulk schedules
- Delete schedules
- Non-modular events

Linking Moodle to Lecturecast

- Create a link on a Moodle course to a Lecturecast section
- Remove a Lecturecast link from a Moodle course
- Change Lecturecast display settings
> Lectures

Recast

ALP

- Learning the basics
- Logging in to ALP
- Edit a capture
- Publish content
- Enable/disable student downloads
- Download content
- Add content to a class
- View class content
- Remove the presenter from a recording
- Reuse recordings from previous academic years
- Downloading PCAP software
- Logging in to PCAP
- Create a recording
- Publish a recording
- Delete a recording