Lecturecast Home Page

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.

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

New for 2018/19

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 Digit al Media team. Special events includes: inaugural lectures, conferences, outreach events, public events, CPD.
As you are aware we are trialling recording lights in a number of teaching spaces.

We are inviting all presenters who have used Lecturecast in one of these teaching spaces to fill out this short survey and provide us with some feedback. It should only take a couple of minutes and your feedback is anonymous.

The link to the survey is: https://opinio.ucl.ac.uk/s?s=57645
Using recordings from previous academic years

Recordings from the legacy Lecturecast system are now available within the current Lecturecast system and may be published into current Lecturecast sections.

Guidance on the re-use of recordings from previous academic years can be found here.

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.

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.
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
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 than students on taught modules/programmes, then the material will need to be hosted on UCL Mediacentral. Please see here for instructions on how to do this: https://wiki.ucl.ac.uk/x/3AD0BQ

It is important to remember that the current Lecturecast system is for taught material only delivered to UCL students.

If you have any questions please see our FAQs and/or e-mail Lecturecast@ucl.ac.uk

>> 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
2. 1-19 Torrington Place, room 113 (note: this is a cluster room)
3. Robert's Building 106
4. 14-16 Taviton Street, room 433
5. Chandler House G10
6. IOE - Bedford Way (20) - Elvin Hall room 104
7. 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.
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
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
Personal Capture (PCAP)

- Downloading PCAP software
- Logging in to PCAP
- Create a recording
- Publish a recording
- Delete a recording