Lecturecast Resource centre

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 at Media team. Special events includes: inaugural lectures, conferences, outreach events, public events, CPD.
The Lecturecast system has a new interface:

From the morning of 23/1/19 a new interface will be implemented by Echo360 for the Lecturecast system. Everything you could access previously is still accessible. The new interface is quite intuitive but if you find yourself wondering where some aspect of Lecturecast functionality now sits, you will find these guides useful.

Note the Lecturecast scheduler interface is not affected by this update.
SURVEY: Lecturecast Recording Lights

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. Thank you.

The link to the survey is: https://opinio.ucl.ac.uk/s?sid=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.
The legacy system will be decommissioned following the outline programme below.

- Access to the legacy Lectur ecast system will be removed. (Look out for future communications). Links to content within the legacy Lectur ecast 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 email 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.
Lecturocast Scheduler
- Learning the basics
- Create and edit a schedule
- Create bulk schedules
- Delete schedules
- Non-modular events

Create Lecturecast Link
- Create a link on a Moodle course to a Lecturocast section
- Add an additional Lecturocast section to a Moodle course
- Remove a Lecturocast link on a Moodle course
- Change Lecturocast display settings
Lectures and 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

Personal Capture (PCAP)
- Downloading PCAP software
- Logging in to PCAP
- Create a recording
- Publish a recording
- Delete a recording
The Lecturecast Project team are going to migrate all Legacy recordings to Lecturecast before the Legacy system is decommissioned. The target date for the migration is July 2018.

Once the migration has been completed we will provide instructions for you to access your migrated recordings.

In the interim, if you need to access a Legacy recording you can:
• Download individual recordings and upload them to the new system (refer to the Migrate Legacy content guide for instructions)
• Provide students a link to the particular recording in the Legacy system

**NOTE:** There is currently no process for bulk downloading of legacy recordings.