Reuse recordings from previous academic years

There may be circumstances in which older recordings need to be re-used in a currently published section. For example, a recording is cancelled but the same lecture delivered in a previous year is deemed appropriate. The recommended way of achieving this is to publish a copy of the older recording into the appropriate current section. The person undertaking this task will need to be an instructor on both the old section from which the recording is copied and the new section into which it is to be published.

1. Navigate to Lecturecast ALP

Refer to Logging in to ALP for instructions on how to do this.

You can also access Lecturecast ALP via your Moodle courses and then access your Library as described below.

2. Locate the recording

2.1 Access the Echo360 Home page

Click on the Echo360 icon to navigate to the Echo360 Home page. Note that you will only have access to sections that you have previously accessed through a link on a Moodle course.

2.2 Search for the relevant Lecturecast section/course containing the recording you wish to republish
Use the Search box and filtering options to find the relevant course.

2.3 Click on the section/course to find the recording

3. Create a copy
Click on the video icon for your chosen recording and select 'Create copy'.

Then, click OK in the warning dialogue box.

The copy you've created is now owned by you and will appear in the Echo360 Home page under the 'My Content' or 'All Content' tab.

4. Publish the copy to a new section

You can publish content from The Echo360 Home page into any Lecturecast section/course on which you are an Instructor.

4.1 Locate the recording
Locate the copy in either the ‘All Content’ or ‘My Content’ tab (use the Search facility if necessary)

4.2 Select and open the recording you wish to publish

Click on PUBLISH to publish the recording

You may want to rename the file by clicking on the ‘pen’ icon on the top right hands side of the screen
4.3 Publish to the relevant course

Select to publish 'To a course' and select the relevant course and section details from the drop down lists.

⚠️ Note that if you are publishing to a course, you should ‘Add a new Class’ when prompted to avoid overwriting existing content in the course! (Enter title, date and time of recording so that this information is populated for students).

Choose from available/unavailable options for students to view, then select 'PUBLISH' to publish the recording.

⚠️ You can leave content hidden and make it available for students to view at a later date, if required.