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**

**Legacy Lecturecast Fully Decommissioned**

The Legacy Lecturecast system is now fully decommissioned. You can access all migrated content from legacy lecturecast on the Active Learning Platform (ALP). See below (Decommissioning of Legacy Lecturecast for further Info).

**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.
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 lecturecast system has now been fully migrated and decommissioned.

- Access: You should no longer have access to the legacy Lecturecast system. If you have links to legacy lecturecast content on your webpages or Moodle pages, these will need to be updated with new links to Live Lecturecast.
You can access all migrated content from legacy lecture cast on the Active Learning Platform (ALP). Please refer to the Guidance on the reuse of recordings from previous academic years. If you cannot access/find your content please contact digi-ed@ucl.ac.uk and we will allocate these recordings for you.
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. Christo pher
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3. Robert
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4. 14-16
   Taviton
   Street,
   room
   433
5. Chndl
   er
   House
   G10
6. IOE -
   Bedfor
d Way
   (20) -
   Elvin
   Hall
   room
   104
7. Medaw
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   g G02
   Watso
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   room
   G02

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

Access instruc
tions for using
the recording
lights here.
Lecturecast 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 Lecturecast section
- Add an additional Lecturecast section to a Moodle course
- Remove a Lecturecast link on a Moodle course
- Change Lecturecast display settings
Lectures

- 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 have completed migrating all Legacy recordings to Lecturecast (ALP). The Legacy system has now been decommissioned. You can access all migrated content from legacy lecturecast on the Active Learning Platform (ALP). Please refer to the Guidance on the re-use of recordings from previous academic years. If you cannot access/find your content please contact digi-ed@ucl.ac.uk and we will allocate these recordings for you.