Covid-19 teaching continuity

Please be advised that UCL’s Teaching and Assessment Continuity webpages offer fully up-to-date resources and guidance to support colleagues to teach remotely across a variety of approaches, including lectures, seminars and group study, tutorials, and project supervision. You are advised to follow links at this location rather than search for resources independently.

Drop in sessions for Lecturecast Universal Capture Personal will be offered to support staff in teaching online. Please visit the Digital Education blog for further information.

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. The Lecturecast system is built around services provided by Echo360 the status of these services can be checked here.

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

<table>
<thead>
<tr>
<th>Quick Start</th>
<th>New for 2020/2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td><strong>Deletion of recording transcripts</strong></td>
</tr>
<tr>
<td>Schedule the recording of a lecture using the Lecturecast Scheduler.</td>
<td>The ability to delete unwanted automatically created transcripts is now available - guidance for deletion can be found here.</td>
</tr>
<tr>
<td><strong>Log in to Lecturecast Scheduler</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><strong>Using recordings from previous academic years</strong></td>
</tr>
<tr>
<td>Make the recording available to students via their Moodle course.</td>
<td>Recordings from the legacy Lecturecast system are now available within the current Lecturecast system and may be published into current Lecturecast sections.</td>
</tr>
<tr>
<td><strong>Log in to Moodle</strong></td>
<td>Guidance on the re-use of recordings from previous academic years can be found here.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><strong>DO NOT DELETE</strong></td>
</tr>
<tr>
<td>Edit and manage recordings using Lecturecast ALP.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Log in to Lecturecast ALP</strong></td>
<td></td>
</tr>
</tbody>
</table>

*To appear on your available list of courses, you must first log into your Moodle course.*
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 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 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.

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/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.
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. Roberts 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.

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Training Guides

**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
Lecturecast 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

Universal Capture

- Downloading Universal Capture software
- Logging in to Universal Capture
- Create a Universal Capture recording
- Publish a recording

Lecturecast Legacy

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.