Covid-19 teaching continuity

Please be advised that [UCL's Teaching and Assessment Continuity webpages](https://www.ucl.ac.uk/teaching-and-assessment/continuity) 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](https://digital.ucl.ac.uk/blogs/lecturecast-universal-capture-personal) 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](https://www.ucl.ac.uk/teaching-and-assessment/continuity).

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](https://www.ucl.ac.uk/teaching-and-assessment/continuity)

**Step 2**

Make the recording available to students via their Moodle course.

[Log in to Moodle](https://www.ucl.ac.uk/teaching-and-assessment/continuity)

**Step 3**

Edit and manage recordings using Lecturecast ALP.

[Log in to Lecturecast ALP](https://www.ucl.ac.uk/teaching-and-assessment/continuity)

*To appear on your available list of courses, you must first log into your Moodle course.*
Interactive media, videos containing one or more polls, can now be placed within a class in a Lecturecast section. Prior to this update made on 22/2/21, this useful functionality was only available to recordings outside classes, i.e. recordings individually embedded in Moodle from Echo360 personal libraries.


Deletion of recording transcripts

The ability to delete unwanted automatically created transcripts is now available - guidance for deletion can be found here.

>> 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. 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.

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 Digital Media team. Special events includes: inaugural lectures, conferences, outreach events, public events, CPD.

Frequently Asked Questions

Find answers to common questions in our list of FAQs.

Attend a training session

Book a Lecturecast training session via the UCL [Single training booking system](#).

Lecturecast Online Help

Browse the Echo360 guides for Lecturecast (ALP) at [Lecturecast Online Help](#).

Help and Support

For help and support, please email [lecturcast@ucl.ac.uk](mailto:lecturcast@ucl.ac.uk)
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.