

LEARNING MANAGEMENT SYSTEM USER GUIDE: LECTURE CAPTURE

Lecture Capture is the University of Melbourne's lecture capture and delivery system. Lecture Capture records audio and the visual content from the theatre's data projector, making streamed and downloadable versions of these recordings available online following lectures.

Lecture Capture information including guidelines for presenters, guidelines for people accessing the recordings off-campus, a list of lecture capture enabled locations visit and details on recording presentations via your own computer using Echo360 Personal Capture is available from:

<https://le.unimelb.edu.au/support-centre/lecture-capture-support/>

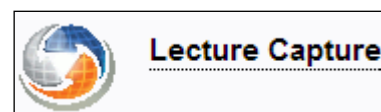
Create an LMS link to Lecture Capture recordings

The Lecture Capture link can be made on the subject menu or within an LMS page.

Note: If you get your subject copied forward from one teaching instance to another, the link will also be copied.

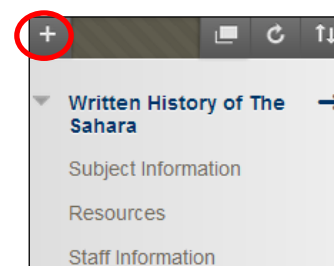
Link on a page

1. Navigate to the page of the subject where you want to add a link to a lecture capture recording.
2. Ensure *Edit Mode* is **ON**.
3. Select **Tools >> Lecture Capture**.
4. Enter a different **Name** if the default of "Lecture Capture" does not suit your needs.
5. Enter a description (optional).
6. Leave all other options at their default settings; none of these options need to be changed.
7. **Submit**. A link similar to the one to the right will appear on your page.



Link as a subject menu item

1. Ensure *Edit Mode* is **ON**.
2. Click the plus sign **+** at the top of the subject menu.
3. Select **Tool Link**.
4. Enter a **Name** e.g. Lectures.
5. From **Type** select **Lecture Capture**.
6. Click the **Available to Users** check box.
7. Click **Submit**. The link appears at the bottom of the subject menu.
8. Mouse over the link to see the **up/down arrow to the left** of the link name. Use this to move the link to the desired location in the subject menu.



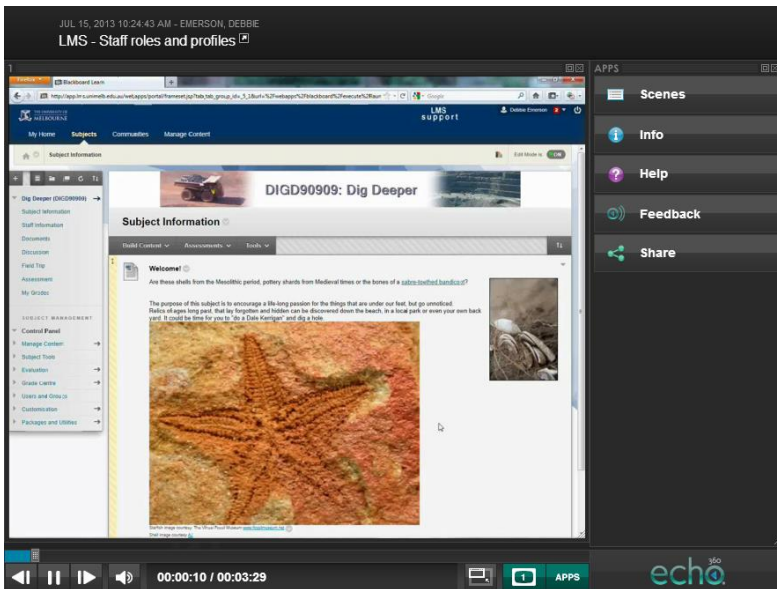
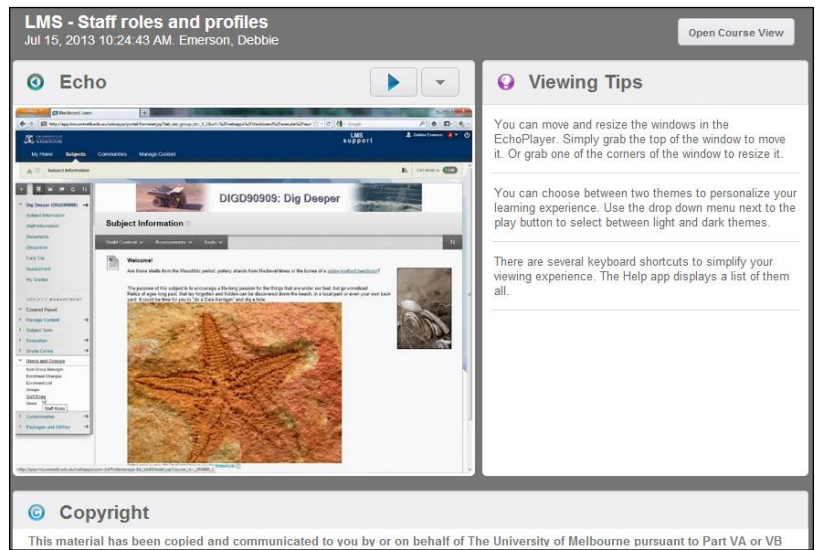
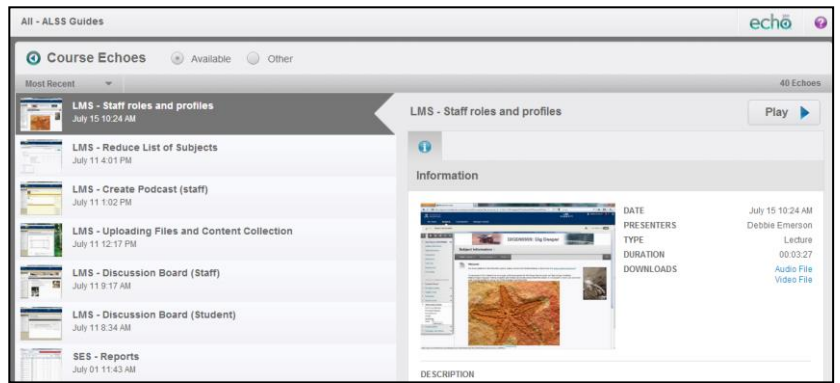
What students see

When a student clicks the link to Lecture Capture a list of all that subject's recordings appears. Click the title of any recording to preview the selected recording to the right of the list.

Click **Play** to open a larger preview of that recording including viewing tips and copyright notice.

Click the Play button (arrow) within this second preview page and the presentation will display in full screen mode.

Standard player controls appear at the bottom of the screen (play, pause, volume control etc.).



Lecture Capture Jointly Taught

The Lecture Capture Jointly Taught tool lets you add a link to your subject to Lecture Capture recordings from another subject. This link gives students access to all the Lecture Capture recordings from another subject for streaming or download. **Note:** To add this link you need to have Lecture Capture admin access in the other subject.

Turn the lecture Capture Jointly Taught tool on in your subject

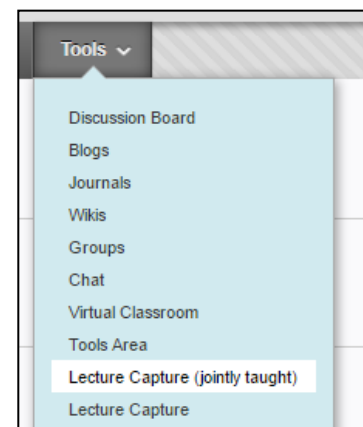
To add a Jointly Taught Lecture Capture link you first need to turn the tool on in your subject.

1. In the subject go to: **Control Panel >> Customisation >> Tool Availability**
2. In the tool list, find the tool '**Lecture Capture (jointly taught)**'
3. Check the box under '**Available in Content Area**'
4. Click '**Submit**'

Adding the Lecture Capture Jointly Taught link to your subject

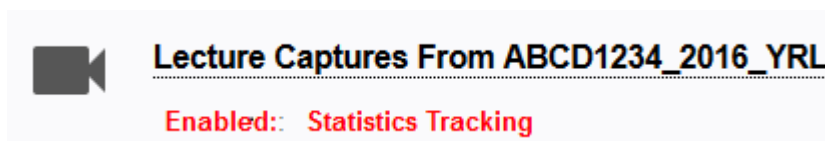
Navigate to the content page in your subject where you want the link to sit.

1. Click: **Tools >> Lecture Capture (jointly taught)**
2. Give the Lecture Capture Jointly Taught link a '**Name**' and provide instructions if required.
3. Click the down arrow in '**Lecture Capture Section**' and select the subject you wish to add as a Jointly Taught Lecture Capture link
4. Check '**Open in New Window**' so the Echo Centre will open in a new tab
5. Click '**Submit**'



 A screenshot of a web form titled 'LECTURE CAPTURE'. The form has two main sections: 'LECTURE CAPTURE' and 'STANDARD OPTIONS'. In the 'LECTURE CAPTURE' section, there is a star icon, a 'Lecture Capture Section' dropdown menu, and a text input field containing 'Clinical Audiology B (AUDI90007_2016_YRL)'. The 'STANDARD OPTIONS' section contains several checkboxes: 'Open in New Window' (checked), 'Permit Users to View this Content' (checked), 'Limit Availability' (unchecked), and 'Track Number of Views' (checked). Under 'Limit Availability', there are two rows of date pickers for 'Display After' and 'Display Until', each with a text input field and a calendar icon. Below these are instructions: 'Enter dates as dd/mm/yyyy. Time may be entered in any increment.' At the bottom of the form, there is a note: 'Click Submit to proceed. Click Cancel to go back.' and two buttons: 'Cancel' and 'Submit'.

Below is an example of the Lecture Capture Jointly Taught link that will be added to your subject



Note: This tool provides access to all the Lecture Captures from the other subject. If you wish to provide access to a sub-set of Lecture Captures, please copy individual recordings to your subject

as per the below instructions. If you need admin access to the other subject's Lecture Capture, please log a request here: <http://go.unimelb.edu.au/ap4n>

Copy individual recordings from a past subject

It is not possible to create a link within your LMS subject to an individual recording from a previous teaching period. To reuse individual captures, you must copy them to the current subject instance in Lecture Capture.

1. Log into the Lecture Capture admin software - <https://admin.lecture.unimelb.edu.au>
2. In the list of recordings available to you, locate the recording of interest.
3. Hover the mouse over the recording you wish to copy, and a menu will appear.
4. Click **Copy** and enter a name for the copied recording.
5. Select the current subject you wish to copy the recording into.

When the recording has been re-processed, it will be available in your current subject.

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

The University of Melbourne has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant department of the University before acting upon or in consideration of the information. Copyright in this publication is owned by the University and no part of it may be reproduced without the permission of the University