How do I Use Lectures Online?

Lectures Online is one of the technologies available through UWS' online learning system, vUWS to support students in their learning.

Lectures Online will capture any visuals appearing on the lectern monitor and document camera (and by request, video from the touch panel) in lecture theatres, as well as all microphones and other audio sources being played through the lecture theatre audio system. Microphones are LIVE for the whole session regardless of whether you have activated the mute function. When using the microphones, it is important that you speak clearly and within close proximity for a successful capture. Once the capture session has started, it cannot be paused or stopped.

Please be aware that you should not engage in conversations of a personal or confidential nature in a lecture theatre while using Lectures Online, even in the break periods, before, during or after the lecture session.

Once a lecture has been captured, you will have the option of whether to release it or not to your students through vUWS.

Prior to enabling Lectures Online in your vUWS site, you will need to book your session/s to be recorded. To book your session/s fill in the Lectures Online Scheduling Form. The form is available from the ‘Lectures Online’ module in the ‘E-Learning Staff Support’ site or under ‘Campus Bookmarks’ on your ‘My vUWS’ page. Once you have filled in the details return the form via email to the address at the top of the form. You can confirm your booking using the Lectopia Staff Tool. A link to this tool will be provided via email. You can also call Ken Wright (x2532). An email is usually sent to remind you to check your bookings.

Enabling Lectures Online in vUWS

To enable Lectures Online in your vUWS site:

1. Open the vUWS site where you will be making your Lectures Online recording available to students.

2. In the Build tab under Designer Tools, click Manage Course. The Manage Course screen appears.

3. From the Manage Course list, click Settings. The Setting Management screen appears.

5. In the *Enable Tool* row, check that the *Value* is set to ‘True’ and leave all other settings unchanged.

![Image of the eLearning@UWS interface showing the Lectures Online Tools settings page.](image)

6. Click the **Save Values** button. You are returned to the *Setting Management* screen with a confirmation message of your successful actions.

**Adding the Lectures Online Tool to your vUWS Site**

Once you have enabled Lectures Online, you will need to add the tool to your site. It can be added to a *Learning Module*, your *Home Page* or any other *Folder* within your site.

To add the Lectures Online tool to your site:

1. Locate the *folder or Learning Module* in which you want to add the Lectures Online tool. (In the following example, we have added it to the *Home Page*.)

2. From the *Build* tab click the **Add Content Link** button. A drop-down menu appears.

3. From the menu, select **Lectures Online**. The *Lectures Online inventory* expands.
Note: When a copy of a site is requested that already has links to a previous semesters Lectures Online captures, those links need to be removed and a link to the current semesters captures created. When creating the new link, all previously added links to Lectures Online will be listed under the Lectures Online inventory. For this reason it is recommended that a naming convention that includes the current semester and year is used when adding a link to Lectures Online i.e. ‘Lectures Online Spring 2010’.

Note: At the beginning of each year all Lectures Online recordings are archived. They are not deleted but simply made unavailable for viewing

4. Click the Create Lectures Online button. The Create Lectures Online screen appears.

5. Enter a title and click the Configure button. A list of the units which are available to add to your site appears. (If no units are displayed, please contact Lectures Online staff.)

6. Select the unit you want to add by clicking the radio button next to the unit’s name, then click Next. A list of available recordings appears.
7. Choose either:

a. **Option 1: Link to all recordings** - if you would like every recording to be available through your vUWS site, or

b. **Option 2: Link to single recording**, if you would like to selectively release recordings. If you choose Option 2, you should also click the radio button next to the recording you would like to make available.

8. Click **Next**. A dialog box will appear confirming your link release details. If this is correct, click **Save**. If you need to change your settings, click **Previous** and repeat the preceding step first.

9. Once you have saved your settings, a link to Lectures Online will appear in the location you chose. Students will click this link to access a list of your lecture recordings, which can then be streamed or downloaded, depending on the options you selected at the time of booking your recording.

Each time your lecture has been captured and processed, you will receive an email from Lectures Online confirming the recording and allowing you to preview the recording directly from the Lectopia Server. If there are any issues with the recording, including unintentional copyright issues or conversation capture, please contact the Lectures Online support staff immediately to arrange for the lecture to be removed. There is no facility to edit lectures before release.

If for any reason you do not want the recording to be made available, the Lectures Online staff can remove the link so that students cannot access the recording. Similarly, a problem notification can be placed on top of the lecture notification to indicate any problems or cancelled lectures etc.

Support for using Lectures Online in vUWS is provided through the Teaching Development Unit. You can call the E-Learning Service Desk on 9852 5252 (ext 5252) or email vuws@uws.edu.au. If you have a booking enquiry, call 4736 0352 or 4736 0349 (ext 2352 or 2349)