

Lectures Online in vUWS

Lectures Online is one of the technologies available through 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.

Because everything you say will be recorded, please do not engage in conversations of a personal or confidential nature in a lecture theatre while using Lectures Online before, during or after the lecture session or in the break periods.

Organising lecture recordings

Go to www.uws.edu.au/lecturesonline and check that the teaching space you will be working in is equipped for Lectures Online. Then simply complete the Lectures Online Scheduling Form on the same page. Each time your lecture has been captured and processed, you will receive an email from Lectures Online confirming the recording.

Adding recorded lectures to your vUWS site

There is no need to manually add lecture recordings to your vUWS site. Once you have scheduled your lecture recording, the media files will be automatically added into a *Lectures Online* folder in your *Learning Materials* folder. If you do not wish to use the Learning Materials content area you can create one called Lectures Online. Your recordings will now be published there. If neither folder exists on your site your recordings will fail to publish. You will need to contact the E-Learning Service Desk to correct the problem. Please do not rename or delete the folders once they have been created.

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. You can not edit lectures before they are uploaded to vUWS.

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.

Support for Lectures Online

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)