Business eLearning
UCD College of Business

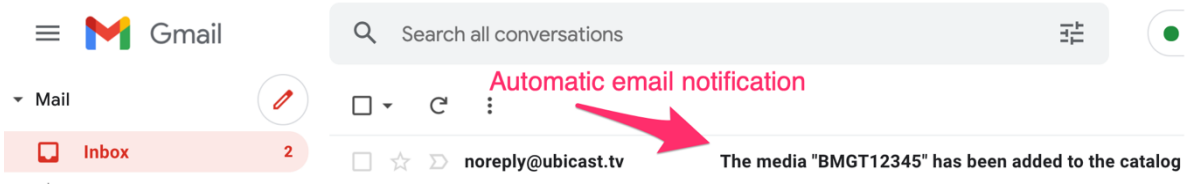
Guide to Lecture Capture Process

In order to schedule lecture capture for your module, please refer to this link:
https://buselrn.ucd.ie/tools-technologies/lecture-capture/

You will be required to fill out a form to request lecture capture for your module. Once approved, lecture capture will be scheduled for your module for the duration you specify.

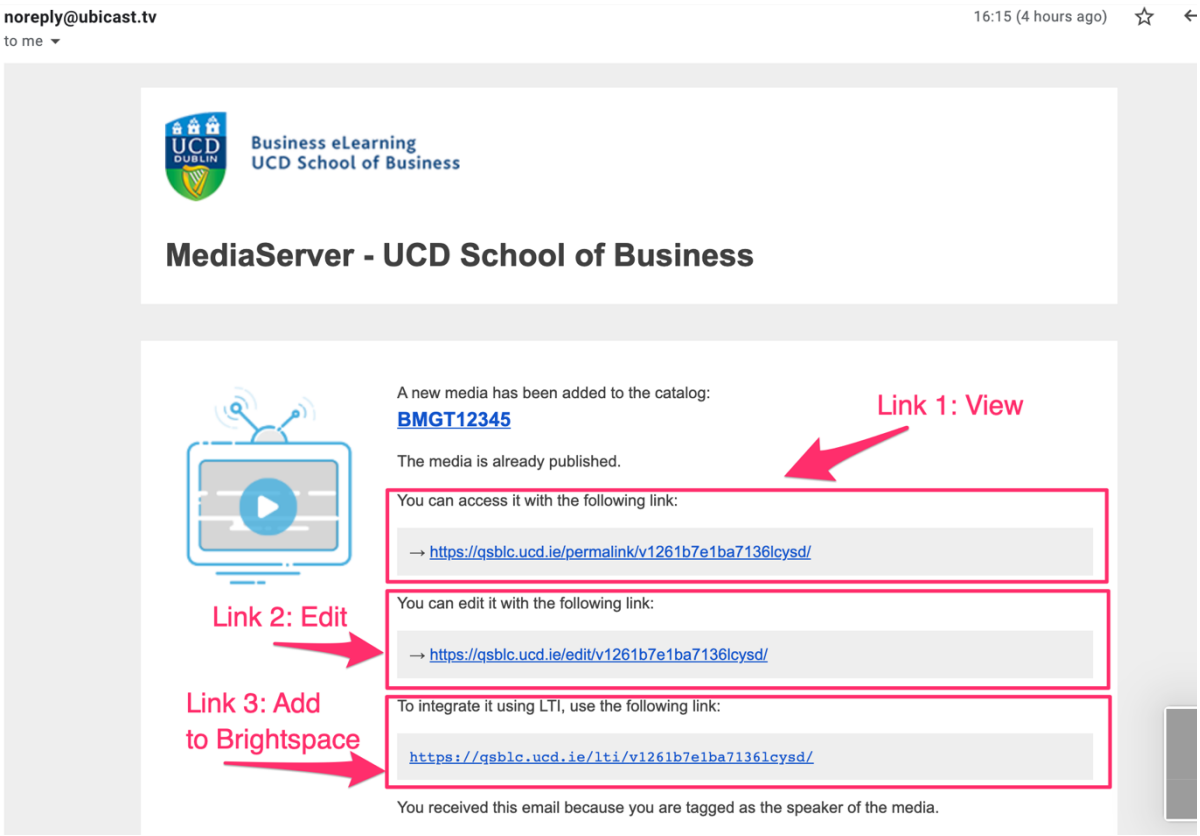
Notification for Lecture Capture Recordings

Lecture capture videos will be recorded automatically, as per your request. Once a lecture has ended, you will receive an email notifying you when the video is ready for review.



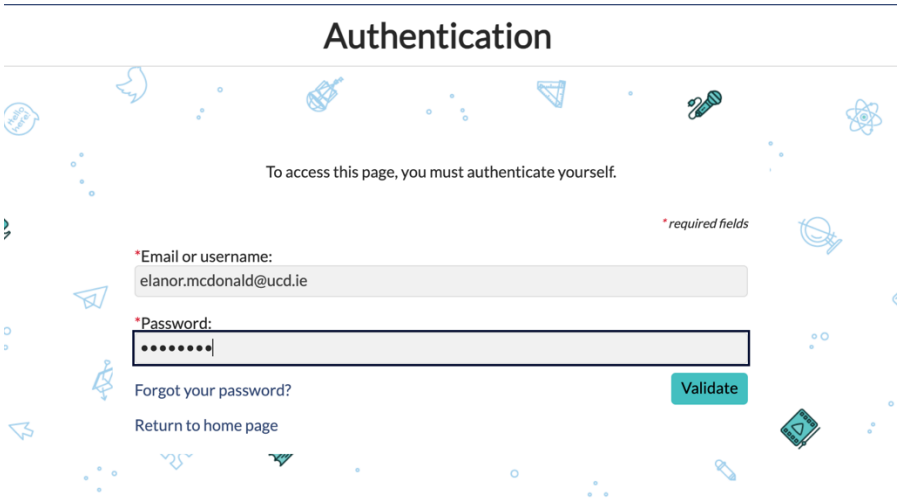
This email will contain three links.

- **LINK 1**, '*Access with the following link'* allows you to view the recording.
- **LINK 2**, '*Edit with the following link'* will prompt you to log into your media server account, where you can edit the recording.
- **LINK 3**, '*Integrate with LTI'* allows you to securely add the recording to the module on Brightspace.

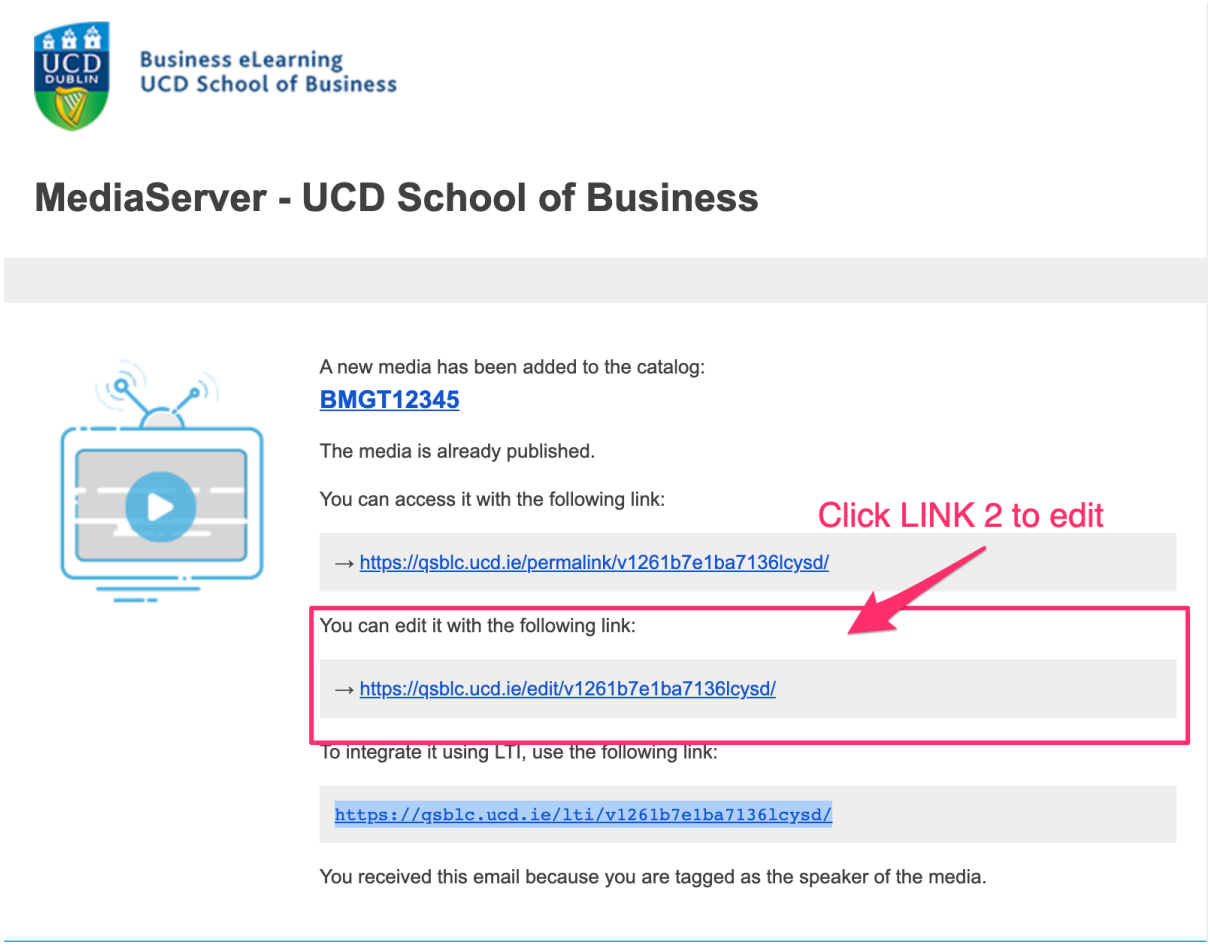


Adding Recordings to Brightspace

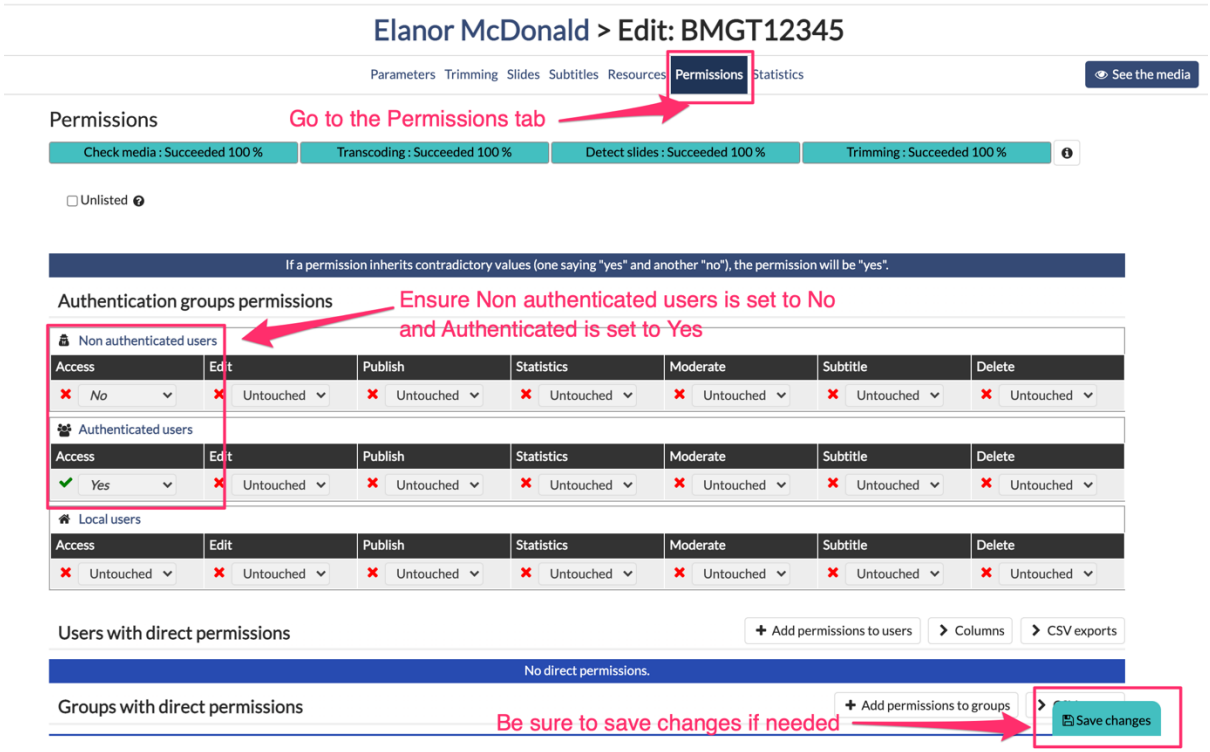
You should first view the recording by clicking **LINK 1**. You may be prompted to log in to your media server account at this point.



If you are happy to share the recording in your module, you should check the permissions of the video to make sure only students in the module can see the video. To do this, **click LINK 2…**



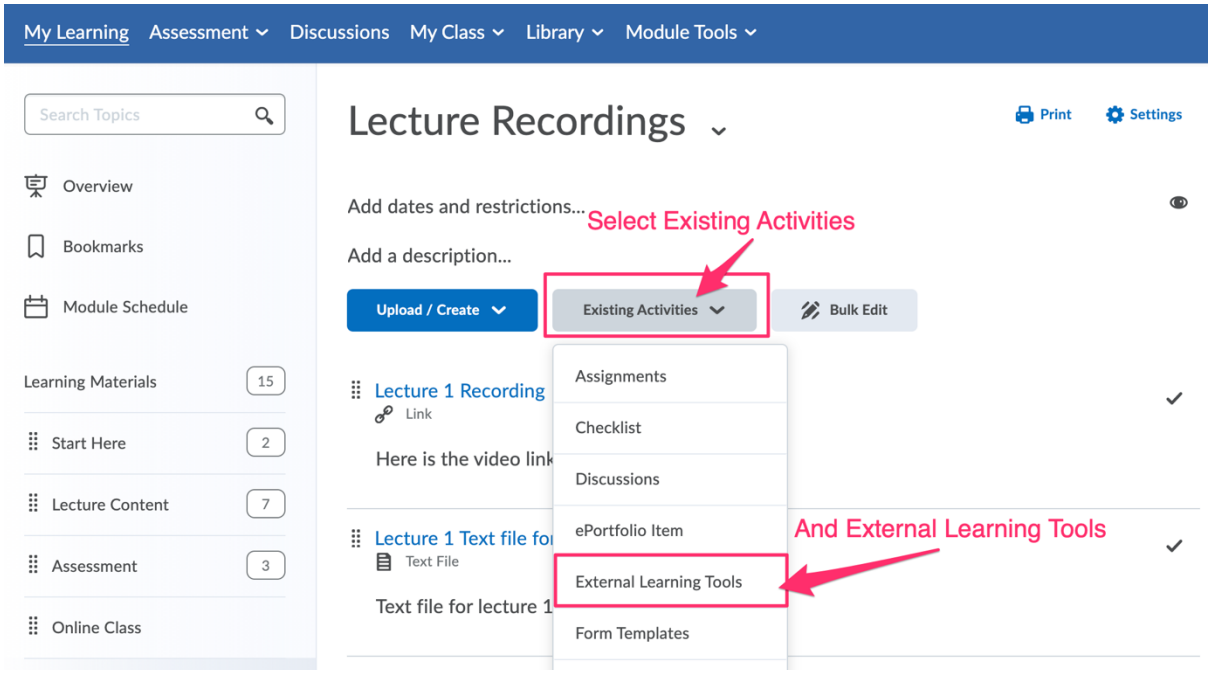
Click the '*Permissions*' tab and ensure that '*Non authenticated users'* is set to '*No*' and '*Authenticated users'* is set to '*Yes*'. Click '*Save changes'* if necessary.



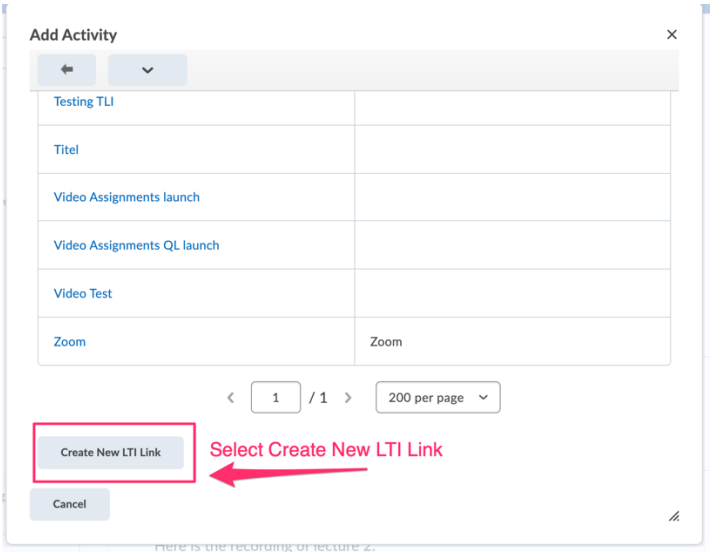
Next, copy **LINK 3** from the email**,** and navigate to your module on Brightspace.

Go to the area of Brightspace that you want to add the recording. We recommend creating a '*Lecture Recordings'* unit so students can easily find the recorded content.

Go to '*Existing Activities'* and select '*External Learning Tools'*.



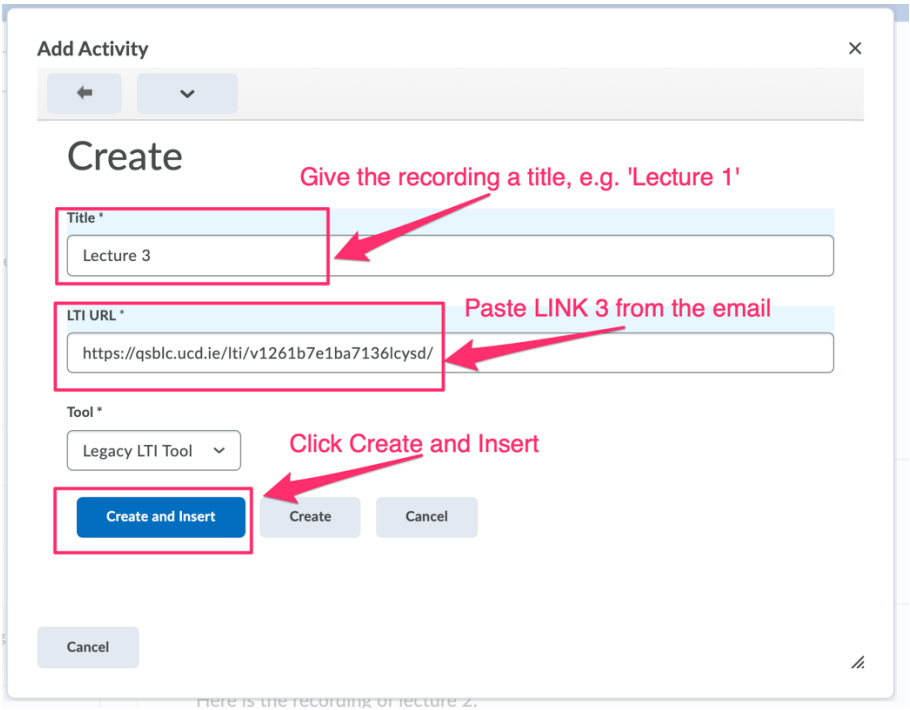
Scroll down until you see the option, '*Create New LTI Link*'.



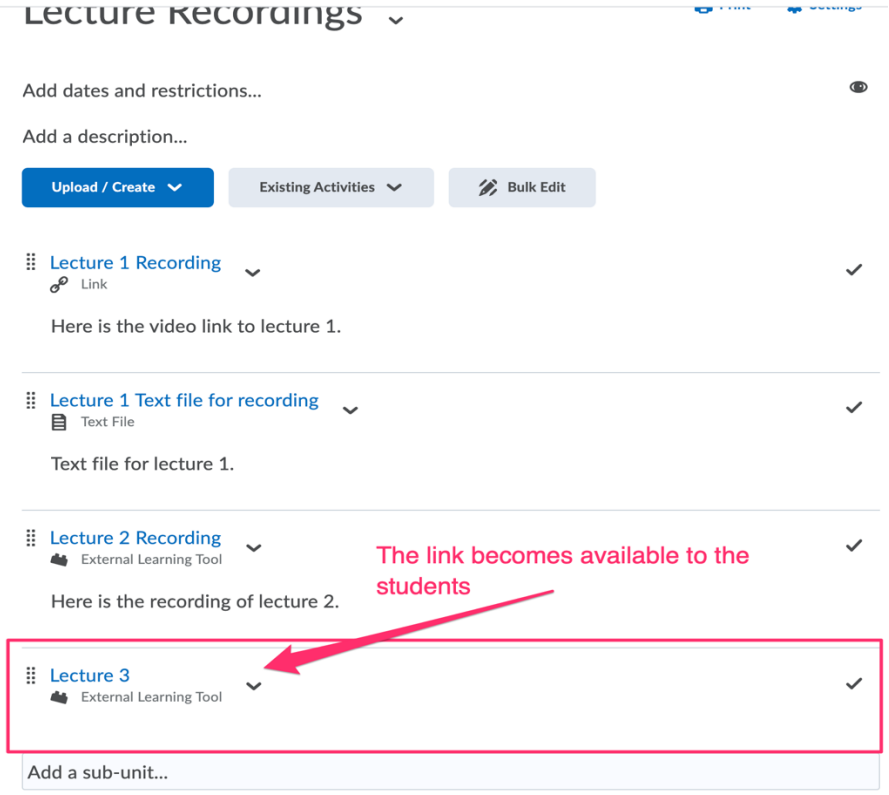
In the pop-up window, add a title for the recording (we recommend using a logical naming convention such as, '*Lecture Week x*') and then paste in **LINK 3**, which you copied from the email.

*It is very important that you only copy **LINK 3** here ('Integrate with LTI'). If you copy any other link here, it will not be viewable by the students.

Click '*Create and Insert*' once done.

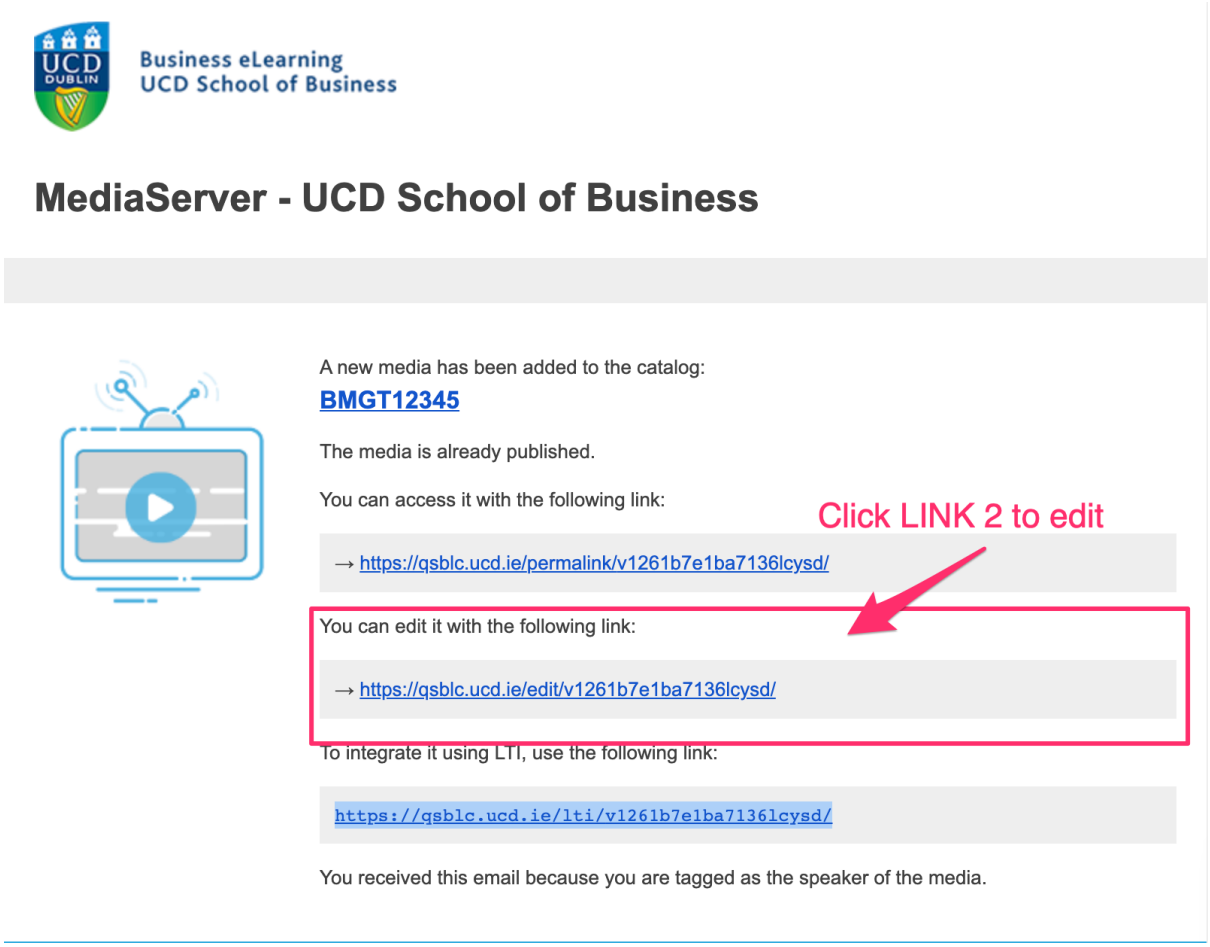


The link is now available to the students in the module.



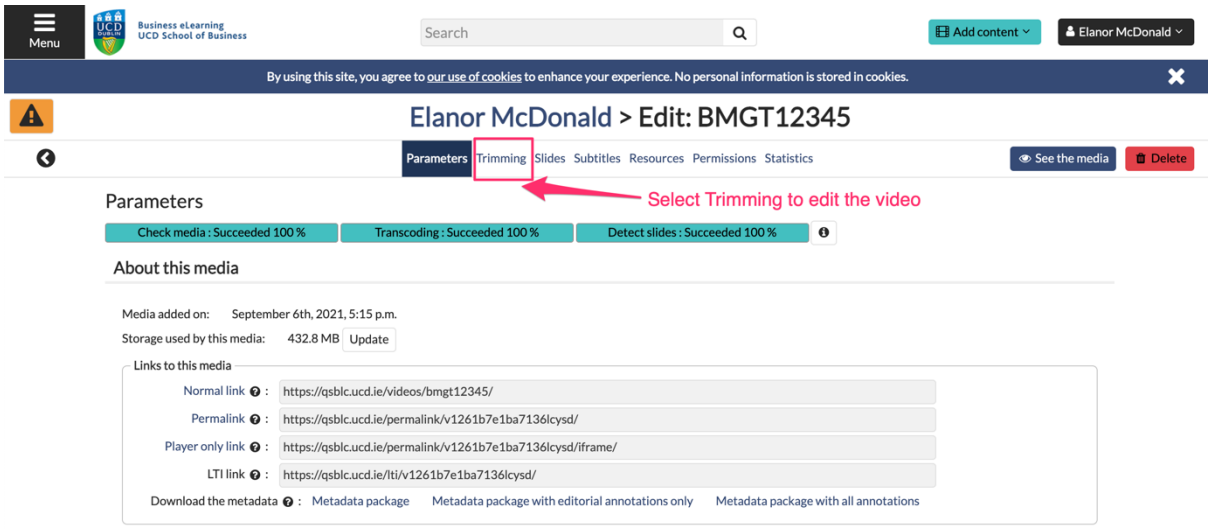
Editing your Recordings

If you want to make changes to the recording, then open the automated email and click **LINK 2** (‘*Edit with the Following Link’*).

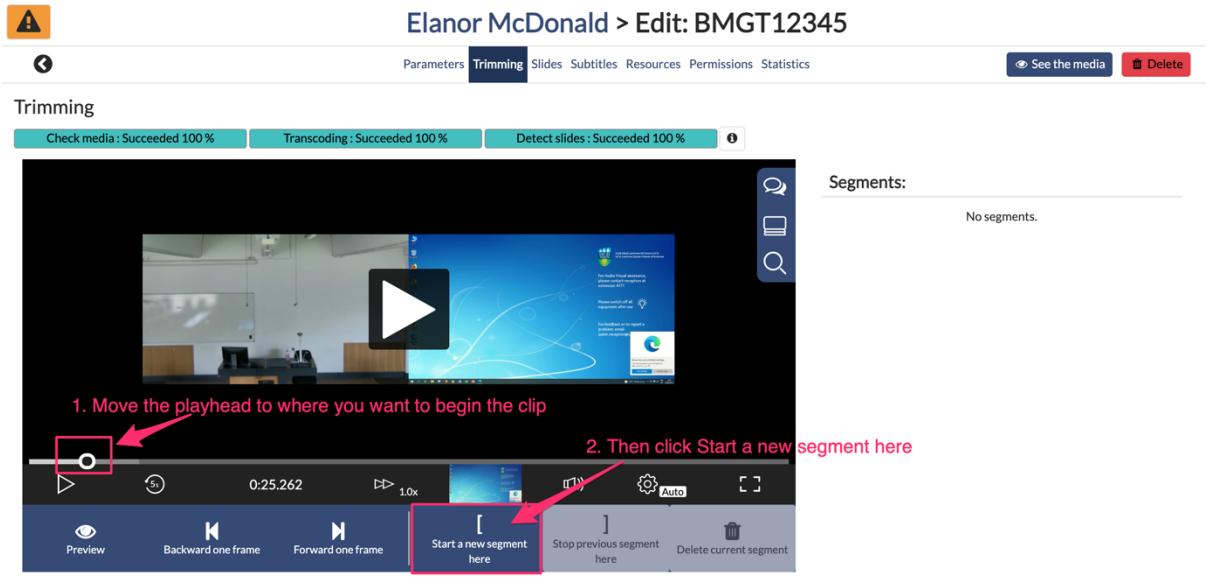


If you are not already logged into the media server, you will be prompted to do so at this point. Y

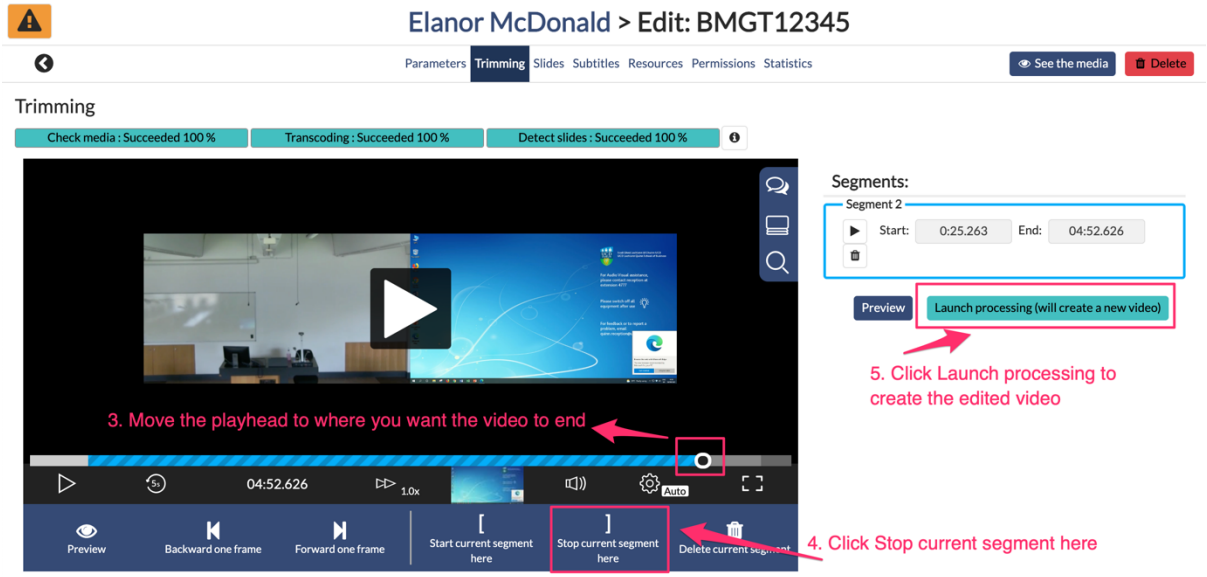
Once logged in, you will be brought directly to the video that you want to edit. Select ‘*Trimming*’ to begin editing.



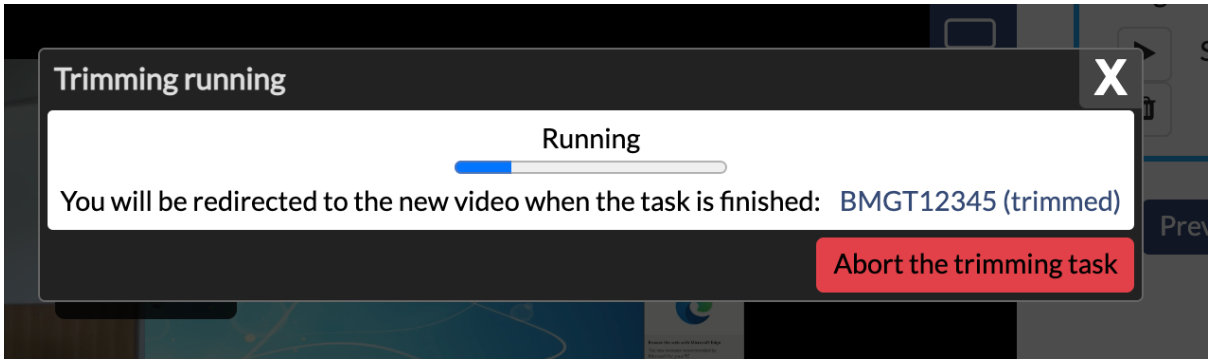
Move the playhead to where you want the edited video to begin. Then click '*Start a new segment here'*.



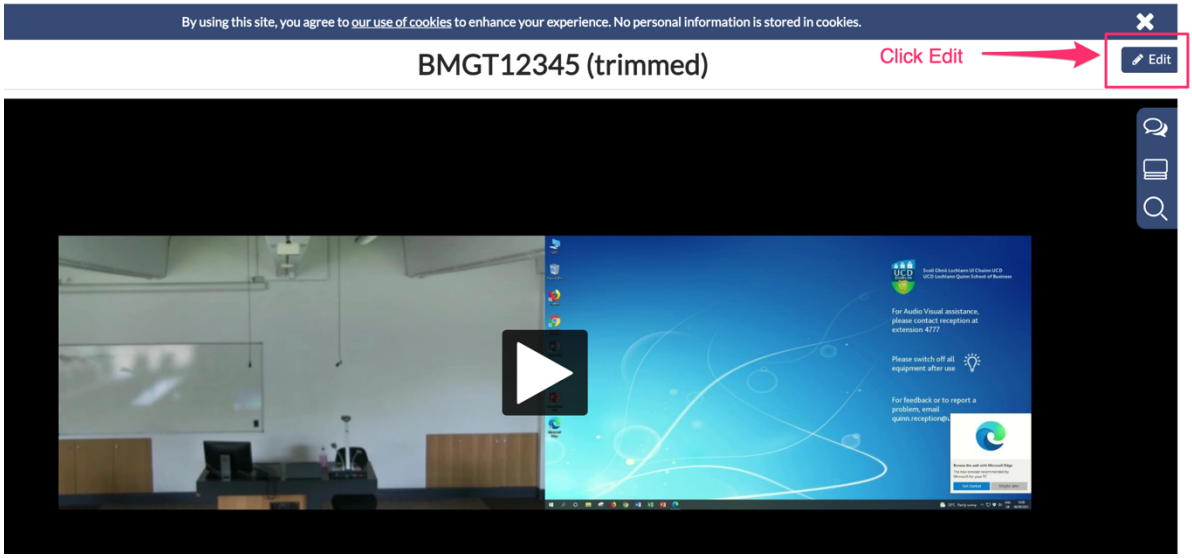
Move the playhead to where you want the video to end and click '*Stop current segment here'*. This will set the boundaries of the new video. Click '*Launch Processing'* to create the edited video.



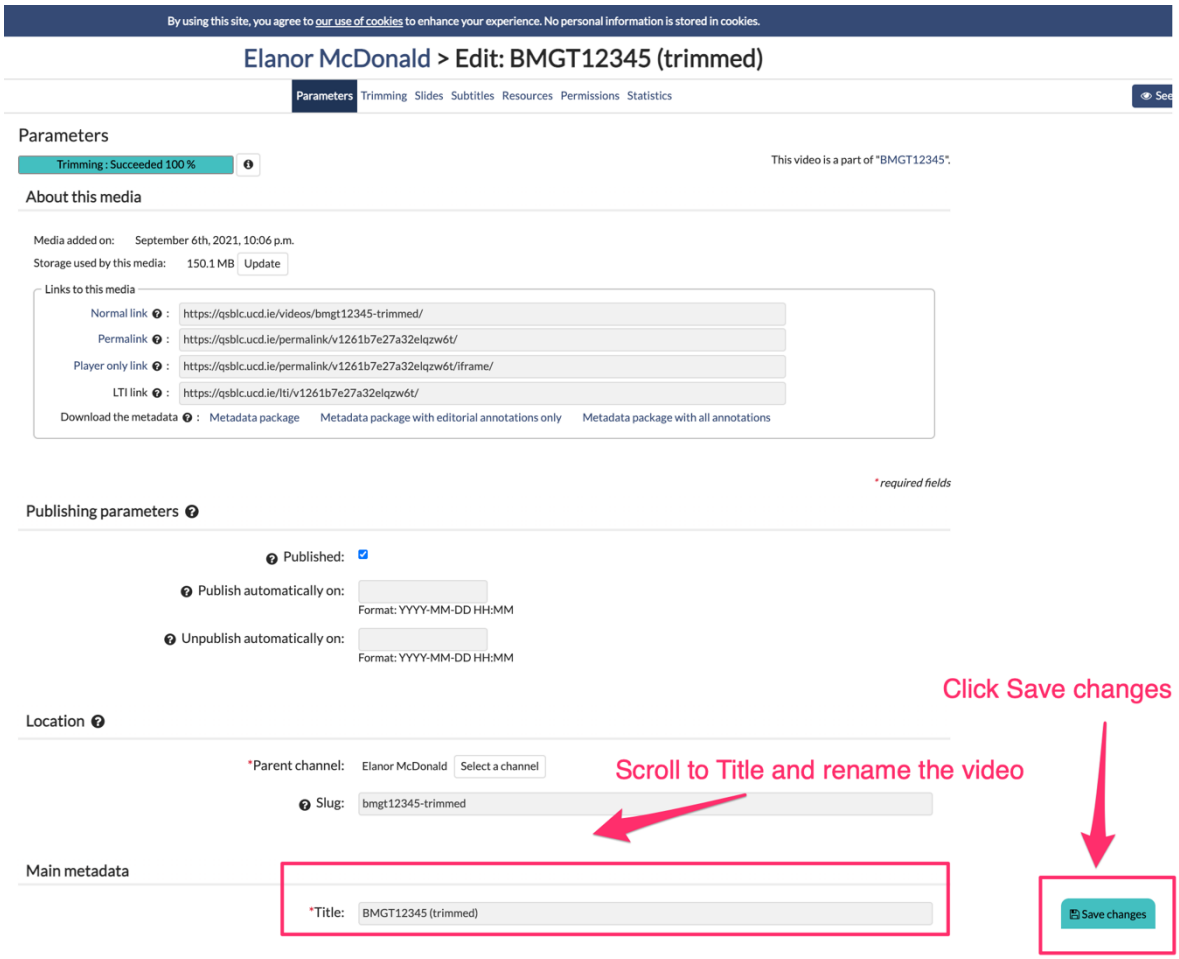
You will see a pop up message telling you that you will be brought to the new video once processing has finished.



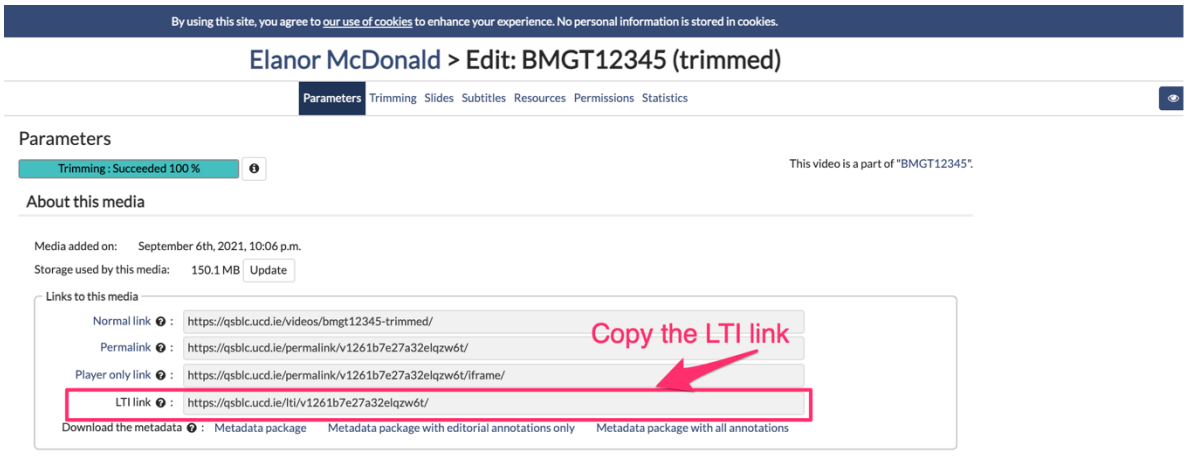
Once the new video appears, you may want to change the name of the video as 'trimmed' is appended to all edited videos on the media server. You will also need to get the LTI link in order to share it in the module. To complete both of these actions, go to '*Edit*' on the next screen.



Scroll down to the '*Title*' field, rename the video and save changes.



Next, scroll up to '*Links to this media*'. Copy the LTI link.



Navigate to the module on Brightspace and add the LTI link as per the steps above in 'Adding Recordings to Brightspace'.