

## Guide to Lecture Capture Process

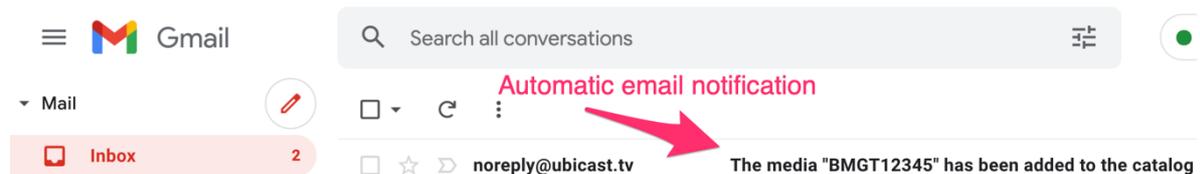
In order to schedule lecture capture for your module, please refer to this link:

<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.

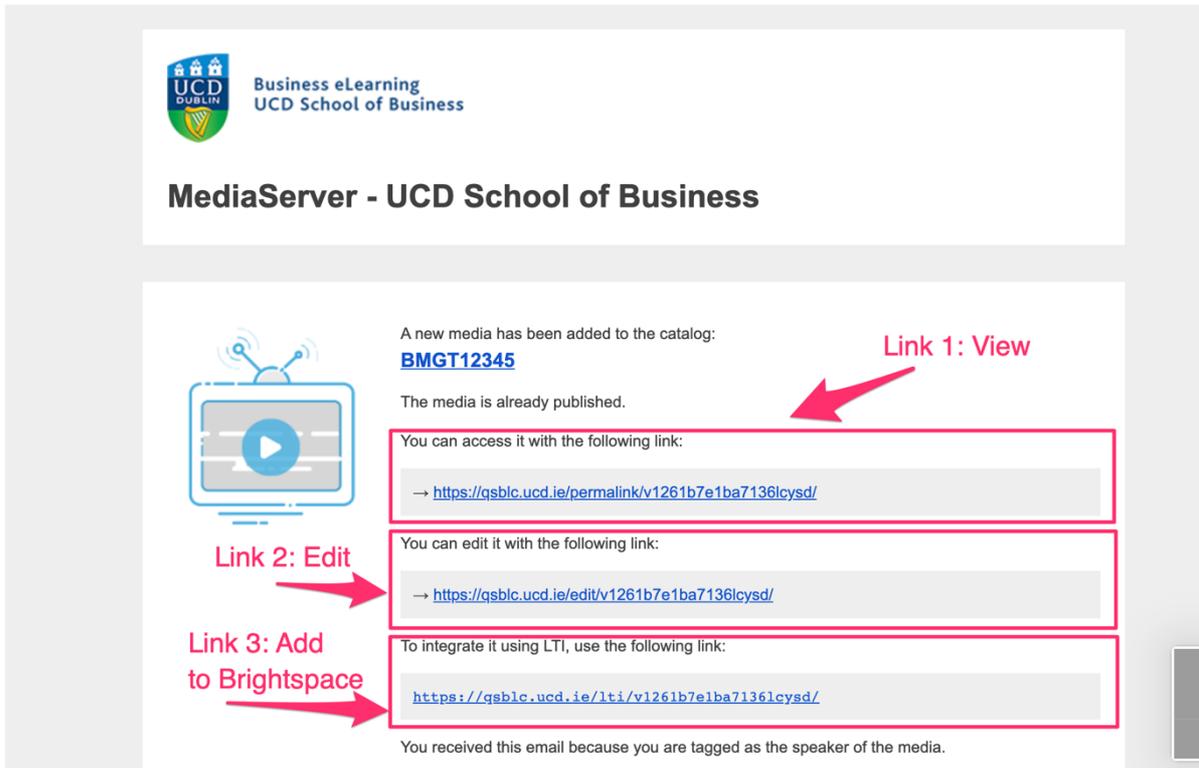


This email will contain three links.

- **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.

noreply@ubicast.tv  
to me

16:15 (4 hours ago) ☆ ←



 Business eLearning  
UCD School of Business

### MediaServer - UCD School of Business



A new media has been added to the catalog:  
**BMGT12345**

The media is already published.

You can access it with the following link:

→ <https://qsblc.ucd.ie/permalink/v1261b7e1ba7136lcysd/>

You can edit it with the following link:

→ <https://qsblc.ucd.ie/edit/v1261b7e1ba7136lcysd/>

To integrate it using LTI, use the following link:

<https://qsblc.ucd.ie/lti/v1261b7e1ba7136lcysd/>

You received this email because you are tagged as the speaker of the media.

## 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.

### Authentication

To access this page, you must authenticate yourself.

\*required fields

\*Email or username:

\*Password:

[Forgot your password?](#)

[Return to home page](#)

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...**

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Click LINK 2 to edit

You can edit it with the following link:

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To integrate it using LTI, use the following link:

<https://qsblc.ucd.ie/lti/v1261b7e1ba7136lcysd/>

You received this email because you are tagged as the speaker of the media.

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.

**Elanor McDonald > Edit: BMGT12345**

Parameters Trimming Slides Subtitles Resources **Permissions** Statistics See the media

Permissions Go to the Permissions tab 

Check media : Succeeded 100%    Transcoding : Succeeded 100%    Detect slides : Succeeded 100%    Trimming : Succeeded 100%

Unlisted

If a permission inherits contradictory values (one saying "yes" and another "no"), the permission will be "yes".

Authentication groups permissions Ensure Non authenticated users is set to No and Authenticated is set to Yes 

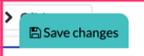
Non authenticated users							
Access	Edit	Publish	Statistics	Moderate	Subtitle	Delete	
✗	No	✗	Untouched	✗	Untouched	✗	Untouched

Authenticated users							
Access	Edit	Publish	Statistics	Moderate	Subtitle	Delete	
✓	Yes	✗	Untouched	✗	Untouched	✗	Untouched

Local users							
Access	Edit	Publish	Statistics	Moderate	Subtitle	Delete	
✗	Untouched	✗	Untouched	✗	Untouched	✗	Untouched

Users with direct permissions + Add permissions to users    Columns    CSV exports

No direct permissions.

Groups with direct permissions + Add permissions to groups Be sure to save changes if needed 

Save changes

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'.

My Learning Assessment Discussions My Class Library Module Tools

Print Settings

## Lecture Recordings

Add dates and restrictions... Select Existing Activities 

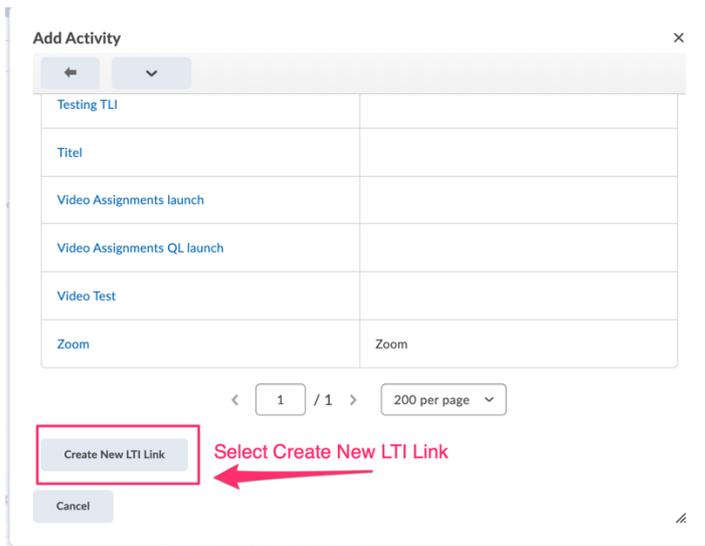
Add a description...

Upload / Create Existing Activities Bulk Edit

- Lecture 1 Recording  
 Link  
 Here is the video link
- Lecture 1 Text file for  
 Text File  
 Text file for lecture 1

- Assignments ✓
- Checklist
- Discussions
- ePortfolio Item
- External Learning Tools And External Learning Tools 
- Form Templates

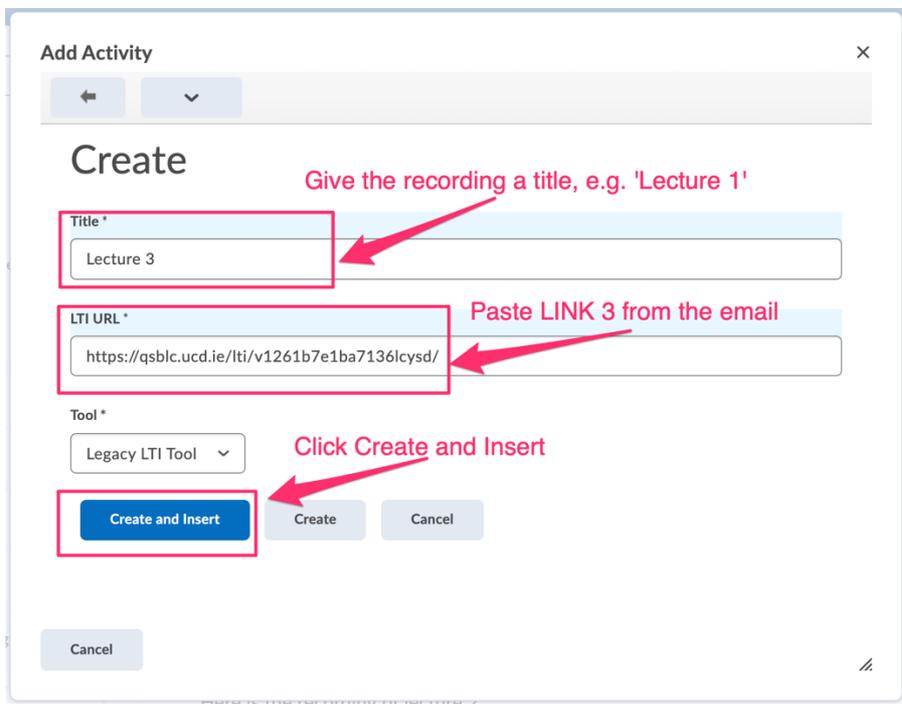
Scroll down until you see the option, 'Create New LTI Link'.



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.

## Lecture Recordings ▼

Add dates and restrictions... 👁

Add a description...

[Upload / Create](#) ▼ [Existing Activities](#) ▼ [Bulk Edit](#)

- ☰ [Lecture 1 Recording](#) ▼ ✓  
🔗 Link  
Here is the video link to lecture 1.
- ☰ [Lecture 1 Text file for recording](#) ▼ ✓  
📄 Text File  
Text file for lecture 1.
- ☰ [Lecture 2 Recording](#) ▼ ✓  
🖥 External Learning Tool  
Here is the recording of lecture 2.
- ☰ [Lecture 3](#) ▼ ✓  
🖥 External Learning Tool

Add a sub-unit...

*The link becomes available to the students*

## 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').



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Click LINK 2 to edit

You can edit it with the following link:

→ <https://qsblc.ucd.ie/edit/v1261b7e1ba7136lcysd/>

To integrate it using LTI, use the following link:

<https://qsblc.ucd.ie/lti/v1261b7e1ba7136lcysd/>

You received this email because you are tagged as the speaker of the media.

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.

Menu Search Add content Elanor McDonald

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### Elanor McDonald > Edit: BMGT12345

Parameters **Trimming** Slides Subtitles Resources Permissions Statistics See the media Delete

Parameters

Check media : Succeeded 100% Transcoding : Succeeded 100% Detect slides : Succeeded 100%

About this media

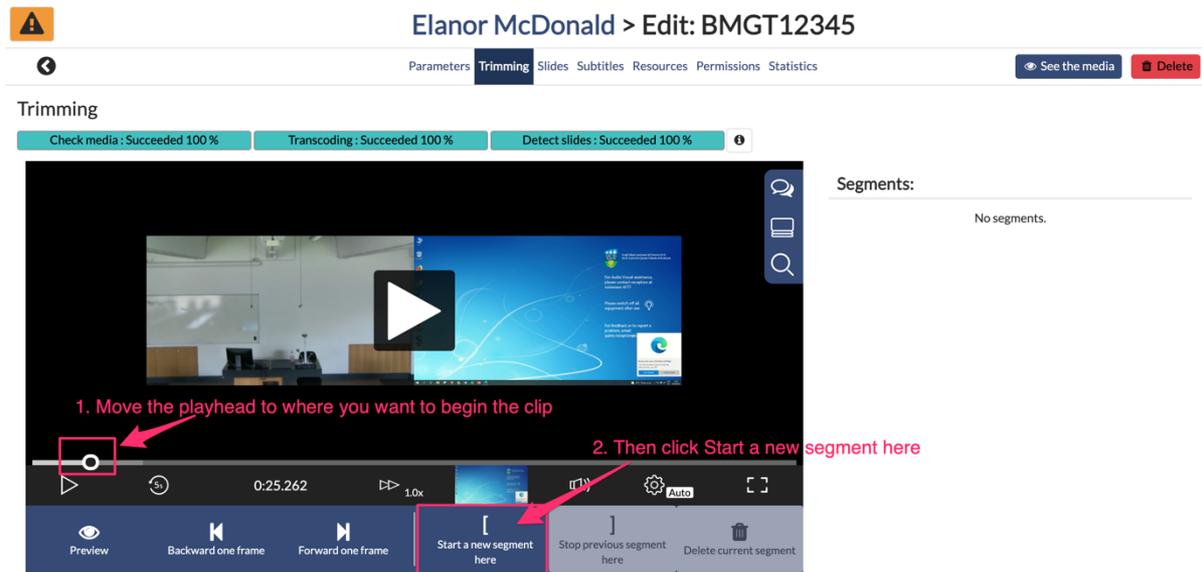
Media added on: September 6th, 2021, 5:15 p.m.  
Storage used by this media: 432.8 MB Update

Links to this media

Normal link : <https://qsblc.ucd.ie/videos/bmgt12345/>  
Permalink : <https://qsblc.ucd.ie/permalink/v1261b7e1ba7136lcysd/>  
Player only link : <https://qsblc.ucd.ie/permalink/v1261b7e1ba7136lcysd/iframe/>  
LTI link : <https://qsblc.ucd.ie/lti/v1261b7e1ba7136lcysd/>

Download the metadata : Metadata package Metadata package with editorial annotations only Metadata package with all annotations

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



Elanor McDonald > Edit: BMGT12345

Parameters **Trimming** Slides Subtitles Resources Permissions Statistics See the media Delete

Trimming

Check media : Succeeded 100%    Transcoding : Succeeded 100%    Detect slides : Succeeded 100%

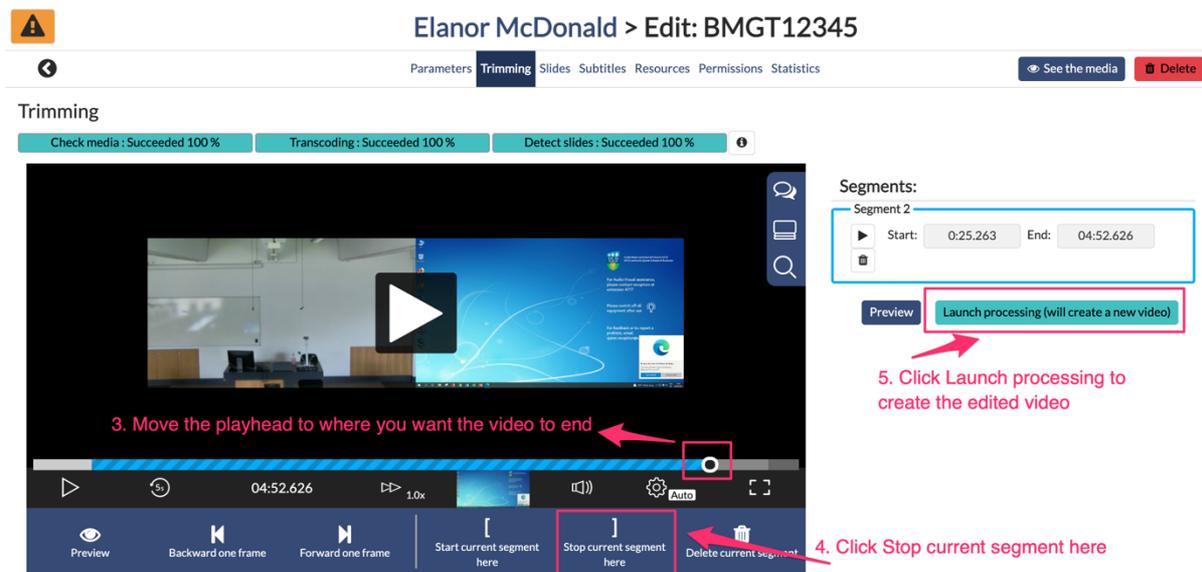
Segments:

No segments.

1. Move the playhead to where you want to begin the clip

2. 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.



Elanor McDonald > Edit: BMGT12345

Parameters **Trimming** Slides Subtitles Resources Permissions Statistics See the media Delete

Trimming

Check media : Succeeded 100%    Transcoding : Succeeded 100%    Detect slides : Succeeded 100%

Segments:

Segment 2

Start: 0:25.263    End: 04:52.626

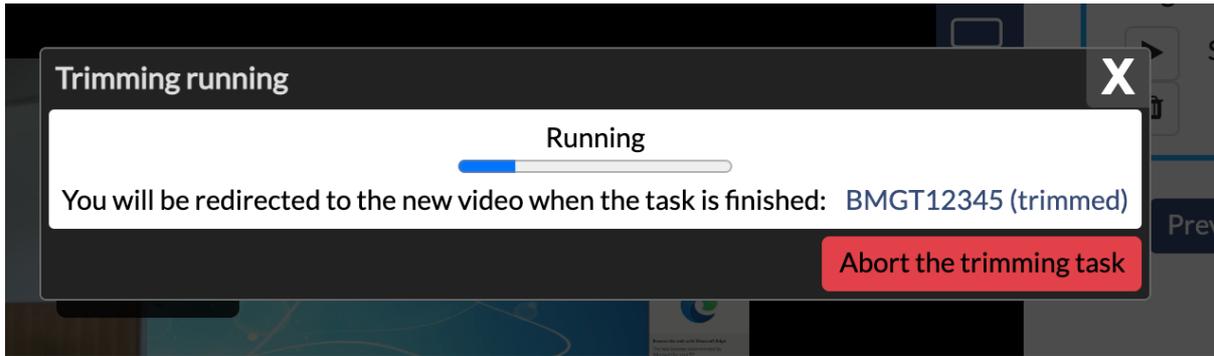
Preview Launch processing (will create a new video)

3. Move the playhead to where you want the video to end

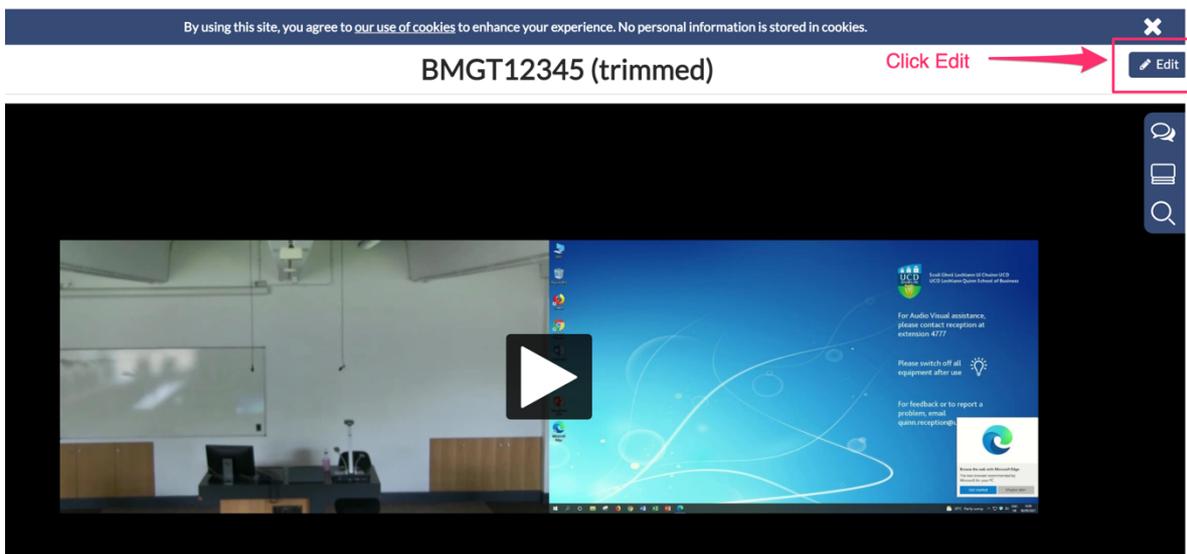
4. Click Stop current segment here

5. 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.

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### Elanor McDonald > Edit: BMGT12345 (trimmed)

Parameters Trimming Slides Subtitles Resources Permissions Statistics

Parameters

Trimming: Succeeded 100%

This video is a part of "BMGT12345".

About this media

Media added on: September 6th, 2021, 10:06 p.m.  
 Storage used by this media: 150.1 MB Update

Links to this media

Normal link: <https://qsbic.ucd.ie/videos/bmgt12345-trimmed/>  
 Permalink: <https://qsbic.ucd.ie/permalink/v1261b7e27a32elqzw6t/>  
 Player only link: <https://qsbic.ucd.ie/permalink/v1261b7e27a32elqzw6t/frame/>  
 LTI link: <https://qsbic.ucd.ie/lti/v1261b7e27a32elqzw6t/>

Download the metadata: Metadata package Metadata package with editorial annotations only Metadata package with all annotations

\*required fields

Publishing parameters

Published:

Publish automatically on:   
 Format: YYYY-MM-DD HH:MM

Unpublish automatically on:   
 Format: YYYY-MM-DD HH:MM

Location

\*Parent channel: Elanor McDonald Select a channel

Slug:

Main metadata

\*Title:

Click Save changes

Scroll to Title and rename the video

Save changes

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

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### Elanor McDonald > Edit: BMGT12345 (trimmed)

Parameters Trimming Slides Subtitles Resources Permissions Statistics

Parameters

Trimming: Succeeded 100%

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 Player only link: <https://qsbic.ucd.ie/permalink/v1261b7e27a32elqzw6t/frame/>  
 LTI link: <https://qsbic.ucd.ie/lti/v1261b7e27a32elqzw6t/>

Download the metadata: Metadata package Metadata package with editorial annotations only Metadata package with all annotations

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'.