Lecture Capture

A student guide to accessing lecture recordings
(currently only available to students who are involved in the Lecture Capture pilot, for more details visit www.mmu.ac.uk/lecturecapture)
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1 Introduction to Lecture Capture

1.1 What is Lecture Capture?

Lecture Capture is a system that is coming to soon to Manchester Metropolitan University and will record your tutor’s lecture content including audio and project output. The lecture recording will be released for your viewing within 2 working days via Moodle.

You can access these recordings via the appropriate unit code. Click on the lecture recording resource your tutor will have created in Moodle. Access to all lecture recording resources / links will be located towards the top of the Moodle page near the welcome area or unit information.

We are introducing Lecture Capture in the following phases:
- Until January 2018 – Scoping and requirements gathering
- January 2018 – Pilot
- September 2018 – Full service launches

Lecture Capture is currently at pilot stage running for selected locations and units within the Faculty of Business and Law. For a list of pilot locations and units involved please go to the Lecture Capture webpage.

Please note: Lecture Capture is not intended as a replacement for attending lectures and not every lecture will be recorded.

For more information about the Lecture Capture project such as full pilot details and FAQs, please visit the Lecture Capture webpage.

1.2 Using Lecture Capture

This guide will help you to get the most out of the lecture recording, including:
- Lecture Capture student interface
- Viewing the lecture recordings
- Taking notes against a lecture recording
- Using your study guide
2 Access to lecture recordings

1. Login to Moodle

2. Select the unit

3. Click on the All Lecture Recordings link (the title of this resource will differ, depending on what the tutor has named it) – usually found towards the top of the Moodle page, this will direct you to all the recorded lectures by your tutor

This will take you to CLASSES view

You can use the Search Content to find a recording, you can search by lecture name, month, time and use keywords.

You can Custom order the recording list by Newest or Oldest.

2.1 To play a lecture recording

Any lecture recording that has a green play button next to the recording is ready for viewing, simply click on the recording and it will open in a player.
Click on Play button to play the recording.

Any recording on the list that has a grey button next to it is yet to be published. The recording will be released within 2 working days, unless the tutor has a reason not to release the recording.
3 Taking notes against a lecture recording

3.1 Taking notes

On a lecture recording you can make notes on the side panel as you view and listen to the recording on the timeline. You also have the option to download your notes.

Click on the notes icon

A blank note pad will appear on the right-hand side for you to make notes.

Play the lecture recording and anywhere along the timeline that you would like to make notes, simply pause the recording and make your notes.

3.2 Bookmark

You can also set Bookmark along the timeline. This option is great if you want to quickly scan through the recording and place a marker for you to come back and review the recording another time and if you wish to make additional notes.
3.3 Download notes

Click on the download link if you want a copy of the notes you’ve made on a lecture recording.

3.4 Quick access to the list of recordings

This option will take you back to all the lecture recordings available in your unit area, where you can select another recording for viewing.
4 Study guide

4.1 Using the study guide

Your study guide is your own personal space within your course for you to store and manage your notes. This area is private and is only visible to you.

4.2 Viewing your study guide

1. Login to Moodle
2. Click on the unit code
3. Click on the All Lecture Recordings \textit{(the title of this resource will differ, depending on what the tutor has named it)} link – usually found towards the top of the Moodle page, this will direct you to all the recorded lectures by your tutor.
4. Click on the Study Guide
5. This will take you to your study guide area

6. From the list of timestamps next to the notes you’ve made, click on any one of the notes or at the appropriate timestamp you’ve made. This will open the lecture recording player on the right hand side and will also jump to the timeline in the recording.

7. Click on the **Edit** option to make changes to your notes or add further notes. Click on the **Download** option to download your notes.

8. You can also select another lecture recording to view and make notes on by clicking the down arrow found next to the current lecture recording you are working on, or by using the left and right arrows to scroll through the list of lecture recordings.