

Introduction to iLecture Recording Options

The iLecture service provides the university with audio-visual recording capabilities suitable for recording live lectures and for the preparation of pre-recorded teaching material.

The iLecture service is commonly used for providing students with recordings of lectures within the major teaching venues on campus. However there are also a number of small classrooms, case study rooms and other teaching spaces that also have audio-visual recording capabilities. There are more than [120 venues](#) across all campuses that are iLecture-enabled.

The remainder of this short guide provides an overview of the capture options and what you need to do to use the service. There is a collection of other guides that contain information specific to some aspects of the iLecture service. Should you require additional information, please feel free to contact iLecture support by submitting a support request via the [online form](#).

Did you know that lectures scheduled in the 40 major teaching venues are automatically recorded and made available to students in the corresponding Blackboard units?



Opt-Out Recording in Major Teaching Venues

The iLecture service recording policy determines that all lectures booked into any of the [40 major venues](#) on campus will be automatically recorded.

- Lectures that are booked into these venues will automatically be scheduled for capture approximately one week prior to the first day of semester. You **do not** need to submit a booking request via the [iLecture Management Tool](#).
- An iLecture unit will automatically created and staff access will be granted based on the information contained within the University timetabling system. Additional staff access can be granted via the [iLecture Management Tool](#).
- Links to iLecture recordings will automatically be posted into associated Blackboard units. See the [Using the iLecture Management Tool](#) guide for further information about management student access to iLecture recordings in Blackboard.
- A notification email will be sent to the staff member assigned to the venue booking in the University timetabling system.
- To Opt-Out of these recordings, you need to contact iLecture support by submitting a support request via the [online form](#).

Schedule Recording in iLecture-Enabled Venues

If your lecture or teaching session is scheduled into an iLecture-enabled venue that is **not** subject to the opt-out recording policy, then you can book the recording of your lectures using the [iLecture Management Tool](#).

- Log into the [iLecture Management Tool](#) using your Curtin credentials.
- If one does not already exist, create a new iLecture unit that is associated with the current study period.
- Provide access to the iLecture unit for any other teaching or support staff.
- Make the booking for the automatic iLecture recording(s) in the relevant venue.

Recording Options in Other Locations

There are a few options available for recording your audio-visual teaching material from other locations, including non-iLecture enabled venues, office, home, and various field locations.

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1. The Echo360 Personal Capture software (PCAP) is ideal for producing short audio-visual teaching material

- PCAP can be used for creating welcome videos, weekly summaries, sequenced mini-lectures, student presentations and software demonstrations.
- PCAP is available for installation on Curtin staff computers. It can also be downloaded from the CTL website for installation on other computers used by Curtin staff and students.
- Many teaching venues that are not iLecture-enabled may have a PC installed in the lectern. These lectern computers all have the PCAP software installed.
- Refer to the [Echo360 Personal Capture page](#) for more information.



2. Recording using video camera, iOS device or a variety of other devices with capture capabilities

- The CITS Service Desk has audio-visual equipment available that can be borrowed by Curtin staff and students.
- Audio-visual material in a variety of media file formats can be uploaded into the iLecture system. Refer to the [Uploading Audio and Video Files to iLecture](#) guide for further information.

Managing iLecture Recordings

The iLecture system incorporates a few different tools to help you with managing your iLecture recording. The following table contains a list of tasks you may want to achieve and which tool you need to use.

Support	Where
I want to seek support from the iLecture support staff	Support Request Form
Set-up	
I want to add a new unit to my list of iLecture units	iLecture Management Tool
I want to provide other staff or external users with access to my iLecture unit	iLecture Management Tool
I want to make a booking for the recording of my lectures	iLecture Management Tool
I want to configure how my iLecture recordings are published to my Blackboard unit	iLecture Management Tool
I want to set my preference for how students can access my iLecture recordings (Public Access, Blackboard Only)	iLecture Management Tool
I want to allow my students to engage in discussion around my iLecture recordings	iLecture Management Tool
I want to “opt-out” of the recording of my lectures	Support Request Form
Managing recordings	
I want to view my iLecture recordings	Echo360 Media Manager
I want to modify the speaker and description for my lectures	Echo360 Media Manager
I want to edit one of my iLecture recordings	Echo360 Media Manager
I want to reuse a small section of one of my iLecture recordings	Echo360 Media Manager
I want to download the EchoPlayer version of my iLecture recordings	Echo360 Media Manager
I want to upload an existing audio or video file	Echo360 Media Manager
I want to capture a new recording from my own computer	Echo360 Personal Capture (PCAP)
I want to see how my students are using my iLecture recordings	EchoCenter
I want to reply to a student discussion posting or delete a student discussion posting	EchoPlayer