



## Guide to Lecture Capturing

March 2019

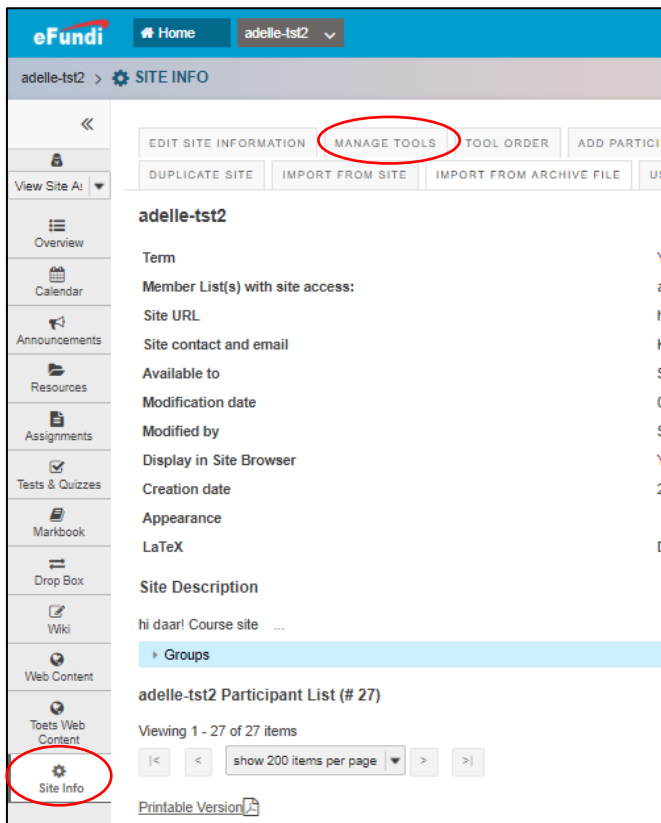
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# 1. Two Lecture Capturing tools you will need

For Lecture capturing two tools are needed.

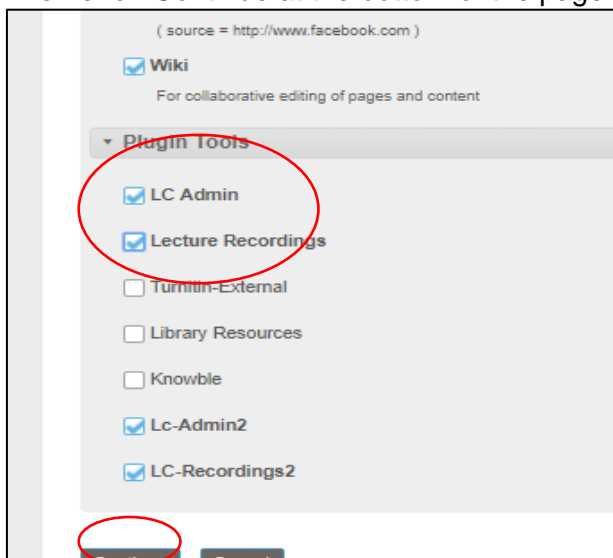
The two Lecture Capturing tools can be added like other eFundi tools by clicking on the **Manage Tools** tab in **Site Info**.



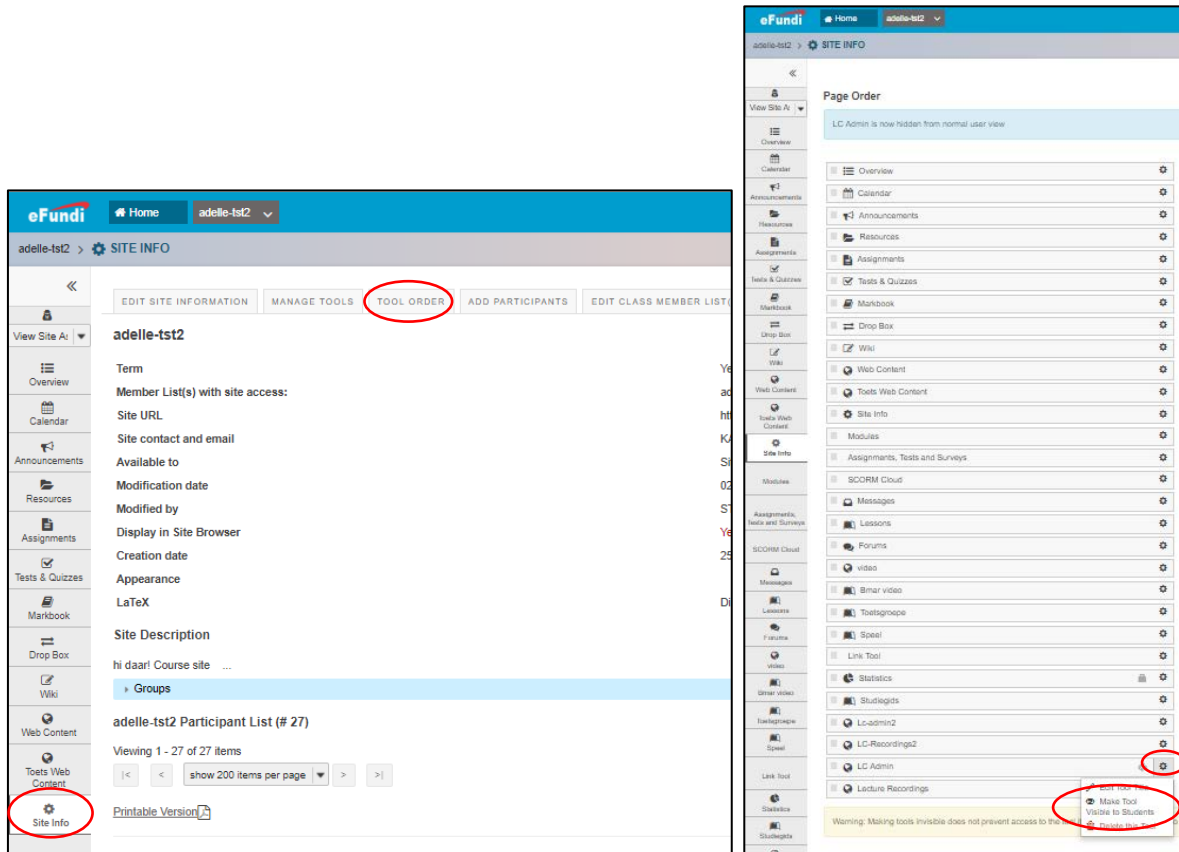
These tools are listed right at the bottom of the list under **Plugin Tools**.

Click the **LC Admin** and **Lecture Recordings** tools to include them for your site.

Then **click Continue** at the bottom of the page.



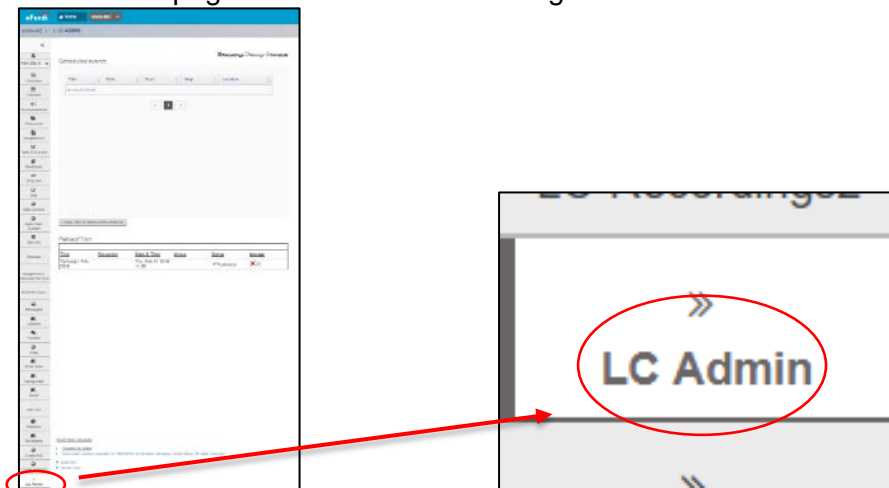
**Very Important:** This tool is only used by lecturers. The System is supposed to **hide** the **LC Admin** tool automatically from students. Please check if this is the case by clicking on the **Tool Order** tab in **Site Info** and **clicking** on the **settings icon** next to **LC Admin**. If it is hidden the **Make Tool Visible to Students** should be displayed as can be seen below.



## 2. Where to find the Lecture Capture tool

Please **wait 15 min** before scheduling for the first time. Once the tool has been added to your site, you will be able to find it in the left-hand side menu of your **eFundi** page under the heading **LC Admin**.

**NB:** Should the **LC Admin** heading *not* be available immediately, please wait 15 min and **refresh** the page. The **LC Admin** heading should then be available.

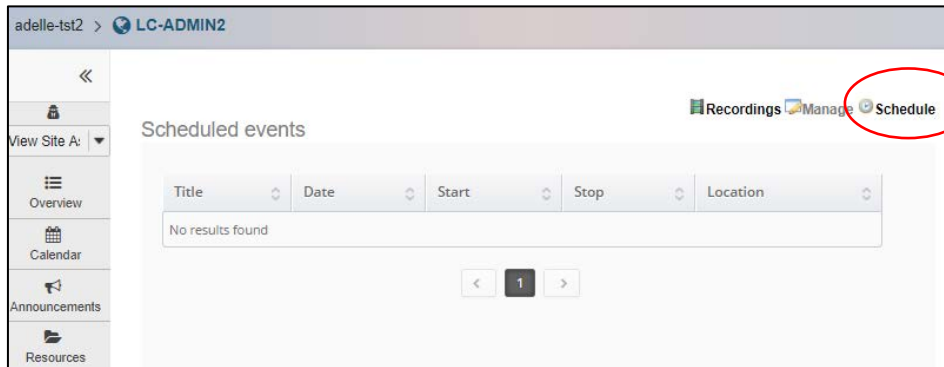


### 3. How scheduling works – the basics

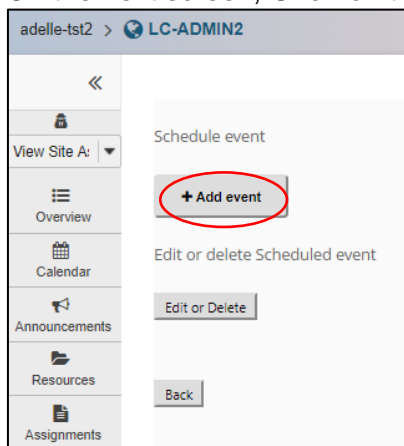
#### 3.1. Schedule event



Once you've **clicked** on the **LC Admin** as shown above, you will be presented with a **Scheduled events** screen as shown below. **Click** on **Schedule**.

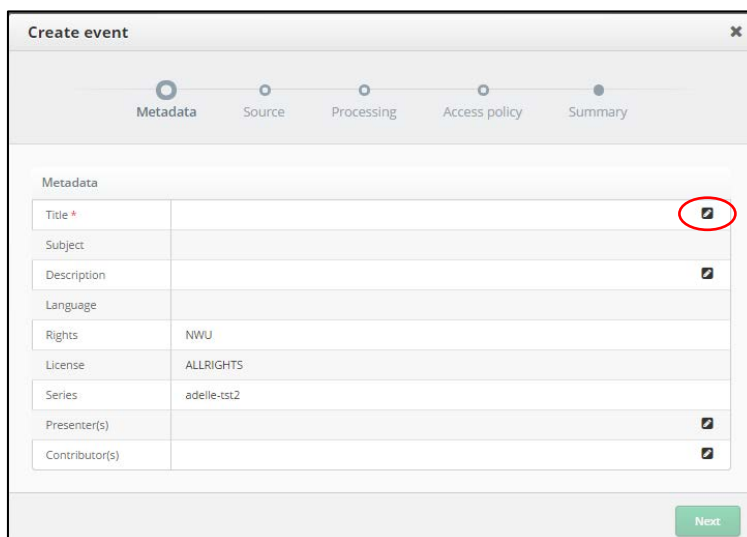
Click on Schedule.



On the next screen, **Click** on the **+ Add event** button.



You will be presented with the **Create event** screen as seen below. Wherever you see the  symbol, means it is an editable field. Click on  symbol to edit fields.



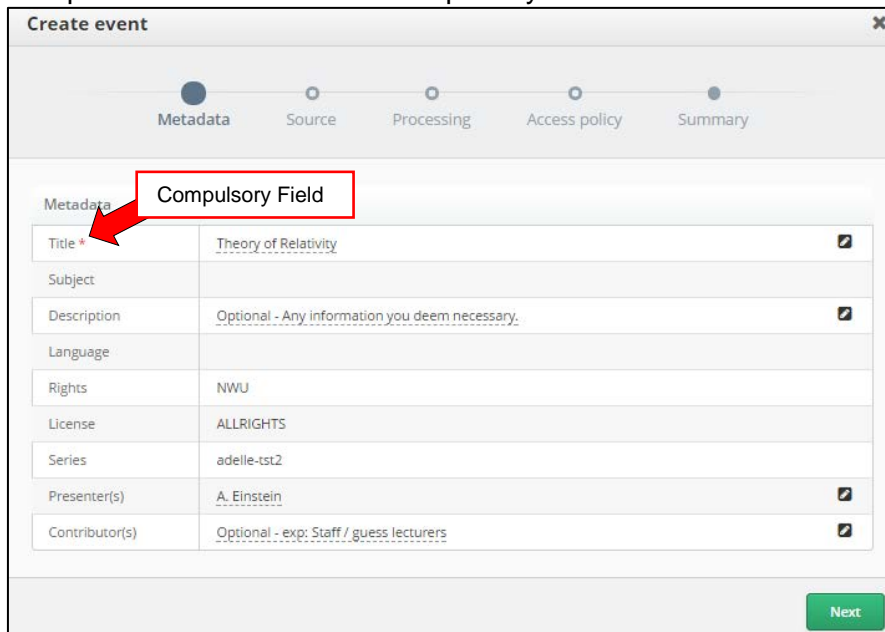
**Title:** This is the title of the class that you want to record.

**Description:** *Optional* - Any information you deem necessary.

**Presenter:** The Lecturer that is presenting that specific class on that day. Although optional, please have at least one presenter entered here.

**Contributor(s):** *Optional* - for example other staff members or guest lecturers.

Complete the editable fields. Compulsory fields are marked with \*.

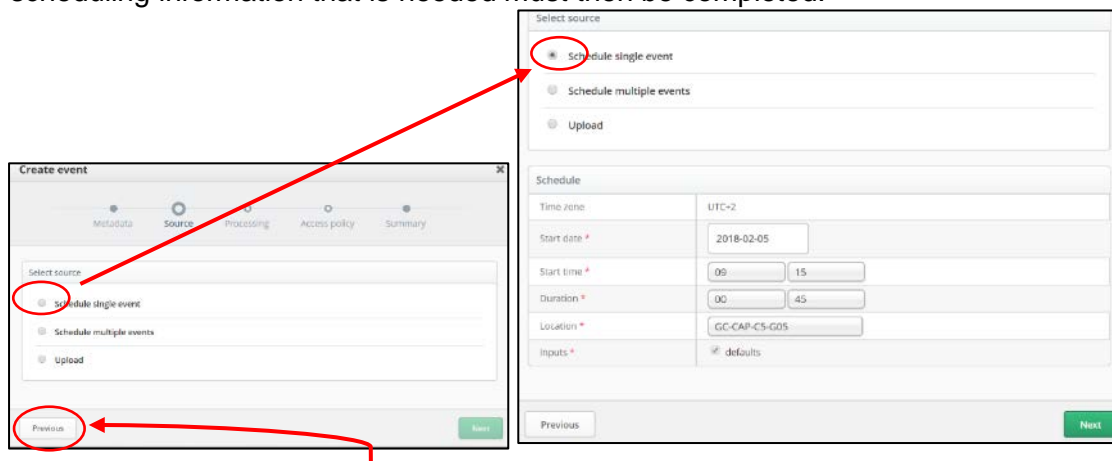


Create event		
Metadata		
Title *	Theory of Relativity	<input checked="" type="checkbox"/>
Subject		
Description	Optional - Any information you deem necessary.	<input checked="" type="checkbox"/>
Language		
Rights	NWU	
License	ALLRIGHTS	
Series	adelle-tst2	
Presenter(s)	A. Einstein	<input checked="" type="checkbox"/>
Contributor(s)	Optional - exp: Staff / guess lecturers	<input checked="" type="checkbox"/>

**Double clicking** on the  symbol will open a dropdown list - if one is available - with available options in that field that can be selected. If the required selection is not there, type it in yourself.

Once done, **click Next** button.

Next is the **Source** screen. Select your desired type of **Schedule** and the additional scheduling information that is needed must then be completed.



Source

Select source

- Schedule single event
- Schedule multiple events
- Upload

Previous Next

Schedule

Time zone: LITE-2

Start date: 2018-02-05

Start time: 09:15

Duration: 00:45

Location: GC-CAP-C5-G05

Inputs:  defaults

Previous Next

Where available, use the **Previous** button to go back and make corrections or changes.

Select the **Start date**, **Start time**, **Duration** (select the 00 by the hours if shorter than an hour) and **Location** as in the example above.

**Location Example:**

CAX-Building Number-Room number - Example: CAP-D1-308

CAP = Potchefstroom Campus

CAM = Mafikeng Campus

CAV = Vaal Campus

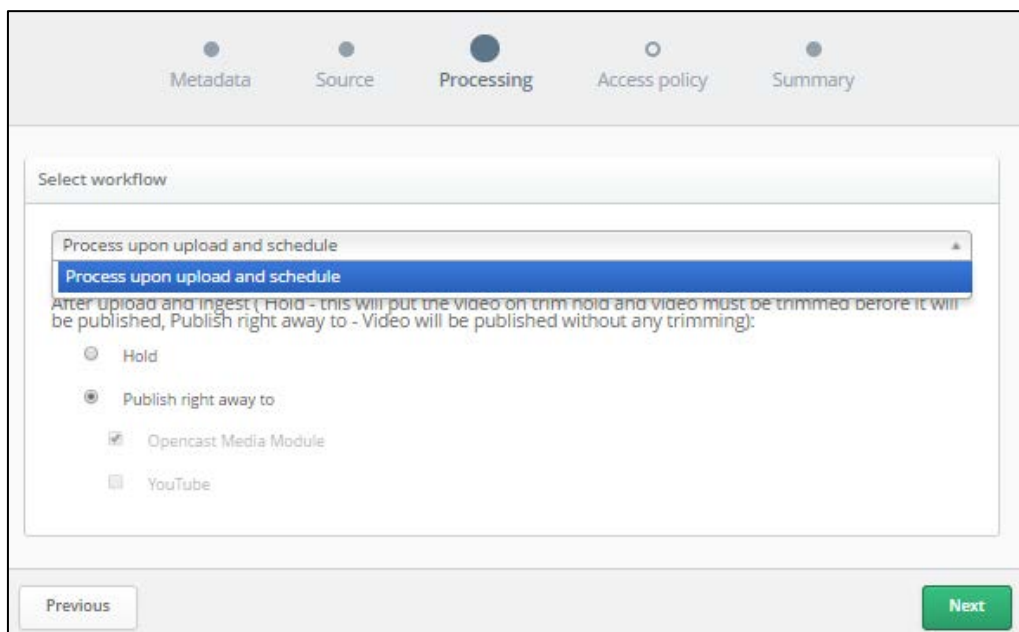
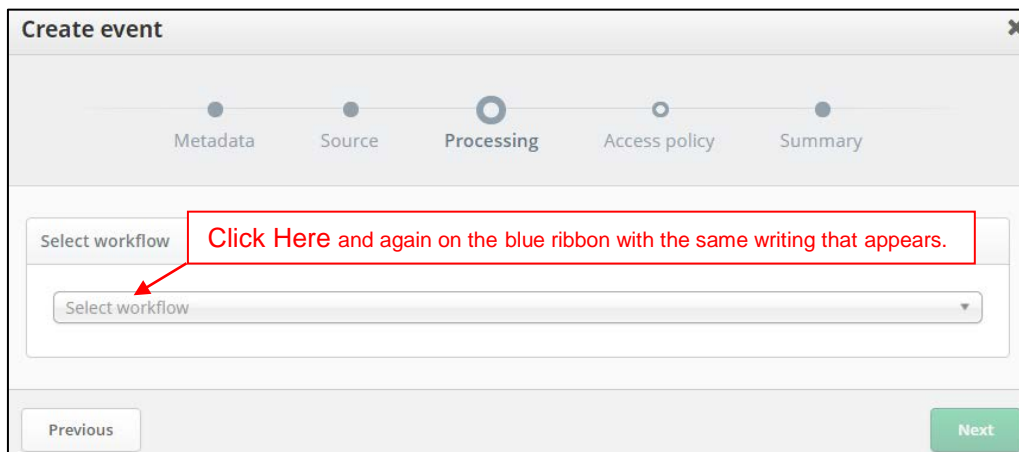
D1 = Building number where the lecture will be taking place

308 = Room number where the lecture will taking place.

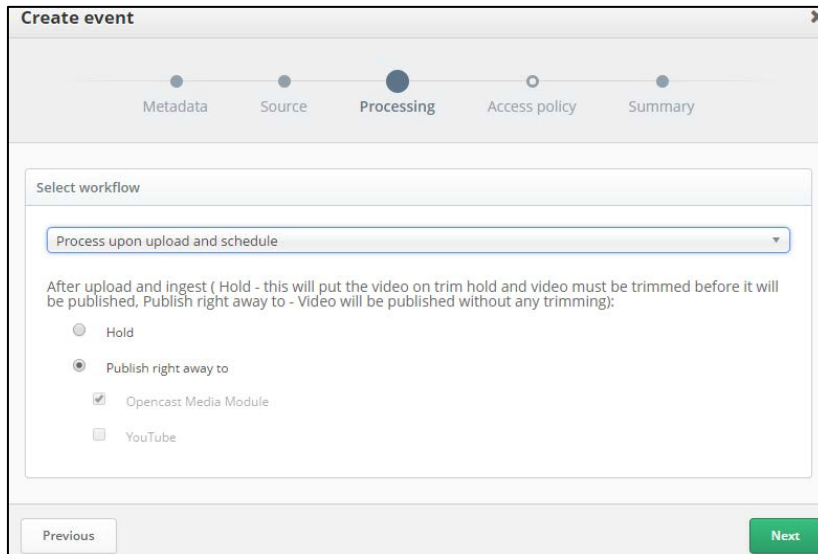
So if your lecture is taking place on **Vaal Campus**, building number **4**, room number **G02**, then the venue you must select will be as follows: **CAV-4-G02**

Once done, **click Next** button.

The next screen is **Processing**.



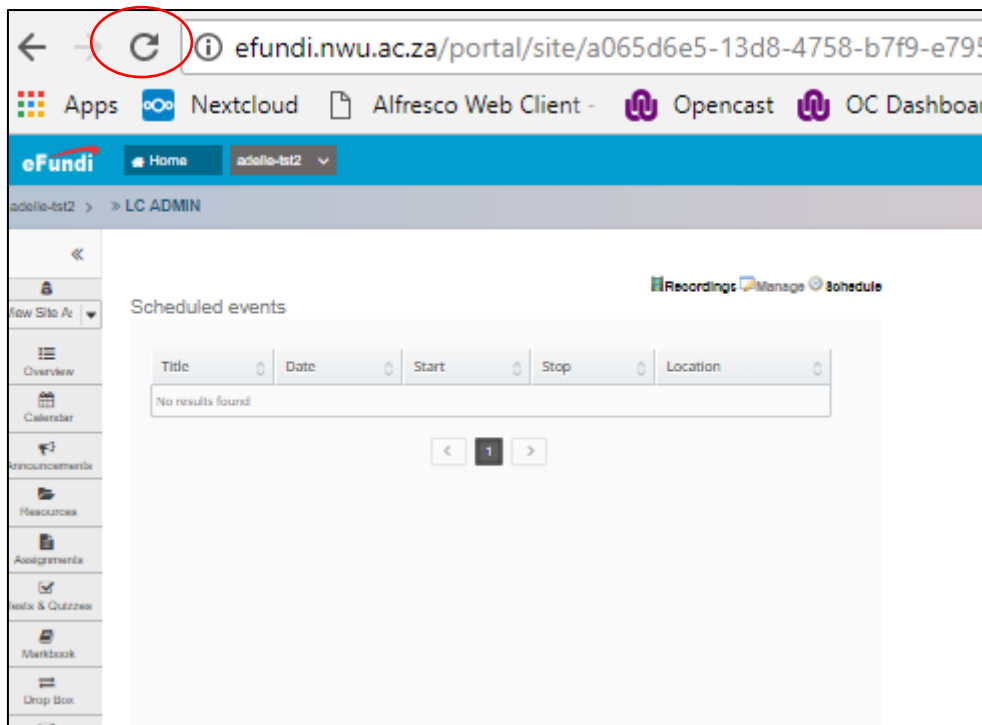
This will open the options below. The default is **Publish right away**, change to **Hold** if you want to edit the recording. **Click Next** button.



The next screen is the **Access policy**. Just **click Next** as nothing can be changed here.

This is followed by the Summary page. Check that the information is correct and **click Create**.

This will take you back to the **Scheduled events** screen. **Click** on the **Refresh** button or **F5** on your keyboard to see your event.

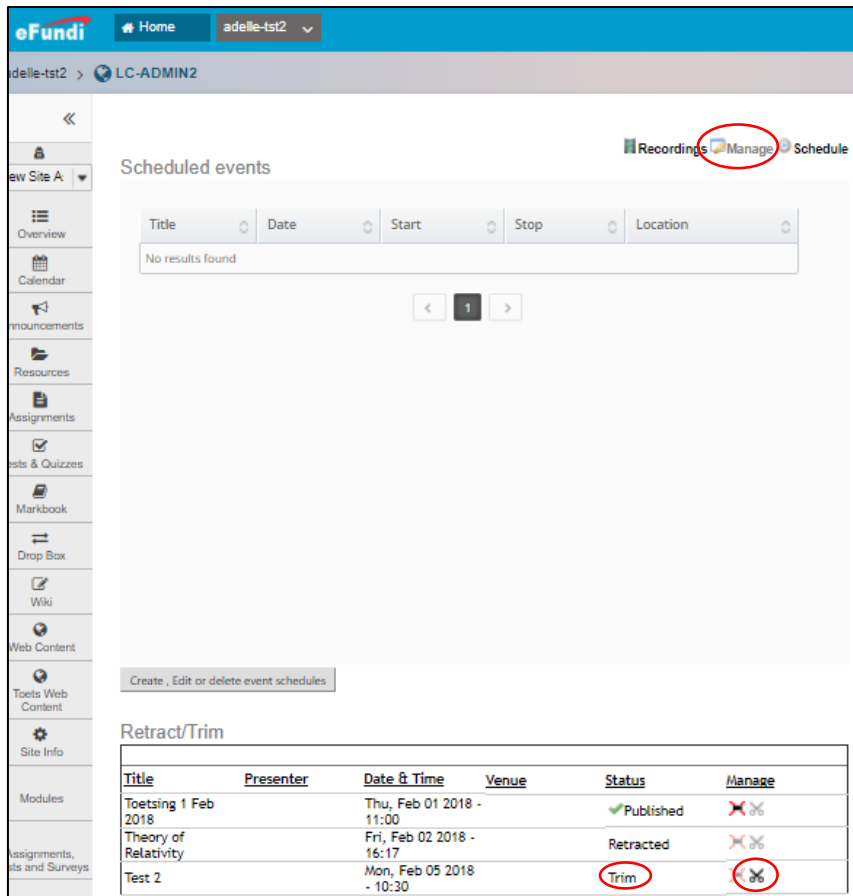




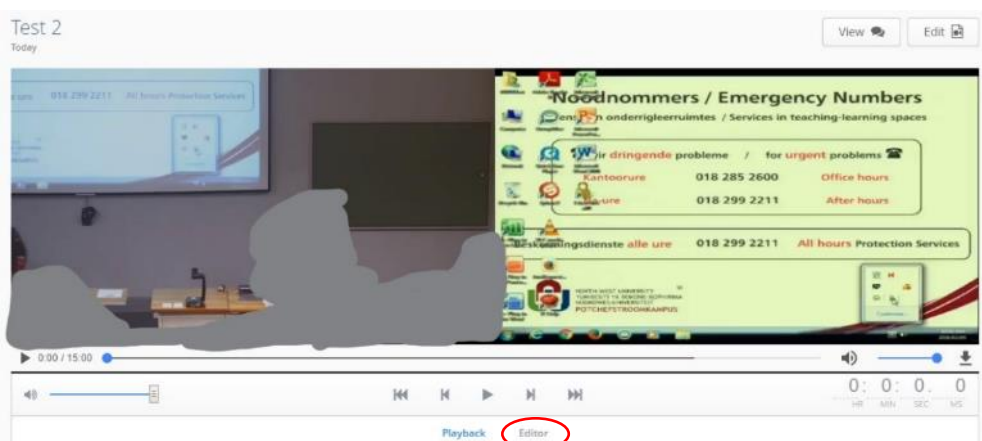
### 3.2. How to Review/Trim the recording

If you selected your recording to be **held** and not **published** immediately you will have the option to **TRIM** your recording. Please note that by doing so, all of the processing will be halted until you have successfully edited your recording, and agreed to continue processing. Please make sure that this is the option you really want to select.

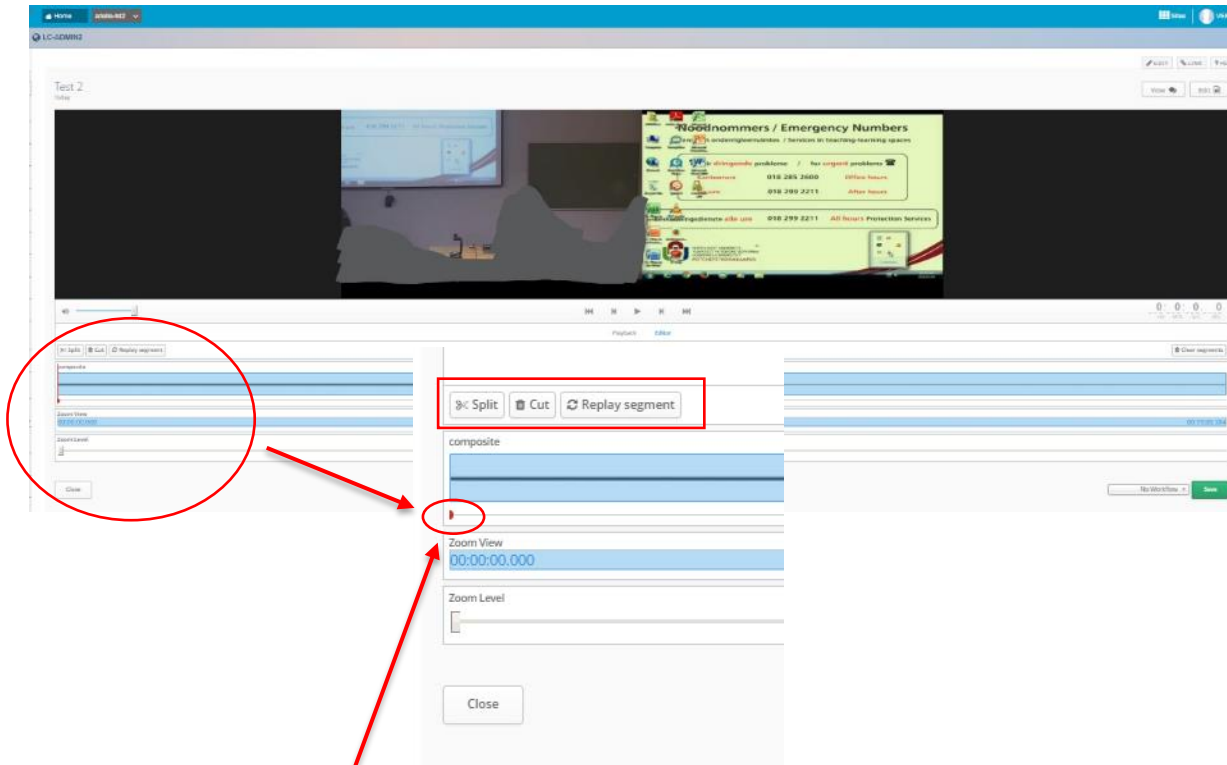
In **LC Admin** under the **Manage** tab at the bottom of the page you will find your recordings. **Test 2** is being held and can be trimmed and because of this, the **scissors** can be selected.



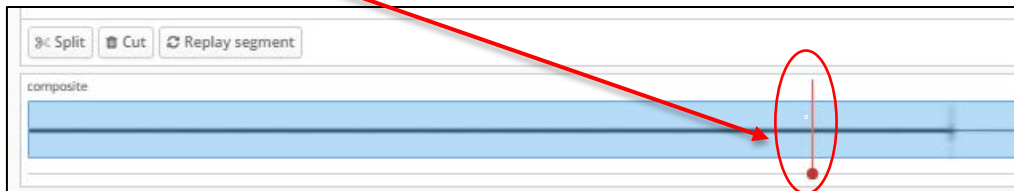
Click on the **scissors** and the recording appears as below. You can view the recording and decide whether you want to trim in or not. Click on **Editor** if you want to trim it.



The screen will then look like this with the most important part enlarged.



Click and drag the **red dot** to where you want the recording to start.



Click on **Split**. The recording will be split in two.



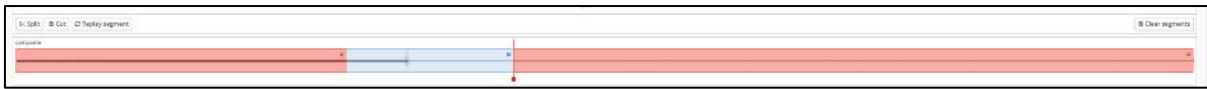
Click and drag the red dot to where you want the recording to stop & Click on **Split**.



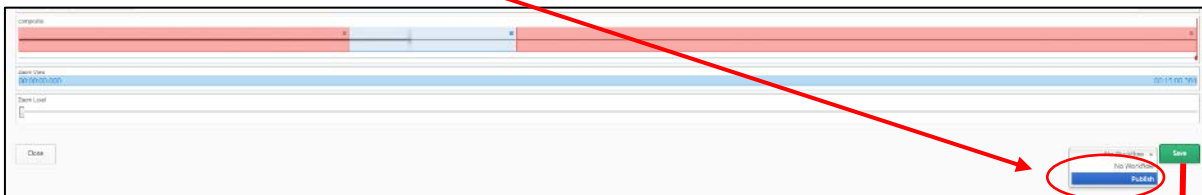
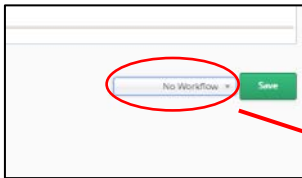
Now **click** on the part you want to cut at the beginning & **Click** **Cut**. That part will turn **red**.



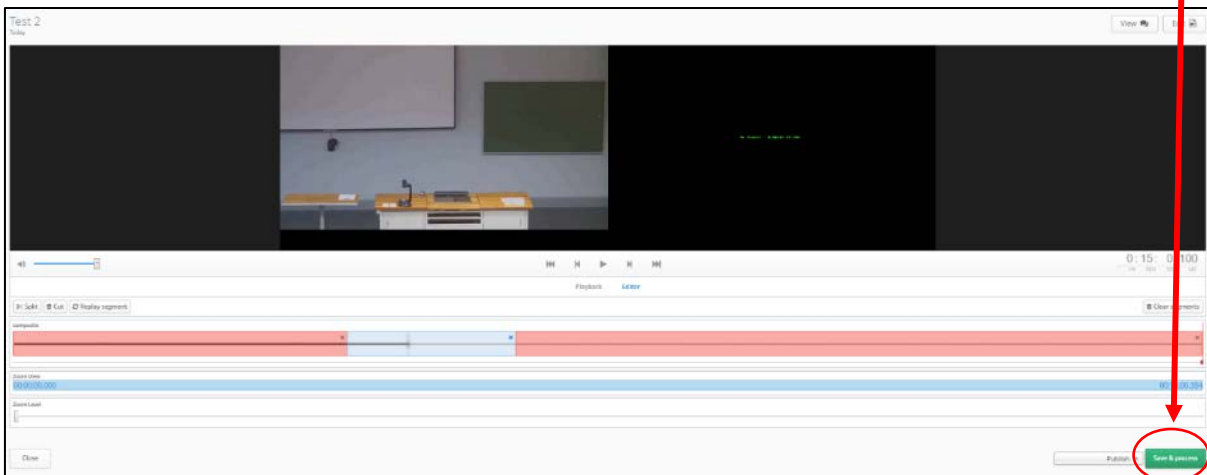
Do the same with the end part of the recording as can be seen below.



Click on **No Workflow** and select **Publish**.

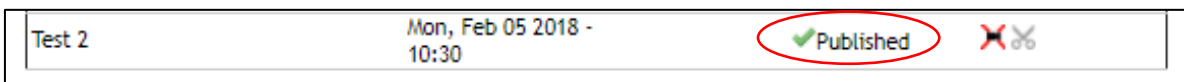
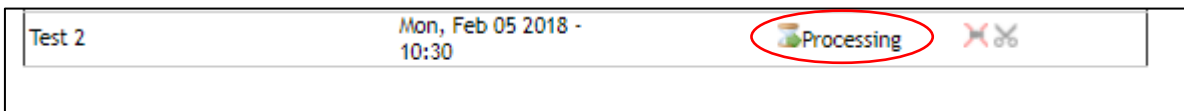


Save changes to **Save & process**. Click to **publish** the recording.




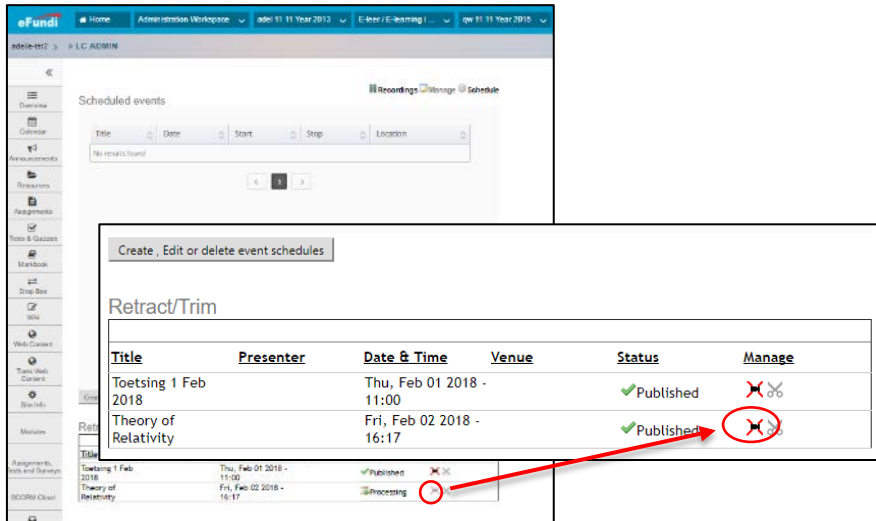
The screen returns to the **Scheduled events** and the recording is being **processed**.

**Processing** will change to **Published** and the recording will be available.

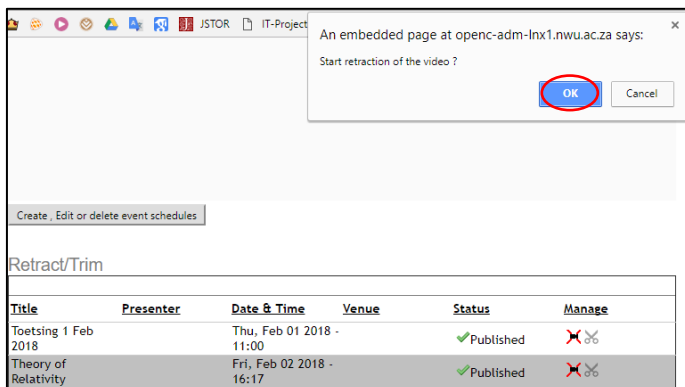


#### 4. How to retract a recording

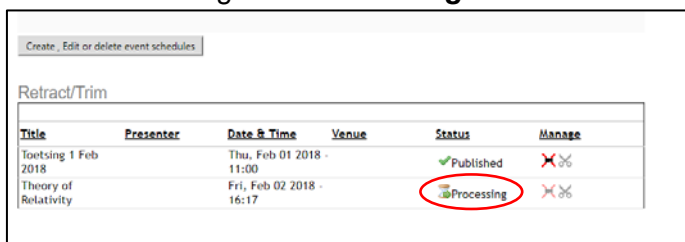
On the **Scheduled events** page, at the bottom will be the recordings. Under **manage** column, **click** on the  image to start **retracting** a recording.



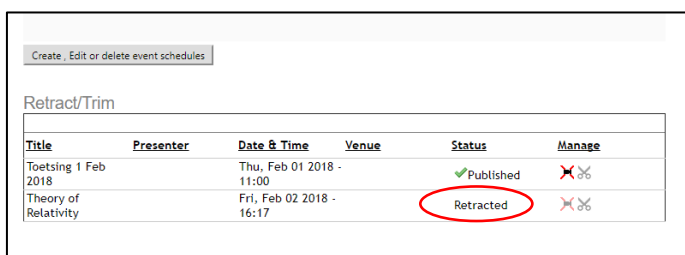
Click on **OK**



**Published** changes to **Processing**



**Processing** changes to **Retracted**

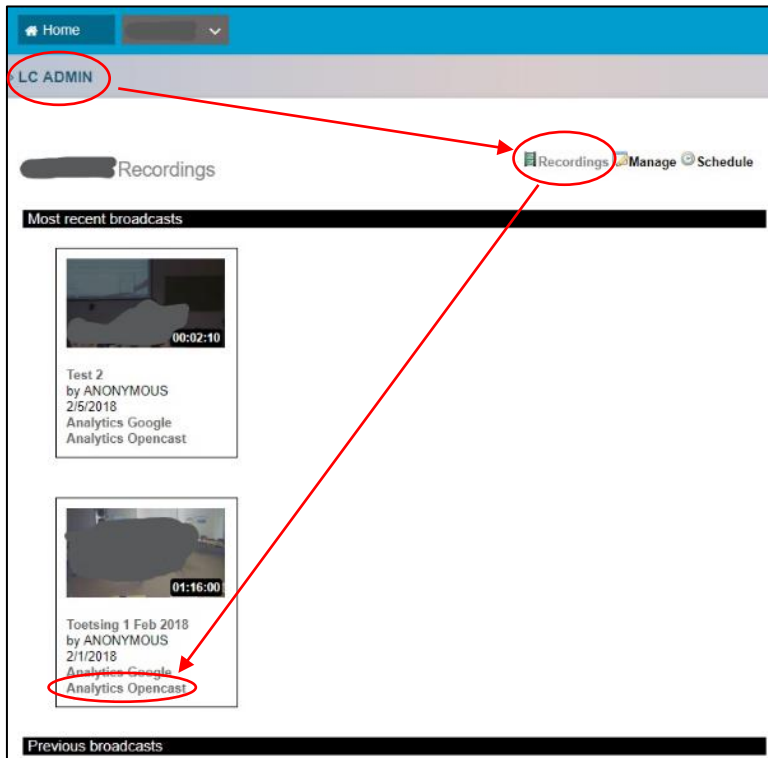


## 5. Opencast Analytics (the really cool bit)

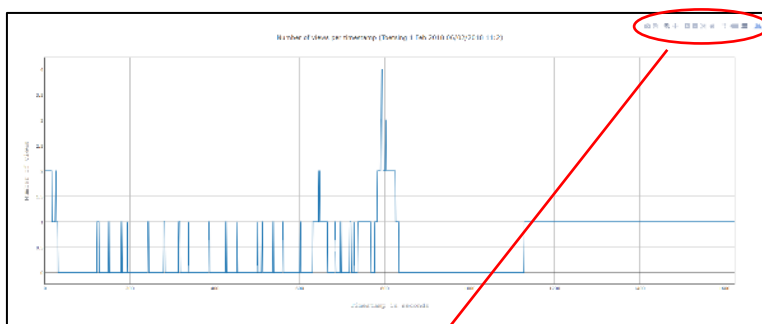
### 5.1 Where do I find the Analytics tool?

Under the **LC Admin** tab, click on **Recordings**. A screen similar to the one below will open.

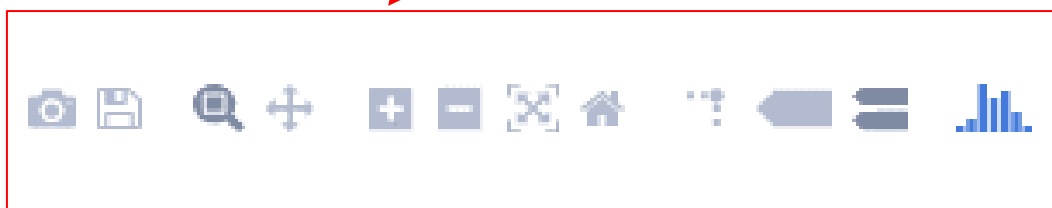
Look for the recording you want to analyse and click on **Analytics Opencast** below the picture of the recording.



This will open a new webpage that will look something like this:



### 5.2 Analytics tool symbols:



### 5.3 So what do they mean?



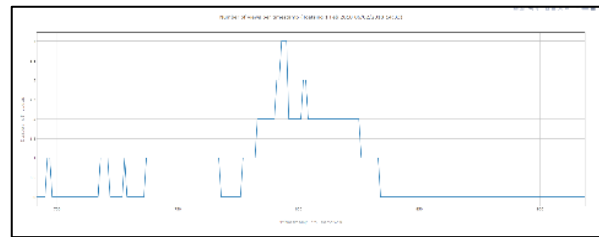
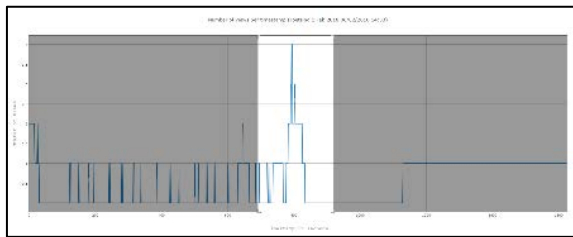
Saves graph as an image.



Not available.



Specific Area Zoom – **Click and select** the area you want to zoom in on. Once you release the mouse button the area selected will be zoomed into.



Pan - **Click and hold, move** mouse side to side or up and down to pan.



Zoom In & Out of the whole graph.



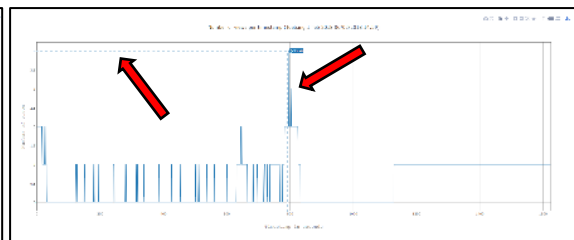
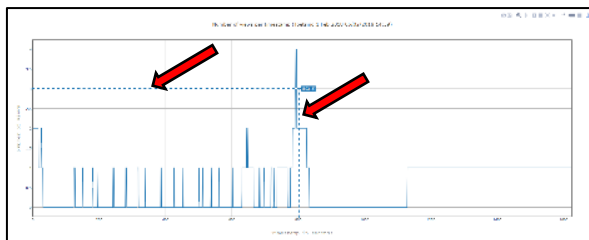
Autoscale – Fits the whole graph onto the page.



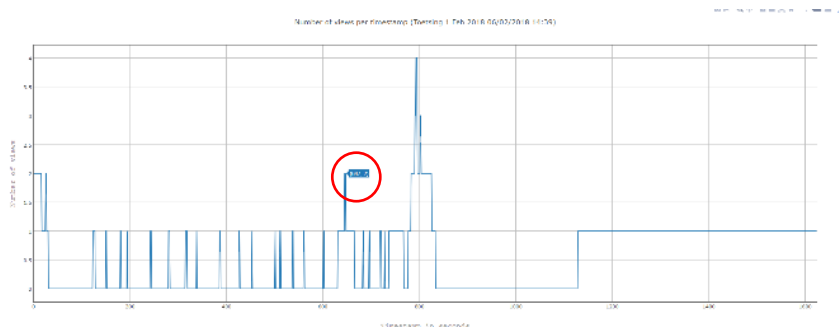
Reset axes – Resets any changes made.



Toggle Spike Lines – When hovering over a point, dotted lines are drawn to the axes for easy reading.

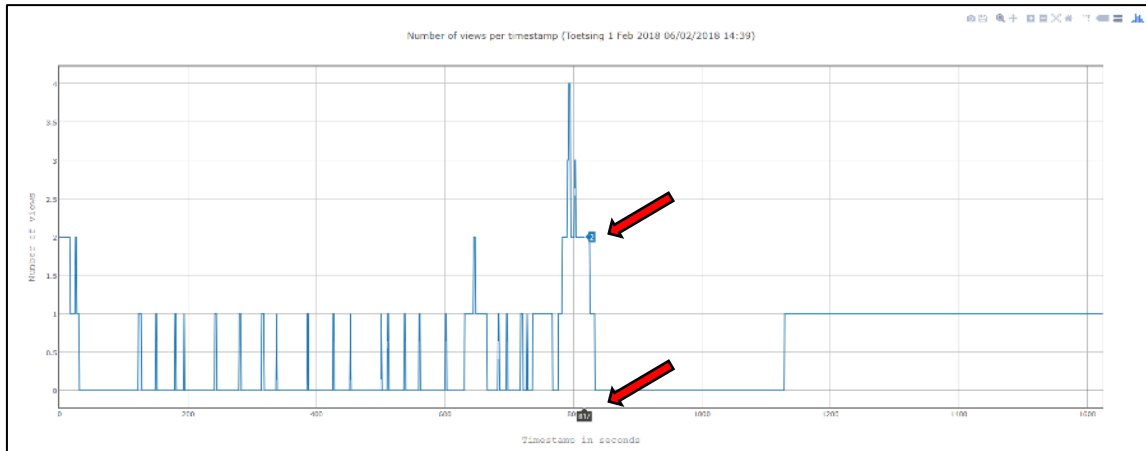


Shows closest data on hover – When hovering over a point, the X & Y values are given.





Compare data on hover – Shows the X & Y values.



Not available.