

Lectopia @ UTAS ~ 2009 Student and Users Guide

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What is a Lectopia recording?

A Lectopia recording is the name used for a recording of your lecture that has been made available through a media delivery system called Lectopia. These recordings can have lecture related materials attached to them, including Microsoft PowerPoint, Adobe Acrobat documents etc. If these documents are attached you can view them while listening to the recording.

Lectopia recordings are currently available for participating units. Lectopia provides *automated capture* of the lecture in the following lecture theatres, but staff can *also create their own recordings if units are not delivered in these venues*.

Lecturers are able to monitor the student usage of the Lectopia system.

Hobart

- **Physics LT 1 (SB.Physics212.LT1) ****
- Centenary Lecture Theatre (SB.Centen118.LT)
- Law LT 1 (SB.Law229.LT1)
- Law LT 2 (SB.Law226.LT2) (Installation in Progress)
- Stanley Burbury (SB.UniCentre208.LT1)
- Commerce Lecture Theatre 1 (SB.Comm107.LT1)
- Arts Lecture Theatre (SB.Arts203.LT)
- Life Science 1 (SB.LifeSci106.LT1)
- Social Science 209 (SB.SocSci209)
- Geology 229 (SB.Geology.229)

Launceston

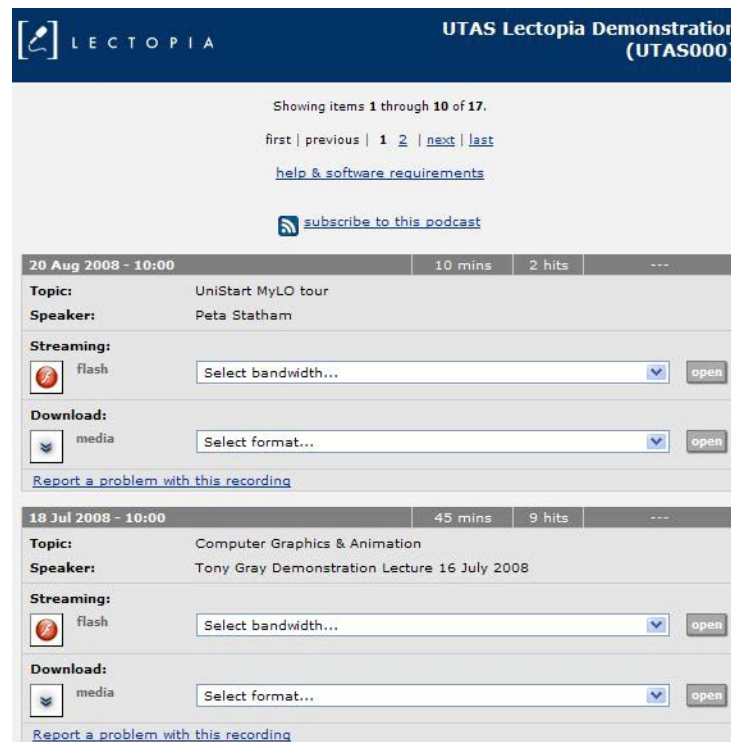
- Lecture Theatre 5 (NH.X138.LT5)
- **Lecture Theatre 9 (NH.L151.LT9) ****
- **Lecture Theatre 2 (NH.A153.LT2) ****
- **Science Lecture Theatre 7 (NH.S141.LT7)****

**** Screen capture recordings**

Screen capture recordings capture audio and synchronise it with any visuals shown through the data projector in the lecture theatre.

Viewing your recordings in a web page

Lectopia recordings are typically made available through a link in your on-line unit in MyLO. A recordings list is displayed which normally includes a list of the available recordings plus any recordings that are scheduled in the next two weeks. These scheduled recordings will not have audio associated with them yet – but *may* have other materials available such as Microsoft PowerPoint slides, that you can print and take with you to the lecture.



List of Lectopia recordings example:

- Where there are more than 15 recordings listed (available or scheduled), the Lectopia recording list will be split into pages. Please take note of the date and time of the recording you have selected. The last recording may possibly be on a different page.
- These Lectopia pages can be accessed at the top of the Lectopia page, by clicking the 'Next' or "Previous" link for the next or previous page. Alternatively you can choose the page by number to go directly to a page
- Each recording that is listed may have information describing the lecture. This information is optionally supplied by your lecturer. As shown here, the information can include lecture: date, time, duration, topic, speaker. Each recording also has a number of pull down menus that will allow you to access various formats of the same recorded lecture.

Media formats Available ➤Changed in 2009◀

Different media formats are grouped into three categories:

- Flash** - these recordings are in Flash format and require a Flash plug-in to be installed in your web browser to be played. These files are for playing only (streaming) and cannot be saved.

- b. **Download** – these recordings are in a format that will allow you to save them and play them with a computer or portable media player. Audio only recordings will be MP3 files, whilst Screen Capture and Video recordings are Mp4 files and require software called QuickTime Player (free edition is sufficient).
- c. **Slides/ Files** – This category *may* include PDF copies of Microsoft PowerPoint files that your lecturer has supplied. If available, these can be saved to your computer and printed. You need Adobe Acrobat Reader 5 or above to view and print these files. The lecturer can also include other supplementary files that are related to your lecture. These files can also be saved on your computer, but you will need appropriate software to open these. Speak to your lecturer if you are unsure what you need.

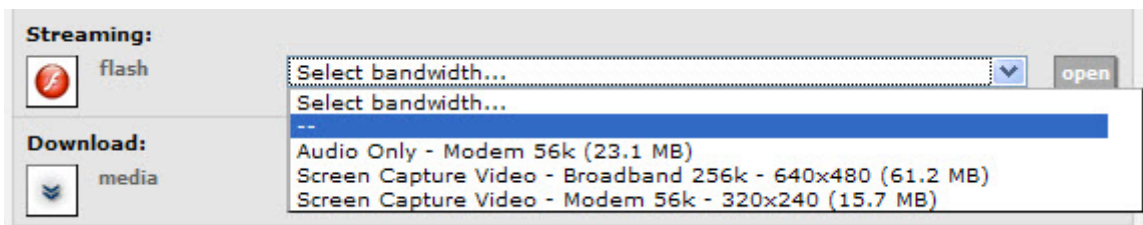
Required Media Players - ➤Changed in 2009◀

You will need the appropriate media player installed to play recordings. Click on the **help and software requirements** link at the top of the recordings list to confirm you have the correct software installed and to access supported versions of the software.

QuickTime and/or Flash are required to view Lectopia recordings	
QuickTime link	Flash link

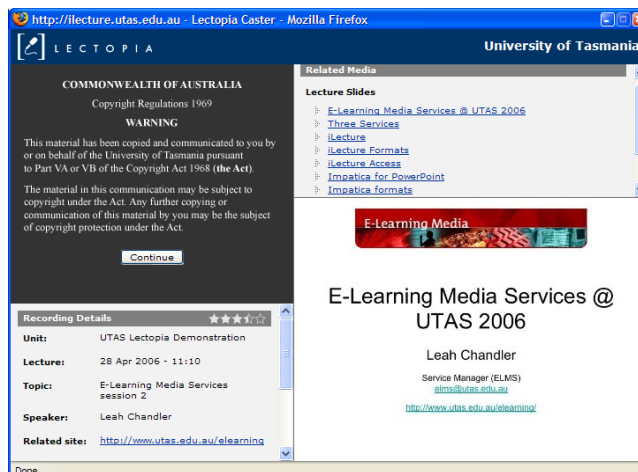
Listening / Viewing a streamed recording (online)

To listen to or view a streamed recording (one that you cannot save on your computer), choose the Flash drop down menu and **select** a bandwidth appropriate to your internet connection. Click on the **Open** button to the right.



The screenshot shows a 'Streaming:' section with a 'flash' icon and a 'Download:' section with a 'media' icon. A dropdown menu is open, showing options: 'Select bandwidth...', 'Audio Only - Modem 56k (23.1 MB)', 'Screen Capture Video - Broadband 256k - 640x480 (61.2 MB)', and 'Screen Capture Video - Modem 56k - 320x240 (15.7 MB)'. An 'open' button is visible to the right of the dropdown.

A new pop up window will open (called the **Lectopia Caster**) similar to that shown below.



The screenshot shows a web browser window titled 'http://ilecture.utas.edu.au - Lectopia Caster - Mozilla Firefox'. The page header includes the 'LECTOPIA' logo and 'University of Tasmania'. A copyright warning is displayed on the left. The main content area features a 'Recording Details' sidebar with the following information: Unit: UTAS Lectopia Demonstration; Lecture: 28 Apr 2006 - 11:10; Topic: E-Learning Media Services session 2; Speaker: Leah Chandler; Related site: http://www.utas.edu.au/elearning. The main content area displays 'E-Learning Media Services @ UTAS 2006' by Leah Chandler, with contact information for the Service Manager (ELMS) at elms@utas.edu.au and http://www.utas.edu.au/elearning. A 'Related Media' sidebar on the right lists links for Lecture Slides, E-Learning Media Services @ UTAS 2006, Three Services, Lectures, Lecture Formats, Lecture Access, Impatica for PowerPoint, and Impatica formats.

The *Caster* window may vary from the one shown above – depending on the options chosen by your lecturer. You will however, always have the area in the top left of the window.

- The left half area of the window shows the copyright message, and more information about the lecture.
- The right half area of the window in the example shows the PowerPoint slides that *may* have been made available to you by your lecturer. You are able to change the slide shown by clicking on the slide headings in the top right area of the window. These slides are optional and not all staff provide them.

Listen to or View a recording

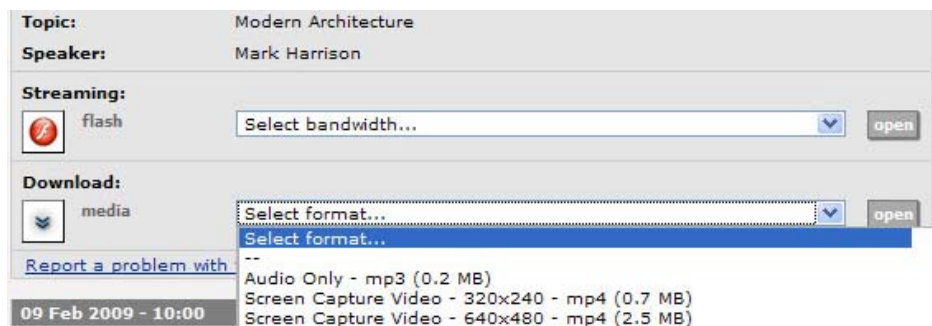
Click the continue button to accept the copyright conditions.

This section of the window will change and after a few seconds will begin to play the recording. (Depending on the speed of your internet connection)

Downloading a recording

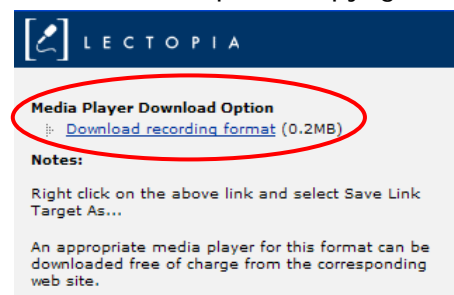
May not be available for all units

The ability to download (save) a recording from the Lectopia system is a feature that is optional and not offered for all units. If downloading is available for your unit, each lecture recording will have a corresponding download menu. From the lecture recordings list, next to the download icon click *Drop Down* menu and choose the Download format required: For example: Audio Only - MP3, which will play on your computer or MP3 player



The copyright window is displayed. Click the continue button to accept the copyright conditions. The following window is displayed:

1. **Right click** on the *Download recording format* link and choose **Save target as...**
2. Save the file on your computer / portable media device
3. Play the recording on your portable media device or your computer using the appropriate software.



Subscribing to a Podcast of your unit's recordings

Some units provide the facility to sign up to a podcast. Signing up to a podcast provides the ability to setup your home computer to automatically download new lecture recordings when they are become available. You need appropriate software to do this - we recommend Apple iTunes which is freely available for both Mac and PC platforms. This can be downloaded from the page displayed after clicking on the [Subscribe to a Podcast](#) link. Recordings that are automatically downloaded via the podcast can be played on your computer or a portable media device.

Units that have a podcast available have a recordings listing similar to below they have a link "*subscribe to this podcast*" at the top of the window – just below the *help and software requirements link*.



To subscribe to the podcast for your unit, click on the '*subscribe to this podcast*' link and follow the directions in the podcast window.



Setting up Apple iTunes to subscribe to a podcast

Copy the URL (web address) in the Lectopia podcast window.

In the Apple iTunes software:

- Click on the *Advanced* menu and choose *Subscribe to Podcast*.
- Paste the URL you copied into the window and click on OK

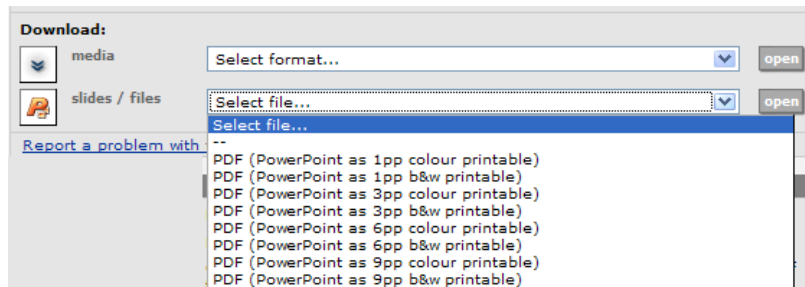
Current and any new recordings will automatically download under the podcast section of the Apple iTunes software. Recordings from previous weeks will be listed but not automatically downloaded. These can be easily downloaded by clicking on the appropriate *Get* button for each recording.



Accessing Microsoft PowerPoint notes

Lecturers are able to make PowerPoint slides available (in Adobe Acrobat (PDF) format) via the Lectopia system. This feature is optional and not used by all staff.

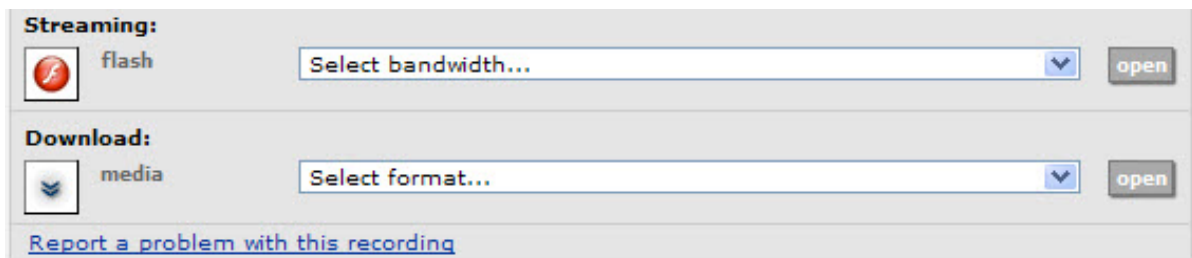
When a recording has a PowerPoint associated with it, the *Slides / Files* pull down menu will be available as shown below.



From this pull down menu you are able to choose one of the 8 formats available. (black & white or colour with different layouts). These files can be saved to your computer and/or printed and taken to the lecture. You will need Adobe Acrobat Reader installed on the computer to open and print these files. You can access the software by access the *'help and software requirements'* page.

Having problems using Lectopia?

Lectopia has its own in-built problem reporting tool. If you are experiencing a problem with a particular recording click on the link **Report a problem with this recording** that is at the bottom of each recording.



You are presented with the problem reporting screen which automatically detects what software you are using on the computer and your username. Fill in the details as accurately as possible and submit the problem report. These problem reports are monitored by Lectopia support staff regularly and you will normally be contacted via email by the end of the next business day.

Please include your email address &/or phone number if you wish staff to contact you.

FAQ - Frequently Asked Questions

If you have followed this document and still have not been able to resolve your issue, please report the problem using the Lectopia problem reporting tool. Click on the link: ***Report a problem with this recording*** underneath your recording.

See [Having problems using Lectopia?](#)

1. I cannot find Windows Media and QuickTime streaming formats

Lectopia at UTAS no longer provides QuickTime and Windows Media streaming formats. Streaming media is only provided through Flash which is a more reliable and accessible format.

2. The recording will not play in QuickTime Player

- Make sure you have the latest QuickTime Player software installed (<http://www.apple.com/quicktime/download/>)
- Ensure that QuickTime Player is configured correctly (<http://www.apple.com/quicktime/troubleshooting/>)

3. I am unable to download the lecture recordings

There are two possible issues here:

The unit may not provide download versions of your lecture recordings as this is an optional feature enabled by your lecturer. To confirm that your unit does provide download versions – on the recordings page ensure that there is a download pull down menu in addition to the standard Flash Media pull down menus. You are only able to download recordings by using the Download pull down menu.

If your unit provides download versions of the lecture recordings – you will be able to access the download pull down menu. After choosing a download format from the pull down menu a new smaller window will popup. If you do not see a smaller window appear you likely have a pop-up blocker enabled that is blocking this window. Ensure your web browser is configured correctly for Lectopia and MYLO by accessing the support document for more information- <http://www.utas.edu.au/coursesonline/configure-browser.htm>

4. The lecture recording plays for a while then cuts out

This can occur when accessing streamed versions of the lectures as they rely on a good internet connection between your computer and the streaming server. We suggest the following may help:

- Access the lecture recording later in the day
- Access the download version (if your unit provides this facility)
- Access a lower quality recording

5. The lecturer cannot be heard or is very faint

This most common cause of quiet recordings is the lecturer not wearing a lapel microphone and walking away from the lectern while the lecture was being recorded. You should report a problem with the recording so Lectopia support can check this problem, record this issue for others accessing the recording and notify the lecturer to reduce the rate of this occurring.

It is also possible that this lecture was pre-recorded using a portable recording device. The recordings from these devices tend to have a volume that is significantly lower than those

recorded in the Lecture Theatre. Please submit a problem report so this can be investigated and rectified if possible. See [Having problems using Lectopia?](#)

6. Internet Explorer blocks the download when accessing the slides for printing

- Make sure your web browser is correctly configured for using Lectopia and MYLO. See the support document (<http://www.utas.edu.au/coursesonline/configure-browser.htm>) for more information. Make sure in the trusted sites section – you also click custom level and make sure you have file downloads enabled.
- Try accessing Lectopia by using Mozilla Firefox as your internet browser.

7. There are no PowerPoint slides to go with this lecture

It is the lecturer's responsibility to make lecture slides available with lecture recordings. It may be the case that there are no slides, the lecturer has not uploaded slides yet, or the lecturer does not wish to make slides available for this particular lecture. Please contact your lecturer regarding this issue.

8. Can't hear any sound from the recording

Audio volume can be controlled in three areas, ensure that none of these are set to mute:

- Media player volume
- Computer volume
- External speaker volume

Check each of the above to ensure the volume is not muted and is set to an audible level.

9. Support Contact Details

UTAS Service Desk

Web: <http://www.utas.edu.au/servicedesk/>

Phone: 61 3 6226 1818 or 1300 304 903

Lectopia Support Website

Web: <http://www.utas.edu.au/itr/lectopia/student-support.html>

Author:

ELMS Service Manager

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University of Tasmania