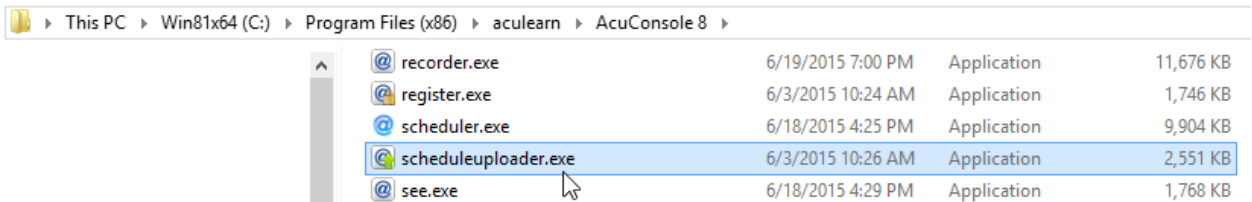


# SCHEDULING LECTURE VIDEO RECORDING USING ACUCONSOLE SCHEDULE UPLOADER

## INSTALLING ACUCONSOLE AND ACCESSING THE SCHEDULE UPLOADER

1. Browse to <http://presentur.ntu.edu.sg/login/download.asp> to download the AcuConsole Application.
2. Install the AcuConsole Application. Follow the instructions to uninstall any previous version of AcuConsole installed in your computer if prompted.
3. Once installed, you should be able to locate the Schedule Uploader tool in the following folder in your computer. You may wish to create a shortcut to the SchedulerUploader.exe file on your computer desktop for easy access to the tool.



4. Launch the Schedule Uploader tool. Fill in the following server information if required.

Server: presentur.ntu.edu.sg  
Login with: AcuManager  
Company: Blackboard  
Userid: Your School Scheduler's Username  
Password: Your School Scheduler's Password

Please check with CCCLR if you require a Scheduler account or forgotten/need to reset the Password.



The image shows a Windows-style dialog box titled "Login" with a yellow border. At the top, it features the "AcuLe@rn" logo in blue and black, with the tagline "Rich Media Communication" in italics below it. The dialog contains several input fields: a dropdown menu for "Server" set to "presentur.ntu.edu.sg", a dropdown menu for "Login with" set to "AcuManager", a text box for "Company" containing "Blackboard", a text box for "Userid" containing "scheduler\_NBS", and a password field for "Password" with ten black dots. Below these fields is an unchecked checkbox labeled "Auto Login". At the bottom, there are two buttons: "OK" and "Cancel".

Server: presentur.ntu.edu.sg

Login with: AcuManager

Company: Blackboard

Userid: scheduler\_NBS

Password: ●●●●●●●●●●

Auto Login

OK Cancel

## PREPARING THE .CSV SCHEDULE FILE FOR BATCH UPLOADING

To ensure that all the information in the .csv file is correct, it is best that the Scheduler also have Course Administrator access to NTULearn. This will enable the Scheduler to check and provide the correct course and instructor information in the schedule readily.

Use the Lecture Schedule and Template.csv file provided to enter the information of the lecture scheduler. The information required are explained as follows:

Field	Description, Value and Format
Company ID	<b>Blackboard</b> (always use this value)
Studio ID*	Refer to the LT and PC used for recording the lecture. Also schedule on all the 2 PCs (-PC1 and -PC2) available in the LT. e.g. <b>LT19-PC1, LT19-PC2</b>
LMS Course	<b>1</b> (use this value if it for a NTULearn course site)
LMS Course ID	Course ID of the NTULearn course site. e.g. <b>15S1-AB1402-LEC</b>
LMS Folder Name	Course content area in the course site. e.g. <b>15S1 Recorded Lectures</b>
Available	<b>1</b> (use this value if the recording is to be make available to students once it is published to the course site)
Author ID*	Course Instructor's ID
Author Name*	Course Instructor's Name
Author Email	Course Instructor's Email Address
Title*	Leave this blank. The system will add in a title based on date of recording and course ID.
Start Date*	Date in DD/MM/YYYY format. e.g. <b>15/4/2015</b> for 15 <sup>th</sup> April 2015
Start Time*	Time in NN:NN AM/PM format. e.g. <b>10:00 AM; 12:00 PM</b>
End Date*	Date in DD/MM/YYYY format. e.g. <b>15/4/2015</b> for 15 <sup>th</sup> April 2015
End Time*	Time in NN:NN AM/PM format. e.g. <b>10:00 AM; 12:00 PM</b>
Keyword	Any text
Auth. Mode*	<b>Course</b> (use this to restrict access to the recordings by the course users only.)
Auth. Value	<b>Leave this blank.</b> Or any alpha-numeric value to use as Password to access the recording if required.
Expiry Date*	Set this to 2 years after the recording. e.g. <b>31/12/2017</b>
MP3	<b>1</b> (use 1 if .mp3 podcast of the recording is to be made available for users to download. Use 0 otherwise.)
MP4	<b>1</b> (use 1 if .mp3 podcast of the recording is to be made available for users to download. Use 0 otherwise.)
Category	e.g. <b>15S1-AB1402</b> to capture the semester and course code for the MP3/MP4 podcast.
Description	e.g. <b>LT19-PC1</b> to capture the venue of the recording in the link posted in NTULearn course site.
Remarks	Any text

## UPLOADING THE SCHEDULE AND CHECK FOR ERRORS

To check the errors in the uploading schedules, it is best that the Scheduler also have Course Administrator access to NTULearn. This will enable the Scheduler to check and correct any mistake in the course and instructor information in the schedule readily.

Launch the AcuConsole Schedule Uploader tool (internet connection required)

1. From the File menu, select Open to open the .csv file of the scheduled lectures.
2. The tool will connect to NTULearn to check for errors in the uploaded schedule. Common errors are highlighted below:

- Wrong StudioID
- Wrong CourseID
- Wrong AuthorID
- Conflict in Venue/Date/Time

The screenshot shows the AcuStudio Schedule Uploader application interface. At the top, there is a menu bar with 'File', 'Edit', and 'Help'. Below the menu is a toolbar with icons for file operations. The main area contains a table with the following columns: Company ID, Studio ID, LMS Course, LMS Course ID, LMS Folder Name, LMS Available, Author ID, Author Name, Author Email, Title, Start Date, Start Time, End Date, End Time, Keyword, Auth. Mode, Auth. Value, Expiry Date, MP3, MP4, and Category. The table lists 26 rows of lecture data. At the bottom of the window, a scrollable area displays error messages for each row, such as 'Row 1, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid' and 'Row 2, the time overlaps with row 15'.

	Company ID	Studio ID	LMS Course	LMS Course ID	LMS Folder Name	LMS Available	Author ID	Author Name	Author Email	Title	Start Date	Start Time	End Date	End Time	Keyword	Auth. Mode	Auth. Value	Expiry Date	MP3	MP4	Category
1	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			11/9/2015	10:30	11/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
2	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			25/8/2015	10:30	25/8/2015	12:30		course		31/12/2017	1	1	1551-AB1402
3	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			1/9/2015	10:30	1/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
4	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			8/9/2015	10:30	8/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
5	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			15/9/2015	10:30	15/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
6	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			22/9/2015	10:30	22/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
7	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			6/10/2015	10:30	6/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
8	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			13/10/2015	10:30	13/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
9	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			20/10/2015	10:30	20/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
10	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			27/10/2015	10:30	27/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
11	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			3/11/2015	10:30	3/11/2015	12:30		course		31/12/2017	1	1	1551-AB1402
12	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			7/11/2015	10:30	7/11/2015	12:30		course		31/12/2017	1	1	1551-AB1402
13	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			11/8/2015	10:30	11/8/2015	12:30		course		31/12/2017	1	1	1551-AB1402
14	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			18/8/2015	10:30	18/8/2015	12:30		course		31/12/2017	1	1	1551-AB1402
15	blackboard	LT19-PC1	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			25/8/2015	10:30	25/8/2015	12:30		course		31/12/2017	1	1	1551-AB1402
16	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			1/9/2015	10:30	1/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
17	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			8/9/2015	10:30	8/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
18	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			15/9/2015	10:30	15/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
19	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			22/9/2015	10:30	22/9/2015	12:30		course		31/12/2017	1	1	1551-AB1402
20	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			6/10/2015	10:30	6/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
21	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			13/10/2015	10:30	13/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
22	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			20/10/2015	10:30	20/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
23	blackboard	LT19-PC2	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			27/10/2015	10:30	27/10/2015	12:30		course		31/12/2017	1	1	1551-AB1402
24	blackboard	LT19-PC3	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			3/11/2015	10:30	3/11/2015	12:30		course		31/12/2017	1	1	1551-AB1402
25	blackboard	LT19-PC3	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg			7/11/2015	10:30	7/11/2015	12:30		course		31/12/2017	1	1	1551-AB1402
26	blackboard	LT19-PC3	1	1551-AB1402-C-LEC	1551 Recorded Lecture1	asktoh	Christine Koh	asktoh@mtu.edu.usg								course		31/12/2017	1	1	1551-AB1402

Row 1, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 2, the time overlaps with row 15  
 Row 2, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 3, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 4, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 5, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 6, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 7, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 8, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 9, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 10, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 11, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 12, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 13, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 14, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 15, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 16, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 17, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 18, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 19, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 20, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 21, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 22, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 23, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 24, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 25, Column 'Studio ID', 'LT19-PC3' is not valid  
 Row 25, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid  
 Row 26, Column 'Studio ID', 'LT19-PC3' is not valid  
 Row 26, Column 'LMS Course ID', '1551-AB1402-C-LEC' is not valid

3. Follow the hints provided to correct the mistakes in the .csv file. (Note: you cannot edit the .csv file while it is being opened in the Schedule Uploader. Save a copy to edit the information.)
4. Once corrected, re-open the .csv file in the Schedule Uploader.
5. If there is no error found, click the Upload icon to upload the schedule.



Note:

**Scheduling a lecture recording using the AcuSchedule tool does not include the booking of the venue selected.** Please book the venue via StaffLink > Facility Booking separately.