

SCHEDULING LECTURE VIDEO RECORDING IN NTULEARN

At NTU, lecture video recording facilities are available in at all common lecture theatres (LT 1 to LT 29 including TCT-LT, LT 1A, 2A, 19A, LKC-LT) and selected school-based lecture theatres (SPMS LT 1 to 5, SBS-CR1, SCBE-LT, SCBE-SR2). Using the AcuSchedule tool in NTULearn, course instructors can create the lecture recording schedule to record their lectures at these venues. Once recorded, the lecture recordings will be made available to the students in the respective NTULearn course site.

The AcuSchedule tool is accessible by Course Instructor, Teaching Assistants or Course Builders in the NTULearn course site to:

- create new schedule for lecture recording
- set the availability of the lecture recordings
- modify the lecture recording information/schedule

ACCESSING THE LECTURE SCHEDULE IN NTULEARN COURSE SITE

1. Login to NTULearn and enter your course site.
2. Enter any of the content areas (e.g. Information, Contents, 14S1 Recorded Lectures) available in the course site.
3. From the Tools content menu, select the AcuSchedule tool (Figure 1) to list the schedule of the lecture recordings for the course, if any (Figure 2).

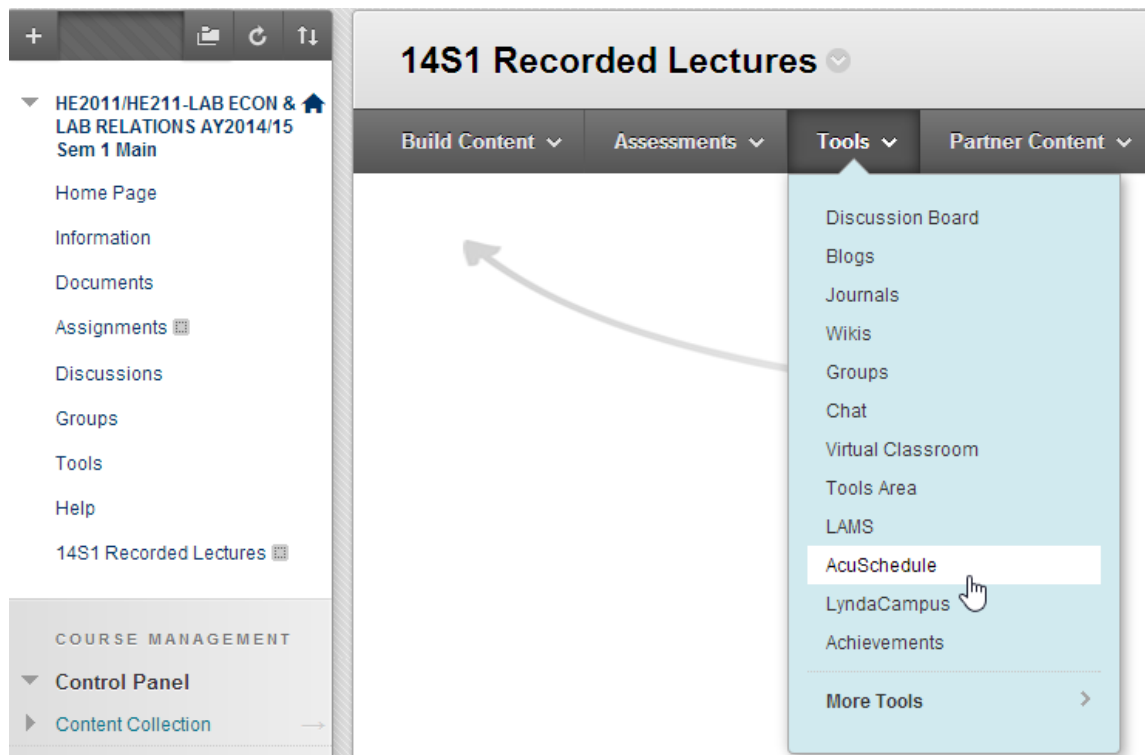


Figure 1: Accessing the AcuSchedule tool in NTULearn course site

AcuSchedule User Guide

The screenshot shows the 'Schedule' page in the Acuschedule system. On the left is a navigation sidebar with options like Home Page, Information, Documents, Assignments, Discussions, Groups, Tools, Help, and a 'Quick Unenroll' button. The main content area is titled 'Schedule' and features a table of scheduled sessions. Above the table are filters for 'My Schedule' (unchecked) and 'Current Course' (checked), along with date pickers for 'Start Date' (08/06/2014) and 'End Date' (08/06/2015), and a 'Studio ID' search field. Action buttons for 'List All', 'Refresh', 'Availability', 'Delete', and 'Create Schedule' are also present. The table lists 13 sessions, each with a checkbox, date, start/end times, duration, title, author, studio ID, and status.

<input type="checkbox"/>	Date	Start Time	End Time	Duration	Title	Author	Studio ID	Scheduler	Status
<input type="checkbox"/>	14/08/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140814	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	18/08/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140818	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	25/08/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140825	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	01/09/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140901	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	08/09/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140908	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	15/09/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140915	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	22/09/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140922	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	06/10/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141006	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	13/10/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141013	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	20/10/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141020	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	27/10/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141027	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	03/11/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141103	asbchew	LT26-PC2		Scheduled
<input type="checkbox"/>	10/11/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20141110	asbchew	LT26-PC2		Scheduled

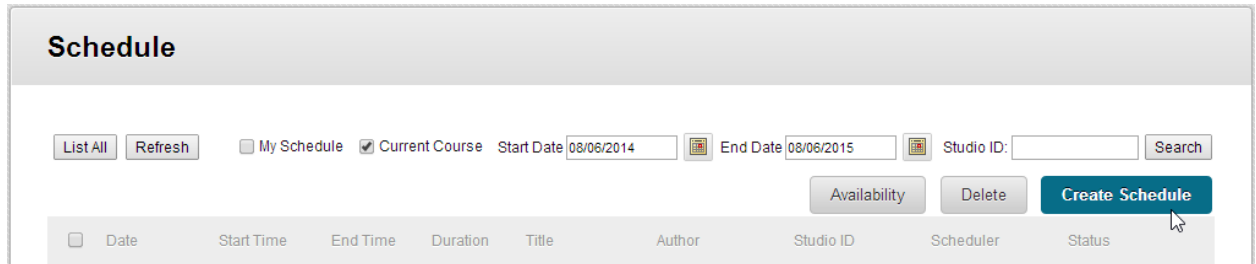
Displaying 1 to 13 of 13 items | Edit Paging...

Figure 2: Schedule lecture recording sessions for the course

CREATING A NEW LECTURE RECORDING SCHEDULE

If you need to add a new lecture schedule (e.g. for a makeup lecture),

1. At the Schedule page, click [New Schedule].



The screenshot shows the 'Schedule' page interface. At the top, there is a header 'Schedule'. Below the header, there are several controls: 'List All', 'Refresh', a checkbox for 'My Schedule', a checked checkbox for 'Current Course', a 'Start Date' field with the value '08/06/2014', an 'End Date' field with the value '08/06/2015', a 'Studio ID' field, and a 'Search' button. Below these controls are three buttons: 'Availability', 'Delete', and 'Create Schedule'. At the bottom, there is a table header with columns: 'Date', 'Start Time', 'End Time', 'Duration', 'Title', 'Author', 'Studio ID', 'Scheduler', and 'Status'. A mouse cursor is pointing at the 'Create Schedule' button.

2. In the Create Schedule page, enter the information for the lecture to be recorded.

Note:

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

Create Schedule

** Indicates a required field.*

Cancel
Submit

SCHEDULE INFORMATION

* Studio ID

* Course ID

* Folder Browse...

* Publish Content Available

* Course Author

Author Email

* Title

* Date

* Start Time

* End Time Next Day

* Repeat Type Not repeat Day Week Month

Status Scheduled

Access security Course Users Access code None

Enable Live

MP3

MP4

Expiry

Description

Click Submit to proceed. Click Cancel to go back.

Cancel
Submit

Note:

The venue of the lecture is as shown in the Studio ID field. Selecting LT26-PC1 and/or LT26-PC2 from the StudioID list, for instance, will schedule the lecture to be recorded at LT 26.

***Please schedule the recording on both –PC1 and –PC2 (have to create the schedules twice) so that one could act as a backup recording in case the other fails to operate.**

MANAGING CONFLICT IN LECTURE RECORDING SCHEDULE

When you modify or create a new lecture recording, you may receive an error message indicating that the session that you try to schedule conflicts with another scheduled sessions such as one shown below.

Create Schedule

* Indicates a required field.

Cancel
Submit

SCHEDULE INFORMATION

The time selected conflicts with other schedules

* Studio ID

LT26-PC2
 ▼

Details

↑

1. Click [Details] to view the conflicting sessions. The session that conflicts with the one that you are trying to schedule will be listed.
2. If required, you can send an email message to the other Author to resolve the conflict.

Send email

Title	Start Time	End Time	Author	Scheduler	Scheduler Email
Lay Kock Test Site_20140806	2014-08-14 14:30:00	2014-08-14 15:30:00	lkchan	lkchan	LKCHAN@ntu.edu.sg
<input type="checkbox"/> 14S1-HE2011-C-LEC_20140814	2014-08-14 14:30:00	2014-08-14 16:30:00	asbchew		

optional message

Send email
Cancel

SETTING THE AVAILABILITY OF THE LECTURE RECORDINGS

1. At the Schedule page, click [Availability].

The screenshot shows the 'Schedule' page with a header and a search/filter section. The search section includes buttons for 'List All' and 'Refresh', checkboxes for 'My Schedule' and 'Current Course', and input fields for 'Start Date' (08/06/2014), 'End Date' (08/06/2015), and 'Studio ID'. Below these are buttons for 'Availability', 'Delete', and 'Create Schedule'. A table header is visible with columns: Date, Start Time, End Time, Duration, Title, Author, Studio ID, Scheduler, and Status. A mouse cursor is pointing at the 'Availability' button.

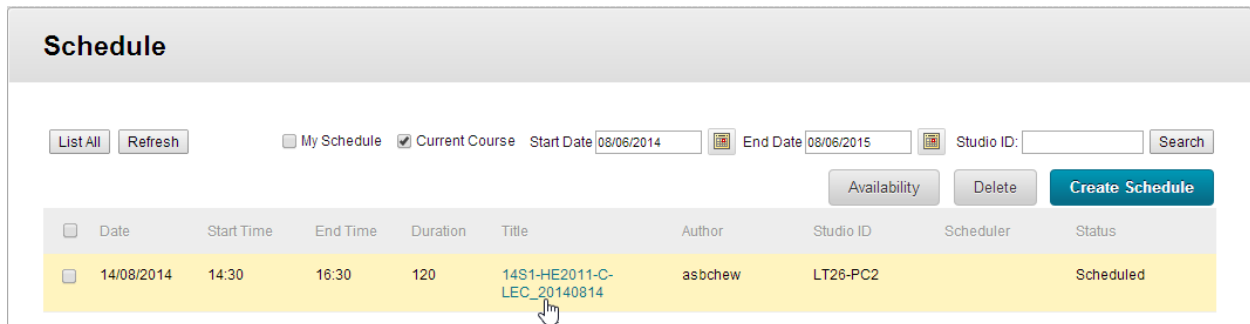
2. At the Lecture Recording Availability page, you can set the availability of the new lecture recordings (i.e. lectures that have yet to be recorded) to after n days the lectures are recorded and published to the course site.

The screenshot shows the 'Lecture Recording Availability' page. It has a header and two 'Cancel' and 'Submit' buttons. Under the 'OPTIONS' section, there is a 'Course' field with the value 'HE2011/HE211-LAB ECON & LAB RELATIONS AY2014/15 Sem 1 Main(14S1-HE2011-C-LEC)'. Below this are three radio button options: 'Make all recordings in this course' (Available, Unavailable, Unchanged), 'Always make new recording in this course' (Available, Unavailable, System default), and 'Always make new recording in all my courses' (Available, Unavailable, System default). A text input field is set to '3' days. A mouse cursor is pointing at the '3' in the input field. At the bottom, there is a note: 'Click Submit to proceed. Click Cancel to go back.' and another pair of 'Cancel' and 'Submit' buttons.

MODIFYING THE LECTURE RECORDING SCHEDULE

If there is a mistake or a change is required to the scheduled lecture recording session (e.g. change in the venue or lecturer's information), you can modify the scheduled session as follows:

1. Click the link of the scheduled session.



The screenshot shows the 'Schedule' page with a search and filter section at the top. Below this is a table of scheduled sessions. The table has columns for Date, Start Time, End Time, Duration, Title, Author, Studio ID, Scheduler, and Status. A single row is visible, representing a scheduled session on 14/08/2014 from 14:30 to 16:30, lasting 120 minutes. The title is '14S1-HE2011-C-LEC_20140814', the author is 'asbchew', and the studio ID is 'LT26-PC2'. The status is 'Scheduled'. A mouse cursor is pointing at the title link.

<input type="checkbox"/>	Date	Start Time	End Time	Duration	Title	Author	Studio ID	Scheduler	Status
<input type="checkbox"/>	14/08/2014	14:30	16:30	120	14S1-HE2011-C-LEC_20140814	asbchew	LT26-PC2		Scheduled

2. In the Schedule page, make the changes to the schedule such as venue (under Studio ID), Course Author, Author Email...etc. accordingly.

Schedule

** Indicates a required field.*

Cancel Submit

SCHEDULE INFORMATION

* Studio ID

* Course ID

* Folder

* Publish Content Available

* Course Author

Author Email

* Title

* Date

* Start Time

* End Time Next Day

Status Scheduled

Access security Course Users Access code None

Enable Live

MP3

MP4

Expiry

Description

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

Note:

The venue of the lecture is as shown in the Studio ID field. Selecting LT26-PC1 and/or LT26-PC2 from the StudioID list, for instance, will schedule the lecture to be recorded at LT 26.

***Please schedule the recording on both –PC1 and –PC2 (have to create the schedules twice) so that one could act as a backup recording in case the other fails to operate.**

Schedule

** Indicates a required field.*

SCHEDULE INFORMATION

* Studio ID	LT26-PC2
* Course ID	LT19-PC1
* Folder	LT19-PC2
* Publish Content Available	LT19A-PC1
* Course Author	LT19A-PC2
Author Email	LT1A-PC1
* Title	LT1A-PC2
* Date	LT20-PC1

Scheduling a lecture recording using the Acuschedule tool does not include the booking of the venue selected. Please book the venue via the StaffLink separately.

DELETING THE SCHEDULED LECTURE RECORDINGS

If the lecture has been scheduled on a wrong date (e.g. it falls on a holiday) or you do not wish the lecture to be recorded (e.g., you are conducting a test during the schedule session) you can delete it from the schedule.

1. At the Schedule page, check the checkbox next to the scheduled session.
2. Click [Delete] to remove the scheduled session. Note: this action cannot be undone.

Schedule

My Schedule Current Course Start Date End Date Studio ID:

<input type="checkbox"/>	Date	Start Time	End Time	Duration	Title	Author	Studio ID	Scheduler	Status
<input checked="" type="checkbox"/>	14/08/2014	14:30	16:30	120	14S1-HE2011-C- LEC_20140814	asbchew	LT26-PC2		Scheduled