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
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*
**Figure 2: Schedule lecture recording sessions for the course**
If you need to add a new lecture schedule (e.g. for a makeup lecture),

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

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.
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.

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

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.
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.

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