### Using the Staff Tool

- Listening to lectures
- Recording lectures
- Adding and editing lecture details
- Uploading PowerPoint slides
- Copyright issues
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Learning objectives

Aim
This workshop aims to provide an overview of the iLecture system from both a student and academic staff perspective. The workshop will outline the procedures staff members should follow to successfully record an iLecture and use the iLecture Staff Tool to manage lecture information. Best practice in using the technologies associated with using iLecture will also be covered.

By the end of this workshop you should be able to:
1. Understand the steps involved in using iLecture
2. Explore the iLecture online interface and listen to an iLecture
3. Make a booking to have your lecture recorded
4. Login and use the Staff Tool to add and edit details of your iLecture
5. Use the lecture room equipment to successfully record a lecture
6. Upload a PowerPoint presentation to accompany your iLecture
7. Understand your responsibilities in relation to copyright compliance when using iLecture
8. Explain to students how to use the iLecture system to listen to lecture recordings
9. Know what support is provided to staff using the iLecture system
Overview of the iLecture system

The iLecture system makes streaming lectures, including multimedia content, available to students so that they can be accessed via the Internet and their WebCT unit. The system has been designed so that the lecture is captured by an automatic process without additional workload for the lecturer.

iLecture allows:

- the recording of live events
- the scheduling of recordings (one-off or repeat)
- the automatic recording, processing, publishing and notification of availability of recordings
- the addition of details such as lecture outlines, instructions, PowerPoint slides and links to websites to enhance student learning via an easy to use Staff Tool
- the easy incorporation of visual media such as videos and visualiser movies (available in Stage 2)
- student access via common web browsers (eg Internet Explorer or Netscape) on either the Macintosh or PC platforms

The iLecture system requires lecturers to

- book their recordings prior to semester
- select the required microphone when delivering lectures

Using the microphone begins audio capture of the lecture which is then automatically digitised and published online. The iLecture system informs the lecturer by email when the recording has been published.
The student view

A link to the iLecture interface is provided in WebCT online units. The interface lists lectures which have already been processed and are available for students. As the semester progresses, more pages are added with the latest lectures located at the top. Information that lecturers add via the iLecture Staff Tool will be seen on this page. For example, if lecture outlines are added, they will appear here.

<table>
<thead>
<tr>
<th>19-07-2004 - 17:30</th>
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<td>This lecture outlines effective techniques for searching the Internet to locate scholarly material. The benefits and limitations of search engines, search directories and the 'deep' web are summarised.</td>
<td></td>
</tr>
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</table>

To listen to the lectures, click on select bandwidth for the QuickTime player. Four options are available:

- Audio 14K
- Audio56K
- Audio256K
- MP3 (download).

Selecting a bandwidth opens the iLecture caster and the lecture begins playing.

If the PowerPoint icon is present, it means that PowerPoint slides accompany the lecture. Two formats for PowerPoint are provided:

- HTML – suitable for viewing the slides
- PDF – slides are presented 3 per page and may be printed out

It is possible to make PowerPoint slides available before a lecture is recorded (see page 8). Students may then print out the slides to assist them in taking notes.

A feature for students to report problems is also included.
Using the iLecture caster

After selecting a bandwidth, the iLecture Caster window is presented. This window controls the audio playback and displays the PowerPoint slides if they are available.

To play the recording the student must click on the Copyright agreement notice which appears in the upper left pane and the lecture will be streamed.

If PowerPoint slides have been provided they will be displayed in the right hand windows of the iCaster. Students should click in the slide titles in the upper right window to progress from slide to slide. The slides do not progress automatically.

Figure 2: iLecture Caster window
Booking iLectures

Bookings must be made at least 4 weeks before the beginning of semester in the case of lecture series or 2 weeks before the recording of a one-off event.

Complete the iLecture Booking Form available at <http://ilecture.mq.edu.au> and send to

iLecture, CFL
Internal mail: iLecture Bookings, CFL   In person: W6B 233

To obtain access to the Staff Tool an iLecture account is required. Apply for an account by completing the iLecture Account Request Form which is also available at the iLecture website.
Specify which units you need to access and have the form authorised by the Unit Coordinator.
If applying for an iLecture account and making bookings, submit the forms together.
It is necessary to sign the copyright declaration on your Booking and Account Application forms.

Making a recording

Lectures are recorded on a time schedule, which is the standard Macquarie University lecture schedule. It is expected that you start the lecture 5 minutes past the hour and end 50 minutes later. The system makes some allowance for variation in lecture times and lengths so recording finishes 2 minutes after the scheduled finishing time.

The recording is ‘auto-triggered’. It will only start recording when the microphone first picks up sound after the system has started ‘listening’ at the scheduled start time. Once a recording has started, it then runs for the duration and the end of the recording occurs at the scheduled time, not when the microphone is turned off. Suspend the recording while you are showing a video, otherwise the audio will be picked up.

Suspending a recording

In rooms with the new lecterns, press the ‘Record mute’ button on the touch screen panel.

Please note that your recording will have a period of time when no sound is heard during the iLecture when the recording is suspended. Notify students that they will hear a period of silence. You can also use the Staff Tool to post a message which will appear in the iLecture listing, see page 9.
Using the microphone effectively with iLecture

- Recordings begin when you turn on and use the microphone. If it is not on, the lecture will NOT be recorded. A good clue that the lecture is being recorded is that you can hear your delivery via the PA system.
- Give audio clues before you turn off the microphone for any reason during the lecture and give an indication of the length of time that there will be no recorded audio.
- Speak directly to the lecture microphone. Sound will be lost if you turn away from the mic.
- Repeat questions asked from the audience. This will allow the questions to be properly picked up by the microphone you are using.
- Limit the background noise by trying not to rustle papers etc. Avoid wearing neck jewellery which might knock against the microphone and be picked up in the recording.

Notification of lecture availability

The iLecture system will notify you by email when your lecture has been digitised and published in your WebCT unit. Recordings should be available within a maximum time of 24 hours. A link to your iLecture will be included in the email so you may check that the recording is in order.

If there has been a problem recording a lecture, the system will also send an email notification advising of the problem and recommending that the lecturer contact AVTS. See page 16 for contact details.
Using the iLecture Staff Tool

The iLecture Staff Tool allows lecturers to add and edit details about a recording after it has been scheduled. It is possible to change lecture details, provide additional notes or an outline, and upload a PowerPoint file for each lecture.

1. To access the Staff Tool, go to: <http://ilecture.mq.edu.au/ilectures/staff/>
2. Log in using your WebCT username and the password you provided on your iLecture Account Request form

![Figure 3 iLecture Staff Tool main menu](image-url)
Editing and adding information about lectures

Adding and editing unit details

From the **main menu**, select the Unit Name to open the **unit detail** screen where the lecturer’s name, contact information and other options can be edited. This information will appear in the iLecture interface that students see when they access the recordings in WebCT.

1. Select the recording by date on the left of the screen. If the status is 'Available' or 'Scheduled', you will be able to add additional information or upload a PowerPoint file.
2. Details of the Unit Contact, Recording and Delivery Options may be edited.
3. Once changes have been made choose **Update** to change your details.
4. If the scheduled lecture details are incorrect, contact AVTS immediately (see page 16).

![Figure 4 Unit detail screen](image-url)
Adding or editing recording details

1. Select a lecture date from the list to display the recording detail screen where you may view scheduling information.
2. In the Summary section you may also change the recording Status and skip or cancel a recording.
3. The information in Additional Lecture Details will be displayed to students in the iLecture interface lecture list.
4. Add a lecture outline, explanatory notes and a related URL in the Additional Lecture Details section.

Figure 5 Recording detail screen
Checking on recordings

Check iLectures after each recording. CFL does not normally listen to each iLecture and relies on staff or students to report problems. It is not necessary to listen to the whole recording, just sufficient to alert you to any problems - check part way through at several points.

1. Access the recording detail screen of the iLectures Staff Tool
2. At the bottom of the screen, under Recordings, click on select bandwidth and choose an option.

Report problems to AVTS. It may be possible to re-record a lecture or record a repeat lecture. If a lecture has run over time, an appointment may be made to record the missed section. See page 16 for contact details.
Using PowerPoint with iLecture

PowerPoint is an effective tool used in conjunction with iLecture. It may be used to:

- provide an appropriate structure for your lecture
- define key points clearly
- provide guidance as to how much can be achieved in the time available
- illustrate statistics graphically or in diagrams
- enhance student understanding with images

Uploading a PowerPoint file

PowerPoint is not recorded by the iLecture system. You must upload the file to the iLecture Staff Tool via your office or home computer before or after your lecture is broadcast.

1. Go to the recording detail screen in the iLecture Staff Tool.
2. Select the recording by date on the left of the screen. If the status is ‘Available’ or ‘Scheduled’, you will be able to add additional information, upload a PowerPoint file or listen to a recording.
3. Select Upload in the PPT column or under Related Links select Upload a powerpoint file for this lecture.
4. Browse your disk to locate your PowerPoint file and click Upload. Your PowerPoint will be processed and published in the HTML and PDF formats.
5. If required, PowerPoint files may be removed once they have been uploaded. Under Related Links, tick the Delete checkbox and select Delete Selected Links.

PowerPoint slides should be available online within an hour or so of upload. If the slides are not available within 24 hours, please contact AVTS. See page 16 for contact details.

Sometimes it may take a while to upload the file, particularly if the file is large. Movie files inserted into PowerPoint will not be sent with the file when it is uploaded to the iLecture system.

Naming PowerPoint files

It is recommended that the following naming convention is used with PowerPoint files

Unitcode-yymmdd-hhmm.ppt

e.g.HIST100-040912-Intro.ppt

Note: PowerPoint is the only format of text material supported by iLecture. It is not possible to upload Word or other documents into iLecture.

Using PowerPoint effectively with iLecture

- Use the Click to insert title feature in PowerPoint when you prepare slides. The iLecture system uses the titles when making slides available online. The titles appear in the top right pane of the iCaster window as hypertext links.
- Progression from one slide to another in synchronisation with the audio is not provided with iLecture. Students will need to select each slide as they listen. Use audio cues to indicate when you are changing slides. Numbering your slides is a good idea.
- Use a final slide as a signal that you have reached the end of your presentation.
- PowerPoint files may be uploaded before a lecture. If you choose this option, students are able to print off the slides to use as a guide when taking notes as they listen.
- Inform students, using the Staff Tool **Additional details** section, if PowerPoint files are not provided.
- iLecture removes various effects such as fly-ins when processing PowerPoint files.
- Use large fonts (minimum of 20 pt) when developing PowerPoint presentations.
- If special fonts are used in a PowerPoint, arrange for these to be uploaded into the iLecture system. Contact AVTS. See page 16 for contact details.
- Large (over 100 MB) PowerPoint files may present problems. Some background images can also cause problems with file uploads and conversion. Contact Online Learning Systems for assistance.

**PowerPoint training**

ITTU provides both online courses, training classes and additional resources to assist staff develop their skills in PowerPoint.

Intellectual property and copyright

Copyright material used in recorded lectures is the responsibility of the lecturer who should obtain appropriate permission for all material delivered by the iLecture recording system. This includes copyright clearance and/or payments for any material that is recorded. AVTS does not provide a service of editing out copyright material, as was done with analogue recordings. The onus is upon the lecturer to ensure that no copyright material is inadvertently copied by the iLecture system.

A recorded iLecture may contain:

- Macquarie owned IP, such as your spoken course content, notes, or recitation of notes or a lecture by any other Macquarie staff or fellow
- Appropriately used broadcast audio visual material
- Appropriately used print and graphic material

A recorded lecture may not make use of music CDs, or play hired or purchased DVDs, tapes of movies and TV shows, etc. The communication of this material is permitted in a face to face lecture but may not be recorded. If you wish to make use of such material, the following options are suggested:

- Suspend the recording to prevent the copying of this material, see p 5. This will result in a period of time where no sound is heard during the iLecture. If this strategy is adopted, notify students that they will hear a period of silence and also use the Staff Tool to post a message which will appear in the iLecture listing.
- Seek copyright clearance and pay the appropriate fees
- Contact AVTS and arrange for the lecture not to be recorded or use the Staff Tool to skip the lecture recording

It is implicit that a visiting lecturer, by agreeing to speak at a recorded lecture, is consenting to the normal use that the University will make of that lecture.

More information about copyright issues and the use of iLectures may be found at

<http://www.copyright.mq.edu.au/ilecture>

Contact the Coordinator, Copyright and Digital Asset Management

Matt Connors      Phone: 9850 7578
Advising students about iLecture

Software required
Two free software plug-ins are required to use the iLecture system:

- QuickTime player
- Adobe Reader

See the Technical information at the Online Teaching Facility, <http://online.mq.edu.au/> for instructions on how to download the software.

Instructions
Instructions on how to use iLectures may be found at the Online Teaching Facility, <http://online.mq.edu.au/> under Quick Guides.

Listening to a lecture
iLectures are available via a link to the iLecture interface within an online unit. The interface lists the recordings available.

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To listen to a streamed lecture students must select the appropriate bandwidth under quicktime.

- For slow modems choose Audio 14k or Audio 56k
- For broadband connections choose Audio 256k
- To download the lecture select MP3 (download)

After the bandwidth is selected the iCaster window will open. The audio will begin streaming after the copyright warning has been agreed to. If PowerPoint slides are provided they will be presented in the right hand side of the iCaster.
**PowerPoint slides**

If PowerPoint slides are supplied with the iLecture, two options are available for students. They may:

- Print a copy of the slides by going to the **iLecture interface** and under **slides** selecting the **pdf format (3pp printable)**.
- View the slides as they listen to the lecture in the iCaster window. Students should click the slide titles in the upper right window to progress from slide to slide. The slides do not progress automatically.

**Reporting problems**

There is a link in the iLecture student interface for staff and students to report problems with specific iLectures. All details requested should be supplied to assist in the resolution of any problems.

**Support for students using iLecture**

**IT Help**

Students should contact IT Help with any questions regarding the use of iLecture system and the hardware and software required.

- **Phone**: (02) 9850 HELP (4357) or Freecall: 1800 063 191
- **Face to Face**: IT Help Desk, Level 1, University Library
- **Email**: Just Ask form <http://www.lib.mq.edu.au/justask/>
Support for staff using iLecture

Reporting problems with specific lectures
There is a link in the iLecture student interface for staff and students to report problems with specific iLectures. All details requested should be supplied to assist in the resolution of any problems.

Contacting AVTS
Scheduling, passwords \hspace{2cm} \textbf{Phone:} 9631
AVTS Helpdesk \hspace{2cm} \textbf{Phone:} 7571 or use the AVTS speed dial on lecture room phones
\textbf{Email:} iletures@mq.edu.au

Contacting Online Learning Systems
Training & Support \hspace{2cm} \textbf{Phone:} 9945 or 7593
\textbf{Email:}  muotf@laurel.ocs.mq.edu.au

FAQs
A comprehensive list of Frequently Asked Questions (FAQs) and answers is available at
\texttt{<http://www.cfl.mq.edu.au/ilecture/staff/faqs.htm>}

Training
For \textbf{iLecture training} schedules see
\texttt{<http://www.cfl.mq.edu.au/support/workshops.htm>}

Accessibility
iLecture has no built-in accessibility. Lecturers requiring assistance in making materials available to students with disabilities should contact the Macquarie University Disability Services Co-ordinator.
\textbf{Phone:} 7498

Copyright
Contact the Coordinator, Copyright and Digital Asset Management
Matt Connors \hspace{2cm} \textbf{Phone:} 7578
\texttt{< http://www.copyright.mq.edu.au/ilecture>}
