

## NUS Webcast Lectures: Information for NUS Lecturers

All webcast lectures will be published in the IVLE course management system for 2 academic years, unless otherwise requested by lecturers. Please ensure that the course module for the webcast lectures has been created for the correct semester and published in the IVLE course management system.

### Webcast Lecture Recordings

- 1 We encourage you to use the lecture theatre's PC as the recording will capture the desktop display directly. If you use a laptop or overhead transparencies, we will video record the projected image.
- 2 Most webcasts are run remotely from a central control locations. There will not be any technical staff in the lecture theatre's control room.
- 3 Desktop recording is automatically scheduled and monitored remotely. Recording starts at the scheduled time for the lecture.
- 4 All activity on your desktop is recorded for the duration of the lecture. **So please ensure that only the relevant lecture presentation slides are being displayed on the desktop.** It takes 20 to 30 seconds for the technical staff to pause the recording, if required.
- 5 Desktop recordings cannot be cropped or edited.
- 6 Please use the lecture theatre's microphone so that the audio can be recorded clearly.
- 7 Laser pointer cannot be captured clearly on camera. You are encouraged to use the computer's mouse instead.
- 8 When requesting, you can select to have the lectures available as an audio podcast (mp3) for students to listen to on their portable media devices.

### Publishing Webcast Lectures

All recorded lectures will be uploaded to IVLE within 3 working days.

If you need to view the webcast recording prior to publishing or require a delay in publishing of the webcast lecture in IVLE, we can upload the webcast to IVLE without publishing. Please indicate it in your request.

You can manage to publish it for your students to view at a time deem fit for you.

Thank you for webcasting your lectures.

**Centre for Instructional Technology**