

NUS Web Lectures: Information for NUS Lecturers

All web lectures will be published in the LumiNUS learning management system for 2 academic years, unless otherwise requested by lecturers. Please ensure that the module and the web lecture resource has been created for the correct semester and published in the LumiNUS learning management system.

Web 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.

Publishing Web Lectures

All recorded lectures will be uploaded to LumiNUS within 24 hours.

If you need to view the web lecture recording prior to publishing or require a delay in publishing of the web lecture in LumiNUS, please select **No** for "Upload sessions immediately after recording" in Web Lecture settings page. You need to add your recent recorded lectures and publish at your own preferred time.

Thank you for webcasting your lectures.

Centre for Instructional Technology