

Please note Sussex is replacing its lecture capture system for the 2019/20 academic year. Panopto will replace Opencast

By September 2019, the new system, Panopto, will be in place in teaching spaces across campus.

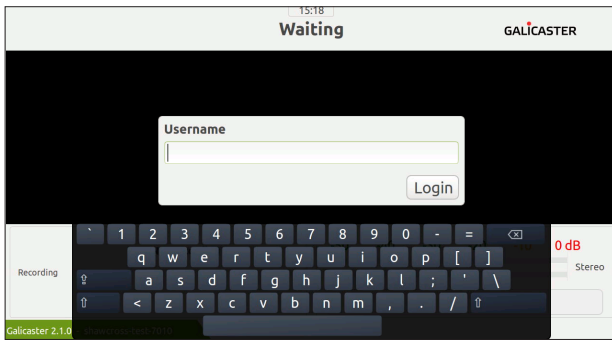
For further information please see:

[http://www.sussex.ac.uk/tel/  
learningtechnologies/lecturecapture](http://www.sussex.ac.uk/tel/learningtechnologies/lecturecapture)



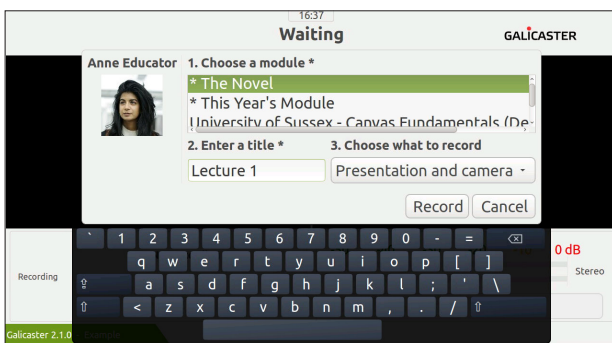
Below is a step-by-step guide to creating and publishing lecture recordings in Canvas. Before your teaching session you can check that the room that you are teaching in is lecture capture enabled by visiting this page: [www.sussex.ac.uk/studentsystems/roomfac.php](http://www.sussex.ac.uk/studentsystems/roomfac.php)

## Creating your lecture recording



### Step 1

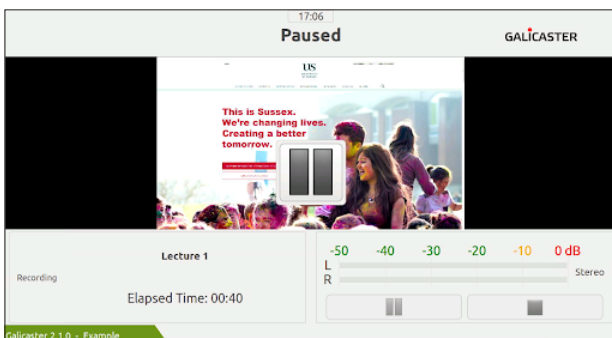
In all lecture capture enabled teaching rooms, at the lecturn you will see a small touch screen which you can use to record your lecture. First log in with the short version of your University of Sussex username (e.g. aa001) using the on-screen keyboard.



### Step 2

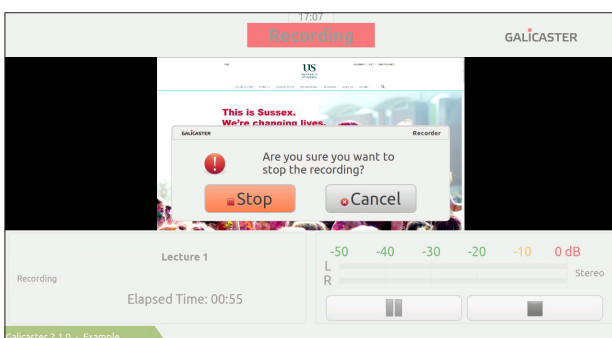
Your **published** Canvas modules will be listed, with an \* next to modules that appear on your Dashboard. Select a module or select 'My Recordings' if your recording is not related to a module. Enter a meaningful title for the recording and select what you would like to record (presentation and camera, just presentation or just camera). Finally click **Record**.

**Please note: the module, title and recording option you choose at this stage cannot be changed when making this recording available to students.**



### Step 3

To pause your recording tap the **Pause** button. When paused you will still be able to move through your slides or open a new window on the teaching computer. To restart the recording click the large **Pause** button that appears in the centre of the screen.

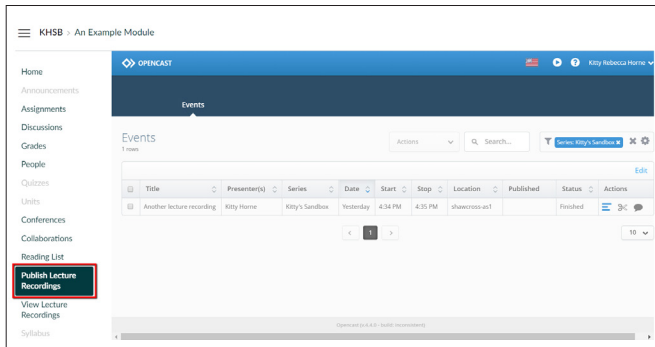


### Step 4

To finish your recording tap the **Stop** icon at the bottom right of the touchscreen. You will be asked to confirm that you want to stop recording, tap **Stop** to confirm. You will then be taken back to the login screen.

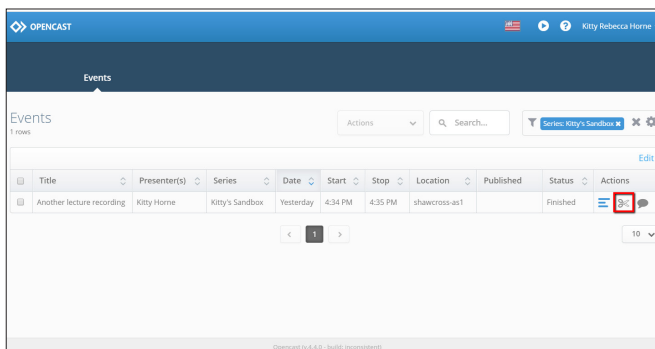


## Publishing your lecture recording



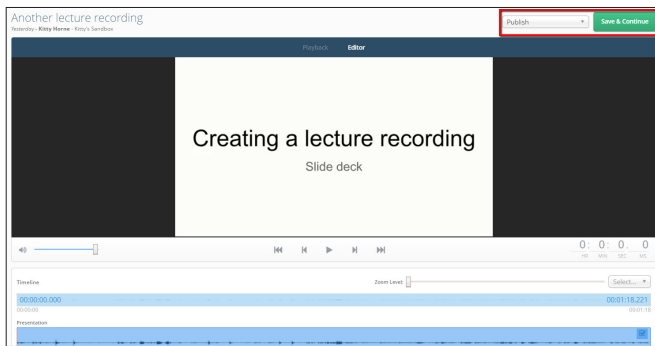
### Step 1

Once you have created your recording log in to Canvas and access your module via your Dashboard or Modules. In the Module Menu on the left hand side of the site click the item **Publish Lecture Recordings**.



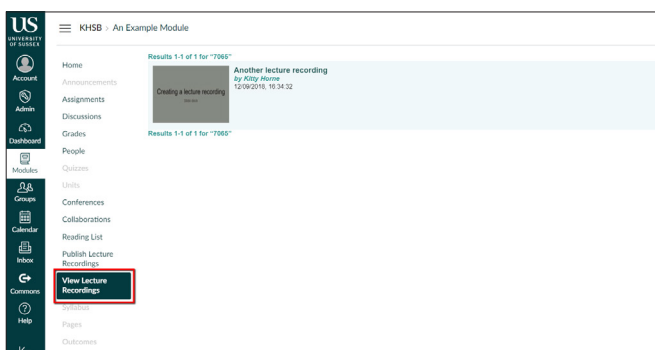
### Step 2

You will be presented with a list of all of the recordings associated with this module. Click the **Scissors** icon to the right hand side of your chosen recording. (If you chose 'My Recordings' when you created your recording please see *A Guide to Searching for Recordings* to learn how to find these.)



### Step 3

You'll now have the option to edit your lecture recording should you wish. If you would like to edit a recording see *A Guide to Editing Lecture Recordings*. To publish your recording without editing click the drop down menu in the top right hand corner (titled **No workflow**) and select **Publish**. Next click **Save & Continue**.



### Step 4

Your video will now be processed then published. While it is processing your recording will display the status "Running", this will take a minimum of one hour to complete. Once complete, students can access it by clicking the **View Lecture Recordings** option in the Module Menu. If you would like to display your recordings elsewhere in your module see *A Guide to Embedding Lecture Recordings*.

Further guides to editing, embedding and searching for lecture recordings can be found by going to [www.sussex.ac.uk/tel/canvasfaq](http://www.sussex.ac.uk/tel/canvasfaq). If you experience any technical problems with Lecture Capture please report these at [www.sussex.ac.uk/its/help](http://www.sussex.ac.uk/its/help). For technical support with audio/visual equipment during a lecture call 8022.

