Re/Play: Lecture capture process & tips

Before the lecture:

- Data goes in to Syllabus+
  - Unit code / unit title
  - ‘Lecture’ classification
  - Named person for lecture

- Special requests submitted
  - Opt out
  - Template adjustments

During the lecture you can:

- Manual Pause / unpause
  - Use red button near to light
  - Press once (short tap)
  - Red light flashes on & off when paused

- Manual stop
  - Use red button near to light
  - Long press (roughly 5 seconds)
  - Red light goes off
  - Recording stops

- Manual record / (re)start
  - Use Ad hoc app on desktop PC in room.
  - Follow step by step on-screen instructions.
  - Only for non-scheduled recordings

Recording starts automatically

Continuous red light

Recording ends automatically

55 min after lecture start

Red light is off

Recording uploaded for editing to My Re/Play

Email notification received

Recording available to students after 2 working days

After the lecture you can:

- View & Edit recording
  - After one hour you will be able to access the recording
  - Found on Blackboard
  - Edit on Blackboard
  - Use Internet Explorer / Safari (for mac) / Firefox

- Decide not to publish recorded lecture
  - Make recording "private"
  - Do this through Blackboard
  - Can only be changed to Private after 2 working days of recording taking place

- Allow recording to become available
  - Recording automatically becomes available to students after 2 working days
  - No need to do anything

TROUBLESHOOTING

The recording has not started or I cannot see a red light

Can you answer YES to ALL the following:

1. Is this a timetabled ‘lecture’ (not a seminar / other)?
2. Are you in a lecture capture equipped room?
3. Is your lecture taking place in the room it was originally scheduled? (note if you have moved your lecture to a new lecture capture room within the last 48hrs it may not record)

Yes

Recording will not take place. Please read Re/Play FAQ section on the website for more information.

No

Please contact Learning Facilities Management: lfm-help@Bristol.ac.uk or x 88288

I am not receiving email notifications about my recorded lectures

It may be that email notifications are going to the person listed as Unit Director. Please check with them in the first instance.

If you believe an error has been made with the named Unit Director you should contact your School Administration Office.

Please see the Re/Play FAQs page for more information: www.bris.ac.uk/digital-education/support/tools/replay/faqs

If you need to discuss this further please contact: service-desk@bristol.ac.uk

The lapel microphone is not working

Ensure the lapel microphone is turned ON and positioned near to your face, ideally under your chin.

If the lapel mic is not working the boundary microphone still picks up audio content. This is normally found on the podium and you should stay as close as possible and facing it, in order to pick up the best sound.

If you continue to have microphone problems, please contact Learning Facilities Management on extension 88288 or email: lfm-help@Bristol.ac.uk

Please remember to replace lapel mic on charge!