

MECD Lecture Capture (Podcasting) Academic Guide

Lecture capture in Engineering Buildings A and B consists of two different systems:

- The standard Podcast recording solution located in the teaching desk
- A new wall-mounted solution in “Meet&Teach” rooms

Podcasting works in the same way in both types of rooms:

- Lecture events in the timetable with staff members associated are automatically scheduled to record
- Other event types can be manually scheduled using the Podcast Schedule tool (<https://podcast.its.manchester.ac.uk/PodcastSchedule/>)
- Both audio and video are recorded (audio is recorded from different microphones, depending on the room. The locations list on our website shows the microphone type in each room: <https://www.mypodcasts.manchester.ac.uk/locations/>)

Further information about Podcasting can be found on our website:

<https://mypodcasts.manchester.ac.uk/>

Wall-Mounted Rooms

In the smaller 10 and 20 capacity “Meet&Teach” rooms, a new wall mounted lecture capture system is in place.

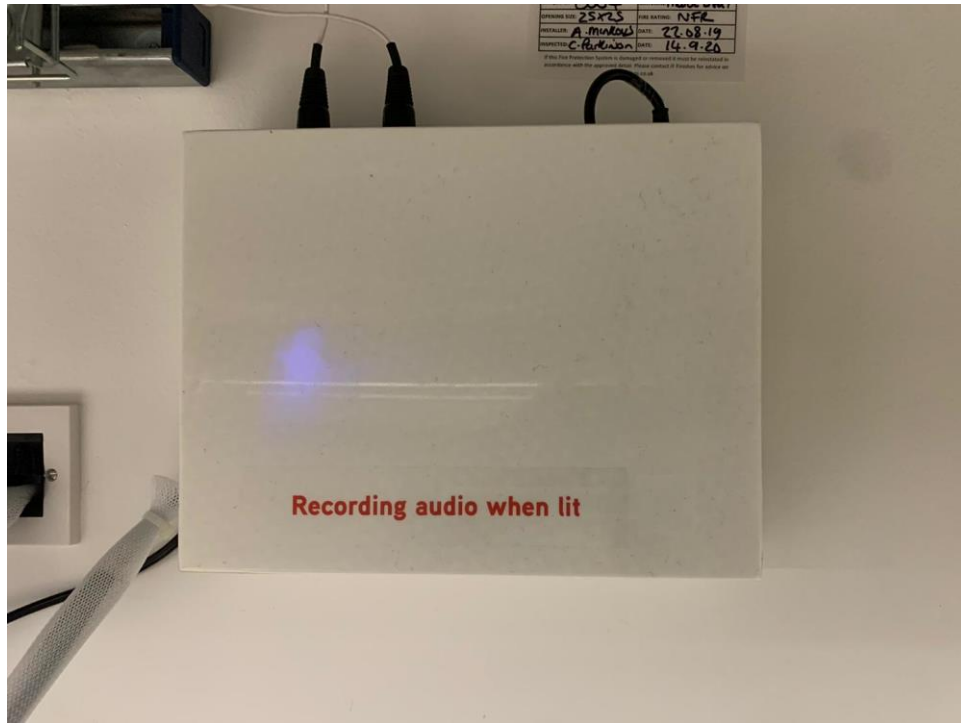


The lecture capture device is enclosed in a plastic case above the teaching monitor in each of the 10 and 20 seater rooms.

Please note, in these rooms only the main teaching monitor video will be recorded.

During recordings

On the wall-mounted unit, a red light will appear to the right of the “Recording audio when lit” sign while recordings are taking place.



Meetings in the timetable

Any timetabled event tagged as type “Meeting” will not be recorded by the Podcasting service to ensure no sensitive or private data is captured.

For staff booking external guests or sensitive meetings, please ensure you contact your school's timetabling team to schedule your booking as type “meeting”, as this cannot be done when booking a room using Resource Booker.

If you require support or have any queries, contact mediatechnologies@manchester.ac.uk or the IT Service Help Desk on 0161 306 5544.