

Setting up lecture recordings on Vula

Step 1

Check that your **lecture venue** is supported & go to your **Vula site**

Step 1: Check your lectures are in a **supported venue**, then go to your Vula site:

- For newly created **course sites**, the Lecture Videos tool is automatically added so Step 2 can be skipped
- If you duplicated last year's site, previous recordings show under Lecture Videos: First remove the tool under **Site Setup | Organize Tools**

Step 2

Add the **Lecture Videos** tool to your Vula site



Step 2: If you do not have Lecture Videos on the left menu in your Vula site, as a Site Owner:

- Under **Site Setup** go to the **Manage Tools** button
- Tick *Lecture Videos*, click *Continue* and *Finish*

Step 3

Create a **new recording series** for the course or project

✓ Get Started

Step 3: Under Lecture Videos,

- Complete the online form & click the **Get Started** button

Step 4

Schedule the recordings

 Schedule

Step 4: Under Lecture Videos,

- Click the **Manage** tab
- Select *Timetable scheduling* or *Schedule* & follow the prompts
- Upcoming recordings will show under Manage

Step 5

As necessary, **update** upcoming recordings e.g. venue changes

 Bulk Edit

Step 5: Under Lecture Videos in the Manage tab,

- **Find** upcoming recordings to update e.g. search, filter
- Click the **pencil** icon to update a single lecture
- Or select multiple lectures with the **checkboxes** & click *Bulk Edit* or *Bulk Delete*
- **Confirm** the updates reflect in the Manage list