

## Table of Contents

1. Logging in to Lectopia
2. Unit List
3. Unit Details
4. Generating Student Usage Reports
5. Recording List
6. Recording Details
7. Copyright
8. Lecture Hits
9. Streaming Recordings
10. Downloading Recordings

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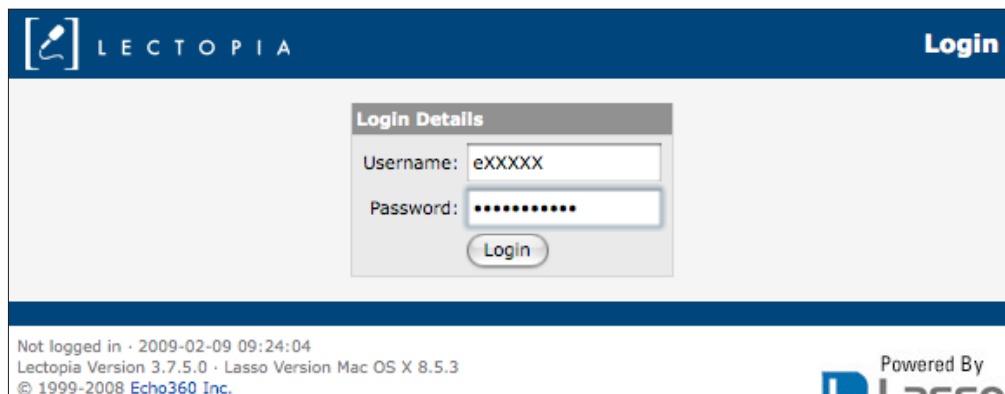
## 1. Logging in to Lectopia

1. Open an internet browser window and enter <https://lectopia.rmit.edu.au/lectopia/staff/>
2. Type in your RMIT username and password (*Figure 1*).
3. Select the Login button.
4. The Unit List screen will be displayed (*Figure 2*).

### Tip

Save the Lectopia Staff Tool URL into your browser favourites or bookmarks.

*Figure 1: Lectopia log in screen*



The screenshot shows the Lectopia login interface. At the top left is the Lectopia logo, and at the top right is a 'Login' button. The main content area features a 'Login Details' box with two input fields: 'Username' containing 'eXXXXX' and 'Password' containing a series of dots. Below these fields is a 'Login' button. At the bottom left, there is a footer with the text: 'Not logged in · 2009-02-09 09:24:04', 'Lectopia Version 3.7.5.0 · Lasso Version Mac OS X 8.5.3', and '© 1999-2008 Echo360 Inc.'. At the bottom right, there is a 'Powered By' logo for Lasso.

## 2. Unit List

The Unit List displays the following fields:

*Unit List Fields*

Unit Name

Unit Code

Unit Contacts

Selecting the Unit Name will display the Recording List (*Figure 4*) and the Unit Details (*Figure 3*).

*Figure 2: Unit List*



The screenshot shows the 'Lectopia Staff Tool' interface. At the top, there is a blue header with the 'LECTOPIA' logo and the text 'Lectopia Staff Tool'. Below the header, there is a 'main menu' section. The main content area is titled 'Unit List' and displays 'Currently displaying records 1 through 1 of 1.' Below this, there is a table with three columns: 'Unit Name', 'Unit Code', and 'Contact'. The 'Unit Name' column contains the text 'Test Unit'. The 'Unit Code' column contains the text 'unitcode'. The 'Contact' column contains the text 'Unit Contact Name'. To the right of the table, there is a 'Quick Unit Search' section with two input fields: 'Unit Code:' and 'Unit Name:'. Below these fields is a 'Search' button.

Unit Name	Unit Code	Contact
<a href="#">Test Unit</a>	unitcode	<a href="#">Unit Contact Name</a>

### 3. Unit Details

Unit Details (*Figure 3*) displays the following fields.

Enter any required changes and select the Update button to save.

#### Unit Details Fields

##### Summary

Unit Name

Unit Code

Unit Administrator

Web Link

##### Unit Contact

Name

Email

Phone

##### Unit Options

Description

Lecturer Name

iTunesU Category

Enable Lecture Rating

Show Lecture Rating

##### Display Options

Display Metadata

Limit Recordings to Current Date

Display Days in Advance

Recording Order

Display Recordings in Set

##### Student Usage Reports

Select date range

Select report type

Report format

#### Available Reports

Recording hits by lecturer

Recording hits by student

Recording hits by time of hit.

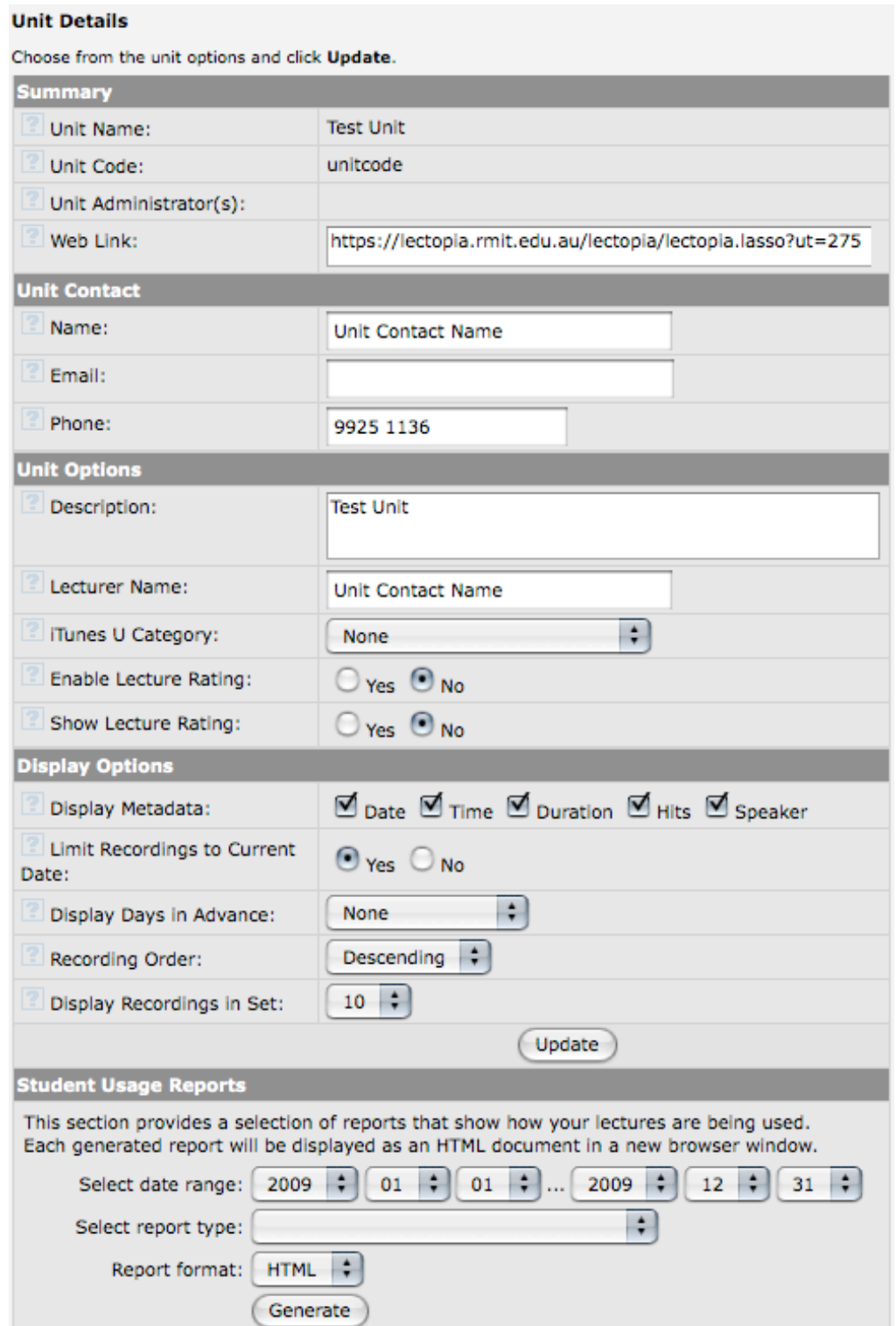
Recording hits by week of recording

Recording hits by week of hit

Days after recording

by recording hit

*Figure 3: Unit Details*



**Unit Details**  
Choose from the unit options and click **Update**.

**Summary**

Unit Name:	Test Unit
Unit Code:	unitcode
Unit Administrator(s):	
Web Link:	https://lectopia.rmit.edu.au/lectopia/lectopia.lasso?ut=275

**Unit Contact**

Name:	Unit Contact Name
Email:	
Phone:	9925 1136

**Unit Options**

Description:	Test Unit
Lecturer Name:	Unit Contact Name
iTunes U Category:	None
Enable Lecture Rating:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Lecture Rating:	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Display Options**

Display Metadata:	<input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Time <input checked="" type="checkbox"/> Duration <input checked="" type="checkbox"/> Hits <input checked="" type="checkbox"/> Speaker
Limit Recordings to Current Date:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Days in Advance:	None
Recording Order:	Descending
Display Recordings in Set:	10

**Update**

**Student Usage Reports**

This section provides a selection of reports that show how your lectures are being used. Each generated report will be displayed as an HTML document in a new browser window.

Select date range: 2009 01 01 ... 2009 12 31

Select report type: [Dropdown]

Report format: HTML

**Generate**

## 4. Generating Student Usage Reports

1. Open the Unit Details screen by selecting the Unit Name in the Unit List (Figure 2).
2. Select the required options in the Display Options (Figure 4) section of the Unit Details (Figure 3) and select the Update button.
3. In the Student Usage Reports (Figure 4) section of the Unit Details (Figure 3). Select the required:
  - date range
  - report type
  - report format
4. Select the Generate button.
5. The recording list (Figure 5) will be displayed.

Figure 4: Display Options and Student Usage Reports

Display Options	
<input type="checkbox"/> Display Metadata:	<input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Time <input checked="" type="checkbox"/> Duration <input checked="" type="checkbox"/> Hits <input checked="" type="checkbox"/> Speaker
<input type="checkbox"/> Limit Recordings to Current Date:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Display Days In Advance:	None
<input type="checkbox"/> Recording Order:	Descending
<input type="checkbox"/> Display Recordings in Set:	10
<input type="button" value="Update"/>	
Student Usage Reports	
This section provides a selection of reports that show how your lectures are being used. Each generated report will be displayed as an HTML document in a new browser window.	
Select date range:	2009 01 01 ... 2009 12 31
Select report type:	
Report format:	HTML
<input type="button" value="Generate"/>	

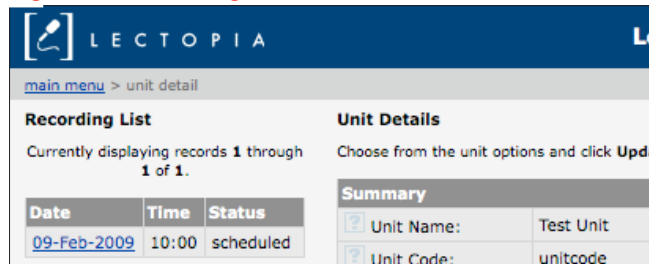
## 5. Recording List

The Recording List (Figure 5) displays all available recordings and their status.

### Recording List Fields

- Date of recording
- Time of recording
- Status of recording

Figure 5: Recording List



### Recording status options

- Available
- Scheduled
- Digitised
- Compressed
- Cancelled
- Skipped
- Missed.

## 6. Recording Details

To view the recording details:

1. Click on date in the Recording List.
2. This will display the Recording Details (Figure 6) for the selected recording.
3. To Save any changes to the Recording Details select the Update button.

### Recordings Details Fields

#### Summary

- Unit
- Date/Time
- Duration
- Venue
- Status
- Problem reports
- Web link

#### Lecture Hits (Figure 7)

- Total hits
- Ratings count
- Average rating

#### Additional Lecture Details

- Speaker
- Topic
- iTunes U Category
- Related URL
- Lecture outline

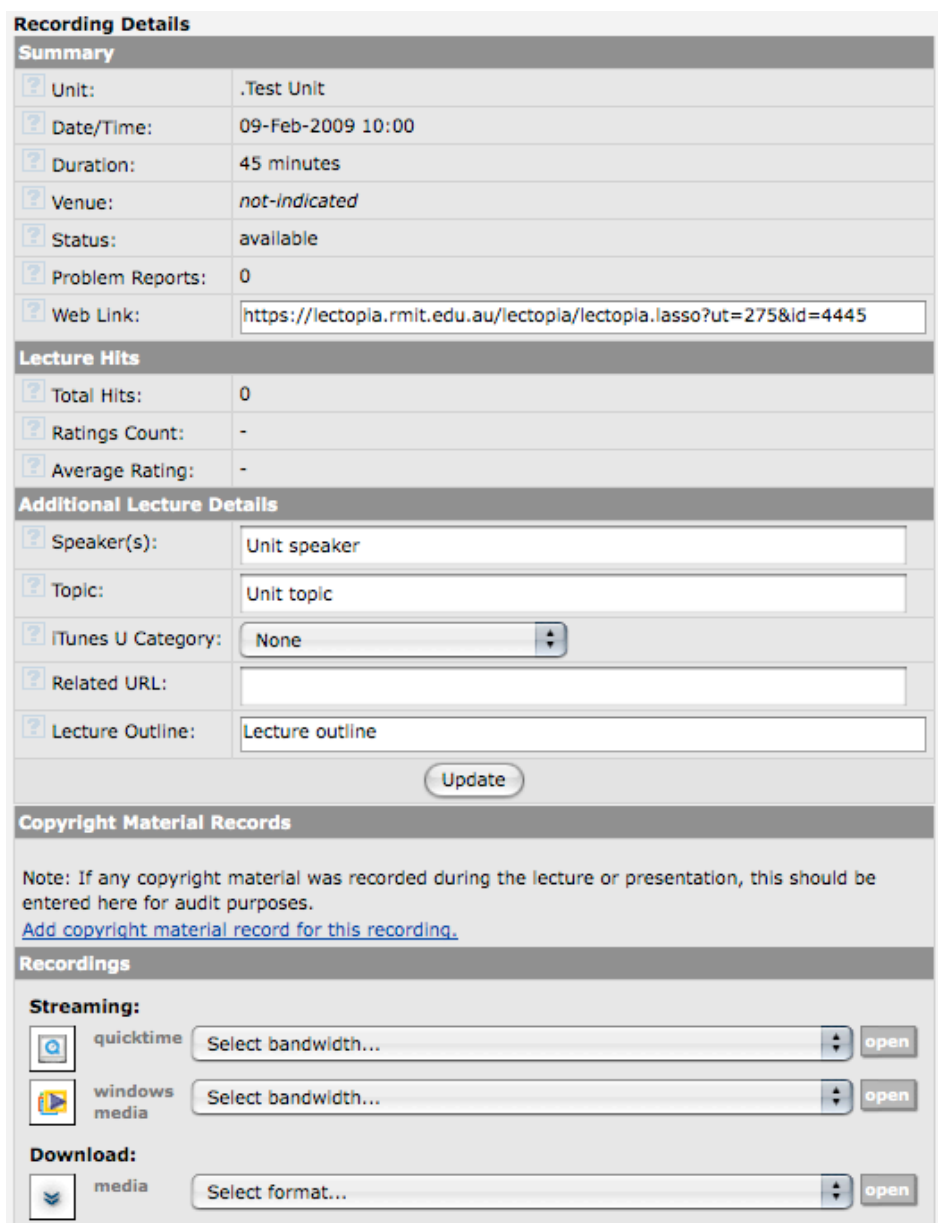
#### Copyright Material Records

Link to add copyright information for the recording.

#### Recordings (Figure 8)

Enables user to view/download recordings.

Figure 6: Recording Details



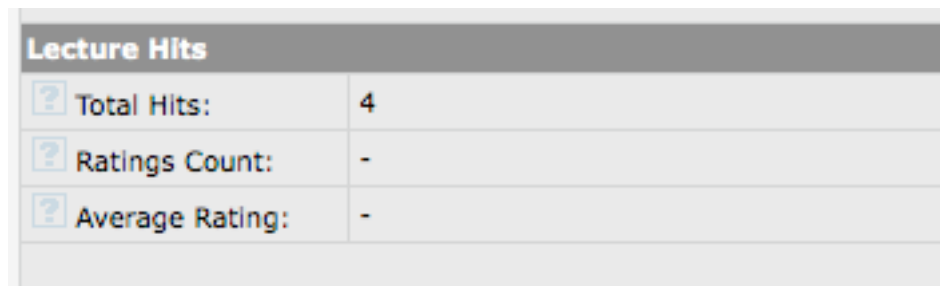
## 7. Copyright

- To view the copyright quickguides for Lectopia go to:  
<http://www.rmit.edu.au/browse;ID=b1net782dzn1>
- For any copyright queries, contact the Copyright Management Service  
<http://www.rmit.edu.au/copyright>

## 8. Lecture Hits

The number of times the recording has been downloaded is displayed in the Lecture Hits section in the Total Hits field.

Figure 7: Lecture Hits



Lecture Hits	
Total Hits:	4
Ratings Count:	-
Average Rating:	-

## 9. To stream a recording:

1. In the Recording Details screens  
(Figure 6).
2. Select the required bandwidth from the Quicktime (Mac) or Windows Media (PC) dropdown menu.

Figure 8: Streaming Recordings



3. Select the Open button.

## 10. To download a recording:

1. In the Recording Details screen.  
(Figure 6)
2. Select the required format from the Download dropdown menu.
3. Select the Open button.

Figure 9: Download Recordings

