Live Lecture / Recording User Manual
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Conducting Live Lectures and Recording for Students

Part 1 - Hosting the Live Lecture and Sharing the Link on Moodle for Students to join

1. Log in to Your University email account. Upon logging in to the University Email account, go to the top right of the page and you will see 9 square dots. Click on the 9 square dots and an applications menu will open.

2. On the applications menu, click on the Google Meet icon.

3. Upon clicking the Google Meet icon, the Google Meet homepage will open. On the Google Meet homepage, click on Join or start a meeting.
4. Upon clicking **Join or start a meeting**, a window will open where you will be requested to enter a name for the meeting. You can give this a name like “ITC900 Lecture 10”. (Please use your own course code and Lecture or Tutorial Number)

5. Upon entering a name for the meeting, click **Continue**.

6. Upon clicking **Continue**, you will be directed to a page where you will be able to see your camera view on the left hand side of the screen and some options on the right hand side of the screen.
7. On the right hand side of the page you will see a Join now button.

8. Upon clicking Join now, a window will pop-up which will have a link which will enable students access the live lecture.

Highlight the link and right click on to copy.

Once the link is copied, you can put the link on Moodle for the students to join the live lecture. (Alternatively you can paste the link on email and send it to the students).
9. To place the link on Moodle, login to Moodle and go to the course you will the lecture to appear on. Once you’re on the Moodle course page, click on **Turn Editing on** the right hand side of the page to make the Moodle page editable.

10. Once the Moodle page is editable, scroll to the section of the page where you wish to place the live lecture link and click on **Add activity or resource**.

11. Upon clicking on **Add activity or resource**, a pop-window will open showing a list of resources or activities that can be added. From the list, select **URL** and click **Add**.
12. Upon clicking Add you will be taken to a page where you will be required to Enter a Name for the URL (this will appear on the moodle page) and then past the invite link there. It is advisable to end live lecture lecture links with the “- Live” suffix so that the students know it is a live lecture. Once the required fields have been entered, click **Save and return to course**.

The student will click the link and join the live lecture.
Part 2 – Displaying the PowerPoint Slide to the Students

13. In order to show the students power point lecture slides, go to the folder where the lecture slides are stored and open the Microsoft PowerPoint file. Once the file is open, open the Google Meet live lecture page and click on Present Now at the bottom right of the page and select A window option from the menu that pops up.

14. Upon clicking A window, a window will open that will have a list of all the software that is open on your PC. Select your PowerPoint presentation from there and click Share.

After this you can select hit the F5 key on the keyboard to make the PowerPoint a slide show just we do for lectures normally.
Part 3 – Recording the Live Lecture and Moving it to the Lectures Folder

15. To record the live lecture, click on the 3 dots at the bottom of the page and select **Record Meeting** from the pop-up menu that opens.

16. Upon clicking Record meeting, an “Ask for consent” window will open. Click **Accept** and the recording will start.

17. To end the recording once the lecture has finished, click on the 3 dots at the bottom right of the page. A pop-up menu will open. Click on **Stop recording** from the menu that appears.
18. Once the recording is stopped, there will be a notification that the recording will be saved on Google Drive. After approximately around 5 minutes, you will receive an email stating that your recording has been uploaded.

19. Once you receive this email, go to the top right of the Gmail page and click on the 9 square buttons and an application Menu will open. Select Google Drive from the menu.
20. Upon clicking on the Google Drive icon, you will be redirected to the Google Drive page. On the left hand side of the Google Drive page, you will see a menu with different options for Google Drive. Click on the arrowhead next the **My Drive** option to expand it.

21. If you have not created a folder for your course under Google Drive, then click on **New** on the top-left of the Google Drive page.
22. Upon clicking **New** a pop-up window will appear, select **Folder** from the pop-up window. Another pop-up will open where you will be required to enter the Course Code, the Semester and the Year as it can be seen below. Enter the required details and click **Create**.

![New folder pop-up](image)

23. Click on the arrowhead beside **My Drive** to expand it and click on the **course folder** to access the contents.

![My Drive tree](image)

24. If it is a newly created folder then it should be empty.
Now to make a subfolder for the Lecture videos (optional). Right click on the empty space and select **New Folder**. A pop-up window will open. Enter **Lectures** in the empty field that is in the pop-up window and click create.

Now you should see a new folder appear on your screen.

25. Now go to **My Drive** on the left hand side of the screen and click on the Meet Recordings folder. Upon clicking the **Meet Recordings** folder, the folder will open and the contents of the folder will appear on the screen.
26. Right click on the video you have just recorded select **Move to** from the menu that popped up.

Upon clicking **Move to** another Menu will open, click on the **back arrow** on the top of the Menu. The list of folders under your drive appear on the window. **Double click on your course folder** to open it.
Upon double clicking on the course folder, the Lectures folder that we created earlier will appear. **Double click on the Lectures folder** to open it and click on **MOVE HERE** at the bottom of the Menu to move the video.

Upon clicking MOVE HERE you will get a notification that the file has been moved.

27. Now to we will have to rename the video to the name of the lecture. To do that, expand **My Drive**, double click on the course folder. This will open the course folder, double click on the Lectures folder and you should be able to see your video there. **Right click** on the video and select **Rename** from the pop-menu that will open.

Enter the name of the Lecture on the video that will open and click **OK**.
You should now see the video with your desired name appear under the folder.

Files

You should now see the video with your desired name appear under the folder.

Part 4- Sharing the Video on Moodle

28. In order to share the video on Moodle, right click on the video and select **Get shareable link** from the pop-up menu that opens. The link will be automatically copied.

29. Now login to your Moodle page. Go to the right hand side of the page and click **Turn editing on**. Now scroll to the section where you placed your Live lecture link and click **Edit** and select **Edit settings**.
On the Edit settings page, remove the “- Live” suffix from the name and paste the shareable link in the External URL field.

Name* | Lecture 10 |
External URL* | https://drive.google.com/open?id=16AE5hI7I7_QzW-fAG | Choose a link...
Description

Then click **Save and return to course** and **Turn editing off**.

The students should now be able to view the lecture video under the moodle page.

---- *The End* ----