

Learning Management System user guide: Linking to Lectopia

A link may be created from an LMS subject to a Lectopia unit (i.e.: series of recordings for a subject). This permits subject users to access audio files recorded by Lectopia during teaching sessions.

Creating a Lectopia link does not automatically generate a request to record lectures. For more information about Lectopia including requesting lecture recordings, see:

<http://trs.unimelb.edu.au/lec/>

CREATING A LINK TO LECTOPIA

1. Navigate to the content area of the subject where you want to add a link to a Lectopia recording.
2. Click **Edit View**.
3. Select **Lectopia Link** from the drop-down menu and click **Go** to open the *Create Lectopia Link* page.
4. Select the appropriate Lectopia unit from the list provided and click **Next**.
5. Create a link to either a single recording or all recordings for the subject and click **Next**.

NOTE: To reduce workload throughout semester, we recommend linking to all recordings for the subject. A single link is created and all future lectures are automatically added to the page as they become available.

6. Confirm your selection and click **Save**.
7. Click **OK**.

NOTE: The *Create Lectopia Link* page provides a link to request access to Lectopia recordings for other subjects. This is a default tool setting but not used at the University of Melbourne. If you require the ability to link to another subject's Lectopia recordings, please contact the coordinator of that subject and request they contact the Lectopia administrator to approve access.

Report any errors or omissions in this user guide to:

les-guides@unimelb.edu.au

The University of Melbourne has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant department of the University before acting upon or in consideration of the information. Copyright in this publication is owned by the University and no part of it may be reproduced without the permission of the University