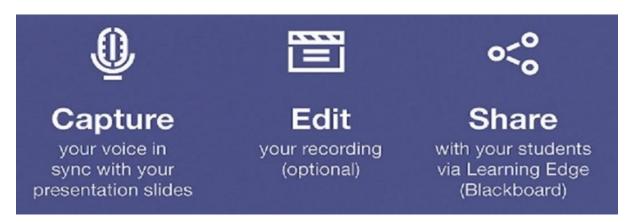# Making the most of Lecture Capture at Edge Hill

Panopto: a guide for staff

Introduction

The Panopto lecture capture system is now available for use by staff in faculties as an additional learning tools for students at the University. This guide sets out the context for Panopto use at Edge Hill together with some recommendations for making the most of it.

Standard Panopto set-up

This is the basic set-up of Panopto at Edge Hill. Other types of set-up are available e.g. in classrooms, off-site/offline, using a webcam or phone camera to video – see Where to get further advice and support

Set-up guidelines:

- All lecture theatres are Panopto enabled.
- Panopto integrates with Learning Edge (Blackboard) for ease of use.
- Its use is on an 'opt in' basis, as a supplement to students' learning and development.
- It captures and syncs audio and presentation materials by default (but can also incorporate video if desired).
- Practitioner controls what recordings are released and for how long.
- Student access to recordings is password protected via Learning Edge.
- Content is streamed by default – it is therefore not downloadable by students.
- Kits containing microphone and software can be loaned from the Library for classroom and desktop use.

Explain to students that you are recording the session

It is fair to let your students know that the session is being recorded. Posters explaining that rooms are lecture capture enabled are placed in all lecture theatres but informing students at the start is also advisable. Here is a sample disclaimer for a PowerPoint slide:

Disclaimer

- This lecture is being recorded (audio and slides only).
- The recording will be posted on Learning Edge.
- If you ask a question or make a comment your voice may appear on the recording.
- Ask me to pause the recording if you do not want your question/comment recording.

The microphone is your friend

Provided you can stay in range. Often we move around the room whilst we are speaking so sound can drift in and out of hearing. If this is the case, for use in a classroom, consider the borrowing a Panopto kit with lanyard Microphone from the

Library. Lecture theatres are being equipped with lapel microphones that sync with Panopto.

Tips:

- In classrooms if you are using a Panopto kit with a multi-directional microphone on the lectern/console, try to stay close to make sure your voice is captured.
- If you are using a lapel microphone do not hold it in your hand or place it in front of your mouth (causes distortion).

Have a plan for dealing with comments, questions and interactivity

Repeat student comments or questions so that this contribution is captured or hold a question and answer session at the end of the lecture and edit it out afterwards to give participants and lecturer an opportunity to speak 'off the record'.

Lecture capture does not always capture group work or discussions well depending on the proximity from the microphone and where more than one person is talking at a time.

Tips:

- Repeat and/or summarise student questions for the purpose of the recording. This is good practice in any event as some students may not be heard clearly by the rest of the class.

- Hold a question and answer session at the end of the lecture to give participants and lecturer an opportunity to speak 'off the record' Summarise or repeat any outcomes of unrecorded discussions that take place in the session.

- You can **Record (F8)**, **Pause (F9)**, **Restart (F9)** and **Stop (F10)** recordings during your session.

Thinking outside the (Panopto) box

Capturing lecture content is only one of many uses colleagues are finding for Panopto.

Benefits for staff:

- Can store recorded students presentations/observations used for assessment and peer review.

- Analytics feature to see how many students have viewed the recorded lecture and when they watched it. This may help to indicate topics that students find difficult.

- Create 'trailers' for forthcoming lectures or sessions to generate interest.
- Provide audio guidance on completing assessed coursework.
- A replay tool to convey complex concepts, for developing deeper learning over time.
- Can insert short quizzes into recordings for students to self-test their understanding.
- Can be used from own desktop as well as teaching spaces to make pre and post session recordings - to free up class time for student interaction and student-led activities (i.e. flipped classroom approach).

- Reusability of resources e.g. visiting lecturers, interviews with 'experts' and other teaching &learning events.

- Upholds the principles of the Disability Act; whereby the University has an obligation to not treat students with disabilities, such as dyslexia, less favourably.
- Supports international students as well as learners with other flexible needs.

Benefits for students:

- Can record and store securely student presentations/ performance/ skills. This includes students learning at a distance.
- A revision tool prior to examinations.
- A recap tool for replaying and reviewing complex concepts at learner's own pace including instructional videos e.g. Health & Safety tutorial.
- 'Trailers' can motivate students to attend lectures.
- A resource for distance learners and others who require flexibility of provision.
- A way of individuals managing disabilities including dyslexia by reducing the impact of impairments that affect note-taking in class.

- Relieves the pressure of note-taking. Students can easily bookmark and annotate using software.
- Supports students whose first language is not English

Use of Recordings and Consent

Staff: by opting in to use of Panopto, lecturers have consented to be recorded. They are also responsible for obtaining consent from invited speakers.

Students: A disclaimer slide added to your presentation will alert students that the lecture is being recorded. If the message has been stated clearly, students who subsequently ask questions or make comments will be deemed to have consented to being recorded. See also **Explain to students that you are recording the session and Have a plan for dealing with comments, questions and interactivity** for tips on how to avoid unnecessary recording of students. If students wish to opt out of appearing in a recording they can do so.

Guest lecturers and other invited speakers: ensure you have discussed your intention to record the session, the intended use and distribution of the recording, and the need for them to sign the relevant release form. Release forms should be kept by the Department.

Where to get further advice and support

More information can be found at **Learning Services** (staff intranet/wiki).

Also:

Scoping, training and technical advice lecturecapture@edgehill.ac.uk

Pedagogic advice: Dr John Bostock, CLT John.Bostock@edgehill.ac.uk