

Digital Capture of Lectures and other L&T Activities

Revision history and tracking

Version	Date	Tracking	Notes
0.1	27/09/16	Deans & Associate Deans L&T	For discussion. Feedback on document to L Martin
0.1	12/10/16	Information Strategy Group Paper ISG121012B	Endorsed by ISG and directed to L&TC
0.1	18/01/17	Learning & Teaching Committee	Noted by L&TC. No revisions required.
0.2	12/07/19	Library & Learning Services	Revisions to contact details and list of enabled spaces.

Digital Capture of Lectures and other L&T Activities

Introduction

The purpose of this document is to provide guidance to academic and administrative staff with regard to the University's expectations regarding the use of the system for the recording of lectures and other group-based learning and teaching activities¹.

The University supports an inclusive teaching approach that seeks to make teaching resources available to all students rather than on an ad-hoc basis to those with a registered disability. Lecture capture is important in the context of the University's commitment to equality and diversity.

Audio and/or video recording for educational purposes is one of the tools which can support the University's implementation of the Equality Act (2010) and meet its statutory duty to provide anticipatory reasonable adjustments. Following changes to the provision to disabled students allowances from September 2016 there will be a shift in responsibility to the university to be the primary provider of an inclusive curriculum.

There is, however, a growing body of evidence to suggest that all students' value having access to recordings of lectures and the University is supportive of this. It can be used, amongst other things to:

- provide a study aid for review and revision
- help accommodate different learning style preferences
- assist students who do not have English as their first language
- assist students who have particular educational needs

Recording in the context of this document refers to the audio and video recording of lectures and other group-based learning and teaching activities.

Digital capture of lectures and other group-based learning activities

The University strongly encourages all staff to record lectures and where appropriate other learning and teaching activities where recording facilities are available. [The Appendix lists all current spaces equipped with facilities to record audio and material presented from the computer]. Whilst the set-up captures audio, it is also possible to capture video, if required.

Principles governing the use of digital lecture capture:

- The tutor controls what is recorded, when it is released and for how long it is available. Access to recordings will be password protected via the Learning Edge virtual learning environment
- Tutors have the option to stream content to prevent its download by students. Students who infringe this principle may be subject to disciplinary proceedings

¹ EHU has purchased the Panopto system <https://www.panopto.com/>

- Lecture recordings will only be made available to students registered on the module for which the recording was made, unless the tutor involved requests that they be made more widely available
- Recording of lectures and other group-based learning activities is provided to supplement and enhance the student experience. It is not intended to reproduce every aspect of the learning and teaching experience and nor is it a replacement for campus-based, student contact hours
- There is a statutory duty on the University to make reasonable adjustments for disabled students where they are put at a substantial disadvantage due to disability. Lecture Capture may be identified during a disabled student's needs assessment as a reasonable adjustment to note-taking and included in their Student Support Plan. Where a recording is not suitable, the tutor should identify (and offer) a reasonable alternative means of support.
- Students may opt out of being recorded or ask that their contribution be edited. However, students may not be permitted to opt out of recordings where a recording is an explicit requirement of a University award (e.g. recording of assessed presentation)
- Recordings will not be used as a means of evaluating teaching or for staff performance management purposes
- The intellectual property of lectures and other learning and teaching activities is owned by the University (except where they have been delivered by an external guest speaker). This includes the intellectual property of any recordings made by or on its behalf
- When a member of academic staff leaves the employment of the University, the academic may request that his/her recordings are no longer used for any purpose by the University. This must be received in writing to his/her Head of Department. The recordings will be removed following any final assessments/ exams/ resits relating to the module(s) being studied by the students

Where digital lecture capture may not be appropriate:

The University recognises that there is a pedagogical discussion to be had about when and where it is most appropriate to use recordings to enhance student learning. It acknowledges that some lectures and other group-based teaching and learning activities are not appropriate for recording, and in particular where:

- teaching approaches are employed which require a high degree of audience interactivity or group discussion
- ethical issues or the use of sensitive material might be deemed inappropriate for the recording of some lectures

Data Management

- Subject to students being able to opt out of being recorded as noted above, lecture capture is deemed to be in the legitimate interests of the educational objectives of the University, meeting the conditions of Schedule 2(6) Of the Data Protection Act (1998).

The University will process personal data accordingly and in line with the Data Protection Act

- Recordings will be kept by the University for three years in accordance with the Learning Edge Archive Practices <https://eshare.edgehill.ac.uk/1037/1/LTD0002.pdf>

Sources of support and guidance

A comprehensive support service is available to staff using lecture capture, with advice and training available in advance of use. Support to resolve technical concerns during lecture is available via the Classroom Technology Support team. All teaching spaces equipped with recording facilities will contain a poster advising students that lectures may be recorded.

Guidelines for staff <https://go.edgehill.ac.uk/display/ls/Lecture+Capture+Support+Materials>
Guidelines for students (FAQs – see Appendix 2)

Related policies and codes of practice

- Equality and Diversity <https://www.edgehill.ac.uk/documents/files/equality-diversity-policy.pdf>
- Acceptable Use <https://go.edgehill.ac.uk/display/itservices/IT+Acceptable+Use+Policy>
- Student Regulations <https://www.edgehill.ac.uk/documents/files/student-regulations.pdf>
- Data Protection policy <https://www.edgehill.ac.uk/documents/data-protection-policy/>

Appendix 1: List of lecture capture enabled teaching spaces

All lecture theatres and teaching rooms have Panopto recording software and microphones installed. All new teaching spaces will be equipped for using Panopto.

A full list of enabled spaces and details of microphone and camera integrations can be found at <https://eshare.edgehill.ac.uk/11960>

Note: Panopto recording software is installed on presenter machines in all teaching spaces across the University. Panopto recording software for staff office computers is available to self-install via the Software Center desktop app. Microphones for use on staff office computers can be borrowed from Catalyst. Webcams for use in classrooms and staff offices can be borrowed from Catalyst.

Appendix 2: Lecture Capture – Frequently Asked Questions for Students

What is lecture capture?

Lecture capture is a term used to describe any technology that allows tutors to digitally record a lecture (using Audio/Video, screen captures or PowerPoint slides) and make it available for students to see.

At Edge Hill, the lecture capture system is called Panopto and it will capture and sync audio and presentation materials. Video will not be captured but will be an option if required for a particular session. Panopto has been installed in all lecture theatres and teaching spaces. <https://eshare.edgehill.ac.uk/11960>. This list will be updated as more spaces are added.

What are the benefits of recording lectures?

There is a growing body of evidence to suggest that all students' can benefit from having access to recordings of lectures and the University is supportive of this. It can be used, amongst other things to:

- provide a study aid for review and revision
- help accommodate different learning style preferences
- assist students who do not have English as their first language
- assist students who have particular educational needs

Will I be recorded?

Your tutor should advise you at the start of a session if it is to be recorded and explain how they will manage student contributions. In any event, you can opt out of being recorded or ask that your contribution be edited out. However, you may not be permitted to opt out of recordings where a recording is an explicit requirement of a University award (e.g. recording of an assessed presentation)

How do I gain access to the recordings?

If your tutor has recorded the session then it will appear as a secure link in the Learning Edge (Blackboard) course associated with that module.

What device can I play the recording on?

Once the link has appeared in your Learning Edge (Blackboard) course, the recordings can be played on most web-enabled devices, for example, desktop and laptop computers, iPads, iPhones, Android tablets and phones, Windows tablets and phones.

Can I rely on recordings being made if I miss a lecture?

Lecture capture is provided as a supplementary learning resource and is not a substitute for attending lectures. While the reliability of the recording system is robust, it is not infallible. If a capture fails, the lecture will not be re-recorded. In addition, your tutors may decide that the session is not suitable for recording, for example, where teaching approaches are

employed which require a high degree of audience interactivity or group discussion, or where ethical issues or the use of sensitive material might be deemed inappropriate for the recording of some lectures

Can I share recordings with others?

No, the recordings are for your own personal use only. You are not permitted to give the recordings to anyone else, post them online or distribute them by other means. If you are found to have done this, you may be subject to disciplinary proceedings.

I have a specific learning difficulty. How do I ensure my lectures are recorded?

There is a statutory duty on the University to make reasonable adjustments for disabled students where they are put at a substantial disadvantage due to disability. If this applies to you, Lecture Capture may be identified during your needs assessment as a reasonable adjustment to note-taking and included in your Student Support Plan. You should not need to do anything further as your tutors will have been notified of your requirements. Where taught sessions are not suitable for recording, the tutor should identify (and offer) a reasonable alternative means of support.

SpLD Support Team
Catalyst Building
Email: spld@edgehill.ac.uk
Tel: 01695 657526
Web: www.ehu.ac.uk/spld

Inclusion Team
Catalyst Building
Email: inclusionteam@edgehill.ac.uk
Tel: 01695 657568

None of these FAQs answer my specific question, who do I contact for assistance?

If you are having technical difficulties in accessing your recordings then please contact a Learning Services Helpdesk in the first instance. All non-technical matters should be addressed to your module tutor.

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**Other Sources of Help and support for Students**

**Learning Services Helpdesks**

Contact the Learning Services Helpdesk if you need further assistance or have any further queries. Visit a helpdesk in person: Catalyst Building - Ormskirk, or the Learning & Information Resource Centre (LIRC) – Aintree.

Telephone: 01695 650800  
Email: [lsdesk@edgehill.ac.uk](mailto:lsdesk@edgehill.ac.uk)