Session Capture Guidance for 2021/22

This guidance sets out which sessions we anticipate being recorded and provides support for how to do so. Please note:

1. Automatic capture will **not** occur for any sessions, during the autumn term.
2. Recordings done on-campus will only pick up the teacher and any students using a microphone; where a microphone is not used it will be necessary to repeat questions for the recording. Wireless/roaming/handheld microphones are still removed from use, to minimise infection transfer, so academics need to stand within 2-3m of the fixed microphones on teaching podiums for their voice to be captured in general teaching rooms. Hyflex-enabled rooms allow free movement because they have special wide area pickup ceiling microphones.

What we anticipate being recorded

In general, we would like as many sessions as possible to be recorded. However, we recognise that there are contexts in which recordings are unlikely to hold much educational value and/or could hinder student engagement with the live session. Below is some guidance about what we would anticipate as being recorded in light of this:

1. Lectures regardless of whether they are held online or on-campus.
2. Parts of seminars where new content is presented, for example how to solve problem sheets. However, we recognise that depending upon how such content is presented (e.g. interspersed by conversation) it may be more appropriate to make this available in an alternative format on Moodle. Class discussions will not be picked by the recording and recording could inhibit student engagement, so discussion seminars are not considered suitable for session capture in general.
3. HyFlex sessions as agreed with the student cohort: these are more suitable for recording than regular seminars as discussions will be picked up by the ceiling microphone, though the issue of student engagement may still apply. Staff will therefore wish to discuss with the student cohort whether they would find it useful to have the recordings to support asynchronous engagement. This would seem to be in the spirit of the more flexible engagement HyFlex teaching supports.
4. We do **not** anticipate the recording of laboratory sessions or practical sessions, but staff may wish to consider whether it would be valuable to pre-record demonstrations to free up practical time and make these available as a learning resource.

Where staff decide not to record in line with the guidance above, this should be communicated to their School and students on the module along with the rationale, which may include the use of sensitive material and/or personal views being discussed.

We encourage the use of recorded materials being made available to students prior to live online large classes to enable sessions to become more interactive, through the use of approved tools such as Mentimeter, Whiteboard and break-out rooms. As such we do not anticipate that the recordings would normally replace the live sessions, but instead would supplement, enhance or act as a starting point for discussion. More support is available for this on the ABLE Moodle site.

Benefits of recording sessions

Recordings of sessions enhance the student learning experience and improve inclusivity, by allowing students to revisit the session to make notes, revise and/or recap sections that they found difficult.

Such recordings may also be used by students who were unable to make the original session due to social isolation, illness, caring responsibilities or other reasons to support catch-up. Students have fed back that the flexibility of watching recorded lectures when, where and at whatever pace they want is a major benefit to them.

How to record in MS Teams: online lectures and HyFlex sessions

Online lectures and HyFlex sessions should all be conducted and therefore recorded in MS Teams. Please note that you cannot teach in MS Teams and record in Panopto.

1. Ensure your MS Teams meeting is set up correctly, with staff as presenters and students as attendees.
2. Record the session manually in MS Teams. We strongly recommend that you do **not** auto-record via the meeting settings.[1]
3. The recording will appear in the Teams meeting chat. Click on the 3 dots and select 'Open'
4. This will open the file in OneDrive, from here you download the video.
5. Upload into Panopto in the corresponding folder to the relevant Moodle module. Do not put this in your personal Panopto folder as students will be unable to see it. From here you can check the captions, edit and make the video available on Moodle as below.
6. Delete the recording in OneDrive (open through the meeting chat as above and click 'Delete'). This will prevent your OneDrive from reaching its maximum storage capacity.

How to record in Panopto: pre-recording, live-streamed & sessions solely on-campus

Pre-recording videos, live streaming and recording sessions on-campus should be done through Panopto. Please note that when recording in Panopto, students cannot join via MS Teams – live-streaming must therefore be done via Panopto.

1. The majority of modules that have seminars attached will be provisioned in bulk before the start of the academic session. This sets up a folder in Panopto where you can store all the Panopto videos for the course. However, any modules created in Moodle after this point will need to connect the Moodle site to Panopto and provision the course.
2. Recording can be done either via the Panopto client on the Podium PC in lecture theatres and seminar rooms or via a laptop. Instructions are available from Panopto. Please ensure you save the recording to the relevant Moodle module folder and not a personal folder.
3. Having recorded your session, you may wish to check the captions (which will be created automatically) and/or edit.
4. Finally, you will have to approve the recording in order to make it available on Moodle.

Further support and guidance

There are also ILS videos and a Moodle site that cover all aspects of using Panopto. Please also note that the IT Service Desk will be open from 8.30am to ensure immediate support is available for staff facing difficulties with this, who are teaching at 9am.

Sept 2021

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[1] Auto-recording will cause a new recording to begin each time someone joins the class, resulting in several versions of the same session and will give the student joining joint ownership of the recording.