

Principles of Recording Teaching Sessions for Academic Year 2020/2021 Interim Guidance

Introduction

The ability to record both teaching sessions delivered online and on-campus by staff provides a range of benefits to the student academic experience through providing opportunities for recap, reflection and revision on teaching points. As an inclusive institution the University also recognises that the ability to provide access to recorded teaching sessions may be of particular benefit to some students, including those with disabilities.

The recording of teaching sessions within teaching rooms with relevant facilities is an optional digital learning and teaching service that staff can utilise this academic year 2020/2021.

The principles outlined below are designed to support staff who are looking to provide this opportunity for their students and they are designed to cover both 'live' on-campus classroom recordings of teaching session, sometimes referred to as 'lecture capture,' using the Panopto system as well as the recording of online synchronous teaching sessions delivered by systems such Blackboard Collaborate, MS Teams.

Definitions

For the purposes of these principles a recorded teaching session is defined as

- Recording by a member of staff delivering a synchronous (live) teaching session either online or on-campus for educational purposes only. It may cover the recording of both sound, and an of the image of the lecturer. Recordings should not include images of students, without their express written consent.
- It does not cover pre-recorded videos such as narrated PowerPoints or screencasts, pre-recorded video demonstrations for instructional purposes, i.e. recorded demonstration of use of lab equipment, use of software etc.

Key Principles for Recording of Teaching Sessions

The principles outlined below are intended to guide staff when considering whether to record a teaching session and form the basis of good practice where staff are intending to record a teaching session to support their students' learning.

1. The recording of a teaching session is currently an additional opportunity for staff to provide students with supplementary resources to assist with their studies. Staff are encouraged to have open discussions with their students regarding the benefits or otherwise of recording appropriate teaching sessions.
2. Students permission for recording of teaching sessions does not need to be sought each time but good practice recommends that staff remind students if they are recording a teaching session.

3. Staff will need to be clear with students about whether they intend to pause or stop recordings where sensitive subject matter is being discussed.
4. Staff should remind students at the start of each session if that teaching session is to be recorded. Staff have the option to review recordings ahead of them being released to students if they need to edit the recording for any purpose.
5. Staff should be clear about the inclusion of the copyright of any third-party materials presented within their recordings. Academic Liaison Librarians can assist staff with additional guidance in this regard. See also University Copyright policy.
6. Recordings should only be made available to academic staff and students on a specific course.
7. Where available auto-generated captions are enabled for when students review recorded sessions (currently only available via Panopto and MS Teams).
8. Students are only permitted to use recorded teaching sessions for their own personal use in relation to their academic studies on the course for which they are registered and should not distribute or publish any recording to which they have access.
9. Where guest speakers are invited to participate in teaching sessions, staff need to ensure that express written permission has been obtained from the guest speaker in advance of recording the session.
10. Recorded teaching sessions must only be stored in designated systems and may not be downloaded and distributed through other mechanisms. A full deletion and archiving process is being developed but lecture recordings will normally be removed by the TEL team, as part of standard housekeeping, at the end of the academic year, after assessments and reassessments have been completed, unless required for future academic years.

Further Guidance and Advice

Further guidance and advice on the use of university digital learning and teaching systems for recording of teaching sessions is available at:

- Blackboard Collaborate: <https://uwtel.co.uk/tel-tools/collaborate-virtual-classroom/>
- Panopto: <https://uwtel.co.uk/tel-tools/panopto/>
- MS Teams: <https://www2.worc.ac.uk/it/microsoft-teams.html>

Supporting Policies

Staff wishing to consider recording of teaching sessions may also wish to consult the following associated policies.

- Copyright: <https://library.worc.ac.uk/copying-and-scanning-for-modules>
- Intellectual Property: https://www2.worc.ac.uk/researchportal/documents/UW_Intellectual_Property_Policy.pdf
- ICT Regulations and Security Awareness: https://www2.worc.ac.uk/it/documents/IT_Regulations_v2.6.pdf
- Information Assurance: <https://www2.worc.ac.uk/informationassurance/policy-documents.html>
- University Data Protection Policy: [https://www2.worc.ac.uk/informationassurance/content_images/Data_Protection_Policy_May2018\(2\).pdf](https://www2.worc.ac.uk/informationassurance/content_images/Data_Protection_Policy_May2018(2).pdf)

Item	Notes
Version Number	1.0
Date of Approval	9 th December 2020
Approved by	Learning, Teaching and Student Experience Committee
Effective from	9 th December 2020
Policy Officer	Head of Digital Learning & Teaching
Department	Directorate of Quality and Educational Development
Review date	July 2021
Last reviewed	n/a
Equality Impact Assessment (EIA)	n/a
Accessibility Checked	10 th December 2020