Guidance on Lecture Capture

Introduction

Lecture capture is a broad term describing the capturing of teaching content, for example the recording of a session that would normally take place in a lecture theatre or classroom. Content can be recorded in a live situation, or recorded in advance and shared with students through the VLE. UCD during the academic year 2020/21 has made a significant investment in lecture capture technology with a view to enhancing our broad based approach to supporting our students learning.

Use of Lecture Capture

The university encourages the appropriate use of lecture capture to support students in their learning and study and review. Schools in UCD will consider how best such approaches can be incorporated into their existing teaching portfolios and approaches. Lecture capture is provided to supplement the student experience, and will not replace student contact hours. Schools are expected to continually review and evaluate their experience in the use of lecture capture to ensure that it enhances student learning.

UCD's approach to lecture capture is focussed on:
● Supporting all students to review and revise content
● Supporting different learning styles
● Supporting students to view lectures when they cannot attend
● Supporting our international students who do not have English as their first language
● Supporting students with additional needs.

It is recognised in UCD that not all teaching situations are suited to using lecture capture:

● Contexts where there is use of whiteboards, chalk boards,
● Contexts where a high degree of audience interactivity is used
● Contexts where ethical issue arise or the use of sensitive material may render the recording of some teaching and learning activities as being inappropriate

What Lecture Capture solutions are available and where?

● Remote/online solutions
Deskside recordings can be made using the University's video conferencing or virtual classroom solutions. The recordings generated can be uploaded to a media streaming service and then be shared in the appropriate module in the VLE. The links below outline where to read more about these services and their application to teaching and learning.

[Video conferencing](#)
[Virtual classroom](#)
[Media streaming](#)
[TEL Guide on Pre-Recording & Screencasting](#)

- Theatre/classroom based solutions

Theatre/classroom based solutions generally involve the use of a camera in conjunction with PC hardware at the teaching lectern to record audio and video from the teaching lectern in addition to the video source displayed on the projector screen. This hardware setup can then be used in conjunction with the University's video conferencing or virtual classroom technologies to record and share materials with the relevant student cohort.

Information on lecture capture facilities available in the shared teaching spaces, including locations, method of recording and support, is available at the link below.
[Online teaching in shared teaching spaces](#)

- Independent recording facilities

Independent recording facilities in the form of recording studios are available to pre-record teaching material. Recording studios utilise a PC, camera and microphone in the room to record the speaker and the content on the PC. A document camera and graphics pad (digital whiteboard) are also available. Most recording studios have camera and microphone options that will facilitate teaching at a traditional whiteboard. This hardware setup can then be used in conjunction with the University's video conferencing or virtual classroom technologies to record and share materials with the relevant student cohort.

Information on recording studio facilities available in the shared teaching spaces, including locations, method of recording and support, is available at the link below.
[Online teaching in shared teaching spaces](#)

Support for the use of Lecture Capture in Shared Teaching Spaces

Requests to book an appropriate teaching space with lecture capture facilities should be emailed to Room Allocations (room.allocations@ucd.ie).

Guidance and instructions for using lecture capture facilities are available [here](#). Before first use in a live environment, it is highly recommended that faculty members practise using the facilities to become familiar with the equipment. A room can be booked with Room Allocations for this purpose and if required an AV technician can demonstrate the use of the equipment through a teaching support request. Teaching support requests can be booked by emailing [estates@ucd.ie](#) or completing this google [form](#).

For AV assistance immediately before or during a class, the AV support phone will be located at the teaching lectern or in the corridor outside the room. This phone automatically dials through to the AV support line at extension 7300. An AV technician will seek to resolve or mitigate any AV issues including offering a change of room where appropriate. More information is available [here](#).

Recording and Publishing

Lecture capture recordings should comply with relevant University policies. The module coordinator/faculty member should ensure:

- students are advised that they may inadvertently be recorded
- that they have obtained written agreement from guest speaker(s) in advance
- that copyright of materials is not infringed. (This is required for all teaching materials irrespective of whether lecture capture is used).

Recordings will not be used for staff performance management purposes or as part of P4G discussions.

Distribution and Retention of Lecture Recordings

Recordings of lectures/teaching and learning activities should be uploaded to a secure video streaming service (e.g. HEAnet media service) and then should be made available within the VLE.

- Recordings of UCD teaching and learning activities are not for public consumption by any means, including by virtue of external publication, whether on the web or otherwise. Such recordings must not be copied or passed on to anyone else, other than for transcription purposes. UCD's Intellectual Property Policy applies.
- Faculty retain the right to make the recording unavailable at any time. Recordings should be published to the appropriate module in which the live lecture forms part.
    - Recordings originated in the VLE, using the designated virtual classroom solution will be available within the module by default/automatically.
    - Recordings that are created outside of the VLE should be uploaded to a secure video streaming service and then should be made available in the appropriate module in the VLE.
- To assist students with module revision and examination preparation, lecture recordings should remain accessible on the VLE for the duration that the student has access to the active module for which they are registered.
- Unless specifically requested otherwise, recordings will be routinely deleted 13 months after recorded unless they are uploaded to a video streaming service.

- No recordings will be kept beyond this point without additional explicit consent from all subjects (lecturers and students) involved. Staff and students have the right to request deletion of any recording that includes their image.

Additional Resources

UCD Teaching and Learning have excellent resources that faculty can use to develop and diversify their teaching approaches https://www.ucd.ie/teaching/