Use of captured content – Guidance for staff

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Purpose	This guidance supports the Policy on the Use of Captured Content and is for use by University staff.

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UNIVERSITY OF ST ANDREWS

POLICY ON THE USE OF CAPTURED CONTENT – GUIDANCE FOR STAFF

1. **Scope during dual delivery**
   a. This guidance is designed to support the capture of digital content as described in Section 2.1 of the Policy on the Use of Captured Content.
   b. Captured content should be defined as digital content which gives students not present in-person a comparable learning experience to those students who experience the teaching live.
   c. This does not necessarily mean that every learning activity should be recorded, and Schools retain flexibility on the form of the captured content.
   d. Some learning activities, such as scheduled or unscheduled one-to-one sessions or informal Q&A sessions, do not require to be captured.

2. **Service Provision**
   a. The centrally supported technologies for capturing content are:
      i. Panopto (in general for live and captured of lecture or flipped classroom material). This service is provided and supported by the TEL Team in CEED.
      ii. Microsoft Teams (in general for live and captured interactive tutorial and seminar material). This service is provided and supported by IT Services.
   b. Both softwares are available on standard classroom PCs, and can also be downloaded and used on either University or personal computers.
   c. Training materials for both technologies can be accessed at https://www.st-andrews.ac.uk/remote-teaching/teaching-remotely/
   d. Support for both technologies can be accessed by emailing the IT Service Desk (itservicedesk@st-andrews.ac.uk)

3. **Availability**
   a. Captured content in both systems is only available to the students registered on the relevant module or Team.
   b. Students access content captured using Panopto through the Moodle module to which the content relates. Staff must 'Publish' the captured content before students can view it.
   c. Students access content captured using Microsoft Teams through a link in the Team where the content was delivered, or through the Microsoft Stream app.

4. **Content**
   a. Lecturers retain control of what sources they would like to capture. The default is that audio/slide or PC content will be captured. Input from other digital sources, including cameras and graphics tablets can also be captured. Audio/visual equipment in many classrooms has been

enhanced to facilitate capture of in-class discussion.
  b. Inclusion of third party material in a recording is regarded as falling within the provisions of the Copyright, Designs and Patents Act 1988, which (as amended), provides exceptions to copyright for: (a) illustration for instruction, (b) criticism, review or quotation, (c) caricature, parody or pastiche, or (d) to make an accessible copy. Therefore, third party material can be included in a recording under a relevant exception, provided:
      i. the material, and the amount copied, is necessary and relevant to the lecture
      ii. the source, author, artist or creator of the work are accurately acknowledged
      iii. a title or other identifying description of the work being copied is included."
  c. As a courtesy, students should be informed that an activity is going to be captured before the capture begins.

5. Inclusion Requirements
  a. From 23 September 2020, there is a legal requirement for captured content to be captioned.
      i. Content that is delivered **live only** does not require to be captioned.
      ii. Content that is delivered and captured in languages other than English does not require to be captioned.
      iii. Panopto provides machine generated captions for every capture. These can be imported and edited by the after the capture is made.
      iv. Teams requires the lecturer to enable captions through the Microsoft Stream app. It also allows the end-user to enable live machine-generated captions in live sessions.
      v. Students have access to the Caption.Ed service which offers on-demand machine-generated captions through their browser.
      vi. The University recognises that machine-generated captions have a lower rate of accuracy that human-generated captions. Where complex or technical language is not sufficiently captioned, students should be encouraged to consult other resources, or approach the lecturer, for clarification of any key terms.
      vii. The University has a Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities. Students should not use personal devices to capture content themselves, unless covered by this policy.

6. **Use of Statistics**
    a. Statistics on the use of particular captures or folders in Panopto can be used to monitor engagement at cohort level.

7. **Take Down**
    a. In the event of inappropriate communications and/or unexpected events during a recording, immediate take down can be requested by the lecturer, Director of Teaching or Head of School through the IT Service Desk. A process is in place to ensure the immediate and appropriate action is taken including communications with the Director of Teaching (where they are not the one requesting takedown).

8. **External Speakers**
    a. External speakers delivering core curricular content should give explicit consent to being recorded through the completion of a consent form (available from the TEL Team in CEED). Where an external speaker does not grant consent, and a digital equivalent of that teaching experience cannot be provided, another speaker should be sourced. A copy of the signed consent form should be retained in the School, and a copy sent to the TEL Team.

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