



University of
St Andrews

Recording of lectures and other learning and teaching activities ('lecture capture') Guidance for students

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Purpose	This document provides supplementary guidance for students to the Policy on the Recording of Lectures and Other Learning and Teaching Activities ("Lecture Capture").

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
01	Revisions regarding use of Panopto App	Updated	-	March 2019

UNIVERSITY OF ST ANDREWS

POLICY ON THE RECORDING OF LECTURES AND OTHER LEARNING AND TEACHING ACTIVITIES (“LECTURE CAPTURE”) – GUIDANCE FOR STUDENTS

1. Introduction

- 1.1. This document supports the University’s policy on the recording of lectures and other group-based learning activities, by providing supplementary guidance for students.
- 1.2. As described in the Policy on the Recording of Lectures and other Learning and Teaching Activities (“Lecture Capture”), the recording of teaching is intended to provide a useful resource for students. The University recognises that not all subjects, topics or activities are suitable for recording. Some lecturers may choose not to record activities for a number of reasons and are not compelled to record teaching nor give a reason for its use or otherwise.
- 1.3. Recordings are only made available to the students taking the module for which the lecture was given. Your individual access and usage of recordings is not monitored, although the University may look at aggregated access statistics.

2. Recording Type

- 2.1. Where lecture capture is employed, usually only audio and slide/screen content is recorded. Sometimes additional sources may also be recorded.

3. Notification

- 3.1. As described in Section 3.4 of the Lecture Capture Policy, you will be notified if a recording is taking place.

4. Your Responsibilities

- 4.1. Recordings are for personal study use only. Recordings may not be copied, downloaded or passed on to anyone else by any means, except in the following circumstances:
 - the sharing of transcriptions by students who have a disability and require reasonable adjustment.
 - where a session or folder owner has made a recording available for use with the Panopto apps.

Anyone found to be in infringement of this principle may be subject to disciplinary proceedings. Unattributed use of lecture material in coursework or examinations falls under the regulations relating to Good Academic Practice.

5. Availability

- 5.1. Recordings are usually made available within three working days after the end of the recording unless the lecturer requires additional time for editing/moderating. Recordings are made available to you automatically through the relevant University-approved system (either Moodle or Galen).

6. Permission

- 6.1. If you do not wish to be recorded it is your responsibility to inform the lecturer before the recording commences.

7. Moderation

- 7.1. If you have been recorded but later decide that you would like your contribution not to form part of the recording, you should make the member of staff aware of this at the end of the lecture.
- 7.2. Some recordings may never be made available due to compliance, legal or technical reasons.
- 7.3. The final decision on what is retained in the recording rests with the individual academic who made the recording.

8. Take Down

- 8.1. When a recorded lecture is taken down as described in section 3.7 of the Policy, the relevant Head of School, Director of Teaching, module coordinator and lecturer will be informed.

9. Accessibility

- 9.1. If you have a registered disability and want to discuss what assistance might be available to you, e.g. transcription/captioning, you should contact Student Services - see Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities.

10. Getting Help

- 10.1. For technical issues (including access and playback) please contact the IT Service Desk (itservicedesk@st-andrews.ac.uk).
- 10.2. For issues relating to the content of recordings, please contact the relevant member of staff.
- 10.3. Additional resources are available online at <http://telsta.dropmark.com/346145>

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