



University of
St Andrews

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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2.2	Update to section 9a following Senate approval	Updated	Administrative Officer, Education and Student Experience	March 2024

UNIVERSITY OF ST ANDREWS

POLICY ON THE USE OF CAPTURED CONTENT – GUIDANCE FOR STAFF

1. Scope

- a. This guidance is designed to support the capture of digital content as described in the Policy on the Use of Captured Content.
- b. As 1.2 of the policy states: “For the purpose of this policy, digital capture is understood as the act of recording a learning and teaching activity where the recording is made available to students as a video at a later time. Digital content refers to any content contained in such a recording, be it visual, audio, or otherwise, generated as a result of digital capture.”
- c. This does not necessarily mean that every learning activity should be recorded. As 1.4 of the policy states, only lectures require recording under this policy.
- d. Lecture is, for the purpose of the policy, defined as: “Lecture. A learning and teaching activity or session which mainly serves to allow teachers to impart information and knowledge, provide guidance and/or feedback, demonstrate knowledge and practice, or stimulate and inspire thinking, should be considered a ‘lecture’ for the purpose of this policy; this may include what might in other contexts be called mini-lectures, demonstration sessions, talks or similar.”

2. Service Provision

- a. The centrally supported technologies for capturing content are:
 - i. Panopto (in general for live-streamed and pre-recorded 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 pieces of software 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/education/staff/teaching/resources/lecture-capture/>
- 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 OneDrive.
- d. Students should normally be given access to the content within 5 working days of the recordings being made.
- e. In cases where an exemption to the recording requirement applies, the lecturer should inform the students ahead of the lectures that will not be recorded.
- f. Content will remain available to students for the duration of the current instance of the module. Content will be deleted afterwards.
- g. Students who have not completed a module by the time of the August re-assessment diet following the instance of the module, e.g., because of a Leave of Absence leading to a longer deferral of a piece of assessment, may require extended access to captured content. These students should contact the lecturer in question, no later than the August re-assessment diet in question, to ensure lecture recordings will still be available when they eventually complete the deferred piece of assessment.

4. Content

- a. Lecturers retain control of what sources will be captured. The minimum expectation is that the speaker's voice (audio), and any slides or PC screen content, will be captured. Input from other digital sources, including document viewers, cameras and graphics tablets can also be captured. Lecturers may also edit recordings after content has been captured.
- b. Recorded lectures may include copyright material, whether under licence terms or by making use of copyright exceptions, as long as the use of such material is fair and relevant to your teaching. All material should be appropriately credited. For further information, see the University's [Copyright for Teaching](#) guidance document (in particular, Section 6).
- c. The member of staff conducting the lecture should notify students that recording is taking place. Alternatively, Schools may choose to inform students, in School and module handbooks, that lectures within the School will be routinely recorded.
- d. Lecturers are able to pause the recording if the topic of discussion becomes sensitive/inappropriate, or when a student who does not wish to be recorded makes a contribution. Lecturers can resume the recording once these situations have passed. Pausing and resuming can be done using the pause and resume buttons in the Panopto software.
- e. In the unlikely event that a technical failure or other unforeseen circumstances lead to a recording being unavailable, staff members are under no obligation to re-record.
- f. Lecturers are not required to change the way they teach as a result of this policy.

5. Inclusion Requirements

- a. From 23 September 2020, there has been a legal requirement for captured content to be captioned. The University does not have the resources to ensure that all captions are checked by a human,

and therefore we claim that this is a 'disproportionate burden'. However, our systems are capable of providing captions that are sufficiently accurate that they are still of benefit to many of our students and so these will be applied automatically. In cases where students require more accurate captioning due to a disability (such as hearing impairment), they should discuss their needs with disability services and if appropriate, captions will be checked and corrected.

- i. Live content does not require captioning at the time of delivery. Once it is recorded, it must be captioned before publication.
- ii. Panopto provides machine-generated captions for every capture, including content delivered in languages other than English.
- iii. 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, seen only by the user who requests them.
- iv. Students have access to the Caption.Ed service which offers on-demand machine-generated captions through their browser. These can be run during a live session or with a recording.
- v. The University has a [Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities](#). Some students are allowed to record content themselves directly onto a mobile device or laptop as they are using assistive software and this use is permitted by the aforementioned policy.

6. Use of Statistics

- a. Statistics on the use of individual captures or folders in Panopto can be used to monitor engagement at cohort level.

7. Moderation of Captured Content

- a. In the event of inappropriate communications and/or unexpected events during a recording, lecturers can decide to edit or not to publish the recording. Where a recorded lecture cannot be published, the member of staff should notify the Director of Teaching.

8. Exemptions

- a. The policy contains two exemption processes. They are: i) pre-approved exemption and ii) post-recording take-down. These processes allow recordings to be either exempted or taken down due to reasons such as the materials are politically sensitive or of a personal nature. In either case, approval must be sought from the Head of School. Please consult policy 2.10 for the details.
- b. As already stated above in Section 3, in cases where an exemption to the recording requirement applies, the lecturer should inform the students ahead of any lectures which will not be recorded. Students unable to attend for disability reasons should be given guidance on

- accessing material taught during the live lecture session.
- c. A record of which modules have been given exemptions under the policy, and for how many lectures, should be maintained by Schools. This data will be collected to monitor the policy's implementation.

9. Deletion

- a. The policy states that recordings will be available to students for the duration of the current instance of the module. To account for instances where students need access to materials in cases where deferred assessments are in place, recordings will be retained for a minimum of 12 months after being created. Thereafter, staff members may delete their own recordings. Before deletion, staff should ensure that there are no students on Leave of Absence who may require access to recordings upon their re-engagement; if there are such students, recordings should be retained for these students. After deletion, no copy of the recordings will be retained by the University, and they will not be recoverable. A guide to deleting materials on Panopto is available [here](#).
- b. When the TEL team receives notice that a member of staff is leaving the University, that staff member will be contacted and reminded of their captured content. They will then be supported to either delete the content themselves (see guide linked above), or request to have this done on their behalf by the TEL team. Staff who are leaving may also contact the TEL team directly in preparation for their departure from the University. Staff's right to delete their recordings upon leaving the University is absolute, including in cases where there are students on Leave of Absence pending completion of relevant modules. In these cases, Schools should ensure that students are supported upon their return from Leave of Absence in ways other than providing them with continued access to recorded lectures.

10. 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 arranged. A copy of the signed consent form should be retained in the School, and a copy sent to the TEL Team.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.0	Changed to reflect the major policy update, which makes permanent	Updated	Academic Policy Officer (Taught Degrees), Proctor's Office	July 2022

	the arrangement of lecture recording			
2.1	Added a link to a Panopto guide on deletion of recordings in 9a.	Updated	Administrative Officer, Education and Student Experience	Aug 2023
2.2	Update to section 9a following Senate approval	Updated	Administrative Officer, Education and Student Experience	March 2024