

# Lecture capture and release at the University of Auckland

## A guide for staff

The University's policy on lecture capture and release is that from semester two 2019 all lectures in lecture theatre recording-enabled rooms are recorded and made available to students through Canvas.

[Lecture Capture and Release Policy and Procedures](#)  
[Recordings Tool Guide in Canvas](#)

## What has changed?

Lecture recording for some courses has been in place at the University since 2010. The new policy is that all lectures held in lecture theatre recording-enabled rooms will be captured and released to students.

As not all courses are suitable for lecture recording some courses may apply for exemption. See below.

## What is recorded?

Lecture recordings capture the lecturer's voice and whatever is being displayed through the document camera. The audio and visual feed will be published to students by default. Recordings begin at the scheduled start time of the lecture and end two minutes before the scheduled end of class.

In smaller rooms (= <20 students) the lectern microphone will pick up the teacher, even if moving around the room. In larger lecture theatres the lapel microphones should be used. Additional lapel microphones can be requested through [Connect](#).

Students should be advised that their voices may be recorded through the microphone.

## Managing lecture capture

- Scheduled lecture recordings (up to seven days in advance) are shown on the Recordings tab in Canvas. When a recording is available nominated teachers will receive an email notification and the files will be available in Canvas.
- Teachers may rename files and manage editing and version control in Canvas.
- Teachers may provide links to specific recordings within Canvas modules. In this way recordings can be connected to other learning resources (links are not affected if file names are changed).

*Note - if a student streams or downloads a recording from a link within a Canvas module this will not be reflected in the analytics information.*

- From semester two 2019 lecture recordings will be published to students automatically 72 hours after being made available in the Canvas tool. The 72 hours does not include weekends, but does include public holidays. Teachers may elect to release lectures earlier by using the settings in the Canvas management tool.

**See:** the [Recordings Tool Guides in Canvas](#)

- Students may access recordings through the Recordings tab in Canvas. Recordings will be made available through Canvas only to the students enrolled in the stream or course for which the recording was made
- Recordings will be stored until the end of the next corresponding teaching term following delivery of the course.

## Will every teaching session be recorded?

- This service is not available in all University rooms, but all those which accommodate large classes are equipped for lectures recording.
- The primary mode of delivery (usually lecture) will be recorded and automatically released to students. Secondary delivery mode sessions (tutorials, workshops, laboratories) taught in lecture recording-enabled rooms will be recorded but are not automatically released. Teachers may release these recordings through 'tick box' settings in Canvas.
- Technical issues may occasionally affect lecture recordings. It may be useful to remind students that while every effort is made to provide this resource in most courses, there may be times when a recording is not available.

## Exemptions

A course may be exempted from the requirement to publish lecture recordings where:

- the primary mode of delivery in the course is not conducive to capture and release of the recordings, and provides limited pedagogical benefits for students

*Note - this could include, but is not limited to: seminars, studio-based courses, performance courses, team-based learning, and language courses*

**OR**

- the release of lecture recordings leads to increased risk of copyright infringement and other options to manage the risk are impractical

**OR**

- lectures in a course contain personal information or use case studies which, if released, may infringe privacy or confidentiality, and other options to manage these concerns are impractical.

Exemption requests are made to the Dean or delegate and where approved are applied at the level of the course.

## Using lecture capture to support your teaching

If used in conjunction with lecture attendance, lecture capture can be a powerful learning and teaching tool. Teachers can use the first lecture of the semester to have a conversation about lecture recording.

### What information or guidance should be given to students?

The following points are important in a discussion with students (or in information given to students) about lecture recording in a course:

- Teachers should let students know:
  - whether lecture recordings are available to students in the course, or whether an exemption applies
  - that lecture capture is not (and cannot be) an equivalent to attending a live lecture
  - that attending teaching sessions on campus wherever possible is important for participation in active learning and for interaction with teachers and peers
  - that attendance at lectures is also highly predictive of good academic outcomes
  - that lectures and workshops or laboratories or tutorials work together, and not attending the lecture can mean learning in the smaller-group session is compromised
  - that occasional technical difficulties may mean release of recordings is delayed or prohibited.
- Teachers should let students know what will be recorded and made available to them (i.e. lectures, workshops, etc).
- Students should be made aware that lecture recordings should be used in a way that best supports their learning and the development of self-regulated learning behaviours<sup>1</sup>. 'Binge watching' lecture recordings to catch up on missed learning is not likely to result in a good outcome.
- Students should use lecture recordings to:
  - revise for exams
  - revisit complex ideas and concepts
  - slow down or speed up the recording, or pause and replay it, to work at your own pace
  - pick up on things missed in class
  - expand or clarify notes after the lecture
  - check what was said before speaking with a teacher for clarification of issues, ideas or misunderstandings.

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<sup>1</sup> Lecture capture: practical recommendations for students and lectures, E Nordmann, C E Kuepper-Tetzl, L Robson, S Phillopson, GI Lipan and P McGeorge

- Students must be aware of their responsibilities with respect to copyright. Students **must not** make a further copy, sell, alter or further reproduce or further distribute lecture recordings. Penalties for infringing these rules are set out in the University's [Copyright Materials Policy](#)

### During the teaching session

- Clearly signal the end of one part or section of the session, and the beginning of another
- Repeat student comments or questions so that your responses are given in context
- Summarise any outcomes of discussions that take place during the session
- Pause the lecture recording if an activity or discussion is unsuitable for recording

## Analytics

The number of views or downloads per recording can be seen in the Student View in the Recordings tool in Canvas.

Note: these data do not include students accessing recordings through links embedded in Canvas modules.

## Copyright

Information about lecture recording and copyright is available on the University's website. The [Course Materials Copyright Compliance Matrix](#) covers Lecture Recording.

## Problems with recorded lectures

If you have an issue accessing a lecture recording file through Canvas, or the file has no picture or sound, contact the Staff Service Centre.

To remove a lecture that has been mistakenly published, contact the Staff Service Centre.

## Further information

- [Lecture Capture and Release Policy and Procedures](#)
- [Recordings Tool Guides in Canvas](#)
- Lecture Capture at the University of Auckland: a Guide for Students
- [Copyright for teaching guidelines](#)
- [Course Materials Copyright Compliance Matrix](#)
- Staff Service Centre - FAQs

*Information in this guide was adapted from:*

7 recommendations for making more of Lecture Capture: a guide for staff, King's College London  
Lecture capture: practical recommendations for students and lectures, E Nordmann, C E Kuepper-Tetzel, L Robson, S Phillopson, G Lipan and P McGeorge