

Replay Lecture Capture Service Information for Departments

Contact the Replay Service

Email: replay@it.ox.ac.uk

Help website: <http://help.it.ox.ac.uk/replay/>

Contact Education Policy Support

Email: susan.brace@admin.ox.ac.uk

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What is Replay?

Replay is a service which allows staff to easily record their teaching sessions. Registered students can access these recordings through their virtual learning environment (VLE), usually Canvas or WebLearn, search and replay to reinforce their understanding of concepts, and use for revision purposes.

Key features of the service include:

- Automated desktop capture that allows screen presentations to be recorded automatically with accompanying audio and optional video
- Recorded presentations are automatically uploaded and encoded on a central server
- Recordings are made available to registered Oxford students via their VLE by configuring the 'Recorded Lectures' tool in WebLearn or the 'Panopto Recordings' tool in Canvas.
- Entire lecture series can be stored and easily searched
- Students can search not only the textual content of slides but also for words in the spoken commentary
- Remote scheduling based on timetabling can be implemented, which avoids the presenter having to press 'Start' or 'Stop'
- Material can be imported into the system manually by lecturers from desktops or teaching spaces
- Material can be self-edited through a web interface and released under an approval process
- Comments, bookmarks and notes can be added to material by students and staff
- Lectures can be transmitted live into nearby overspill rooms
- Captions and transcripts can be added to material either through the Panopto automatic speech to text option, manually or by third-party transcription services

Purpose of offering a Lecture Capture system

The purpose in making a Lecture Capture system available to staff and students at Oxford is to provide a study and revision aid to students to support their learning. It offers additional benefits such as raising the digital literacy level of students and engaging the academic community at the University with learning technologies that can contribute to enhancing the student learning experience.

Lecture recording is something that students are beginning to expect, particularly at Russell Group universities. A student survey run by OUSU in 2015 found that recorded lectures was listed as a key priority in students' IT academic priorities and that it is very useful in supporting their learning. Replay offers an institutionally consistent solution, without placing extra strain on lecturers or students. It makes pedagogical innovation possible, without demanding it.

The purpose of this guidance document is to provide an enabling framework to stimulate the appropriate use of lecture capture technology in a sustainable way. The technology is offered on an 'opt-in' basis, with individual units and lecturers having the autonomy, within that framework, to decide to what extent they may wish to adopt the system and under what conditions they will make recordings available to students. Units and lecturers should be aware of the legal and privacy obligations set out within this document when deciding how to manage recordings.

What are the potential learning benefits?

An evaluation report is available to members of Oxford University (single sign-on is required), which reviews the educational aspects of lecture capture. It includes an analysis of feedback from Oxford students on the value of lecture recordings to them.

The evaluation report can be accessed from <https://help.it.ox.ac.uk/replay/downloads>

Direct link - <https://weblearn.ox.ac.uk/access/content/group/918966a7-050a-4f82-9ae1-54969666d9cf/eval/Replay%20in%20Learning%20and%20Teaching%20v1-2%2003%20May%202017.pdf>

Case studies were produced on the use of Replay by Oxford departments and faculties during 2014 and 2015. These can be accessed from <https://weblearn.ox.ac.uk/x/qtwiQj>

How is the service to be used?

This guide combines the policy agreed by Education Committee with information from IT Services as the service provider

When can recordings be made?

- The Replay service is available 24 x 7 x 365
- Recordings can take place 24/7 but the service is monitored only during working hours
- Advice and guidance are available from 8:30am to 5:00pm Monday-Friday
- Prior consultation with IT Services is recommended before running the Replay software in a new venue and for a new audience

When should recordings be made available?

- To obtain the maximum benefit from lecture capture, recordings should be made available to students as soon as possible after the lecture occurs. Students will wish to consolidate their learning soon after the lecture takes place.
- Additionally, lecture capture is a very important step towards inclusive teaching practice: that is practice that anticipates and provides for a wide range of student needs without requiring them to seek special support. Where lecture capture is provided, some disabled students will no longer need to be accompanied by non-medical helpers such as notetakers, but they will need to access recordings of lectures to make their own notes as soon as possible after the lecture has taken place. Delays in providing recordings will diminish the value of the practice in terms of inclusivity.
- Departments need to make clear to students and to support services well in advance of term which lectures will be recorded and which will not, in order to plan for students' individual needs.
- Panopto can also be used by staff to make videos and screencasts from their PC or laptop such as explaining key concepts, demonstrating skills, or providing group feedback.

Who is the service intended for?

- The service is intended for use at the University of Oxford (and for visiting lecturers) to quickly and easily initiate a recording of their lecture and make it available to the specified audience very soon thereafter. Recordings should be made available through VLEs within the Oxford domain only: they are not intended to be made more widely available. The

University's Podcast service should be contacted if wider distribution of a lecture is intended: this is important as the costs of Replay to the University are based on the volume of viewings. Wider viewing would have data protection implications and may also change the right to use some copyright material made available for educational use under the Fair Dealing exemption (See FAQs on legal issues).

- Access to Replay is controlled through WebLearn or Canvas. The default position is to permit access for Oxford students across all courses and disciplines: this is encouraged in the interests of students' wider learning. However, departments may choose to restrict access to students on particular courses if there are valid reasons to do so, this could be appropriate for protecting the privacy of students.

Are all departments and lecturers obliged to use the service?

Departments are not obliged to adopt the service, but are encouraged to do so in the interests of supporting student learning. Adopting Reply would also constitute one way of fulfilling the University's anticipatory duty towards disabled students under the Equality Act (2010). Departments will wish to discuss the use of lecture capture through academic boards in order to make their decision and will wish to include students in that discussion.

If a department adopts Replay the views of staff will have been taken into account. However, lecturers within the department should still be asked whether they wish to opt in: if they do, they will need to sign a Presenter Release Licence which gives permission for the University to make a recording of their lecture or series of lectures. As there is sufficient empirical evidence on the benefits of lecture capture, lecturers are encouraged to do so.

Information about the use of the service and all support materials are available on the Replay Help website (<http://help.it.ox.ac.uk/replay>). Staff may also contact IT Services for assistance in getting started by sending an email to replay@it.ox.ac.uk

If lecturers are unsure whether or not to opt in, lectures can be recorded and kept on hold pending a decision by the individual to release them to students.

What is required to use Replay?

- The recording software must be installed on the presenter's computer (and uninstalled later, if a non-university computer)
- In large lecture rooms, it is recommended that the recording software should be installed on a computer installed in an AV booth or lectern
- A suitable WebLearn or Canvas site must be set up in advance, containing the relevant staff and student members, and the Replay tool must be added to the site by the site maintainer.

Where can Replay be used?

- The service can be accessed from any location with Internet access via Oxford authentication through a University VLE
- Manual recordings can be initiated from any location with internet access via Oxford authentication once the recorder has been downloaded and installed on the presenter's computer
- For automated recording, the schedule is configured remotely by web browser in advance

How long should recordings be made available?

As a minimum, recordings must be retained until the cohort(s) for whom they have been provided has sat the relevant examinations (including re-sits in the case of Prelims and graduate courses). Students will

derive much of the benefit from Replay during revision periods. Optionally departments may leave the lectures online until the next time the lecture is delivered – some students find value in viewing the previous year’s lecture to be better prepared for the current year’s lecture. Replay captures data on viewings that departments will find helpful in understanding student use.

Education Committee has agreed as a principle that use of Replay should not result in additional workload for students. For example, requiring students to listen to last year’s lecture in preparation for the current year would increase student workload: offering this to them as an option would be acceptable.

Access to recordings

The material can normally only be viewed by a student via the University VLE and safeguards have been implemented to make it difficult to view or download the information outside of the University's VLE. It should be noted that these safeguards could be circumvented by any individual who is determined enough.

Students are not permitted to distribute the material in any way such as placing it online or on social networking sites. The **End User Licence Agreement** (see the section on **Legal aspects**) states that students may not "copy a lecture, or issue, lend or communicate any copy to another person, or make an adaptation of a lecture, unless specifically authorised in writing or permitted under applicable intellectual property laws". Should students distribute or publish the recordings in any way without authorisation, normal student disciplinary procedures will apply.

Departmental responsibilities

Units using the Replay service are responsible for the following:

- Installation and maintenance of supplied client software
- Provision of suitable specified equipment and infrastructure to facilitate recordings:
 - Purchase, installation and maintenance of approved AV equipment and IT hardware
 - AV technology such as USB microphones, cameras and network connectivity
 - IT and AV staffing support for lecture rooms
- Scheduling of recordings based upon departmental timetables
- Setup of related VLE course areas and granting student access
- Editing and approval processes for release of material to students
- Local support for students to use the technology
- Compliance with legal, data protection and policy issues

Purposes

The service is to be used primarily as a study aid for students. Education Committee has agreed the important principle that recorded lectures must not replace the face-to-face teaching experience and so cannot substitute for scheduled lectures, with the exception of severe disruption to teaching and learning such as weather, utilities outages or pandemic.

The following cases clarify situations that the service is not intended to address:

- Replay is not intended to be a solution to scheduling problems i.e. joint schools should continue to do their best to avoid lecture clashes; however, where a small number of lecture clashes are unavoidable, Replay can help students cover the material they would otherwise miss.
- Replay is not intended as an alternative to providing appropriate lecture spaces in terms of size and accessibility; however, the system can be used to stream lectures live to ease some capacity problems where no alternative exists.
- Recorded lectures are not the answer to covering maternity or sabbatical leave absences: it is unacceptable to direct students to Replay *only* when a staff member is on planned leave. However, for short-notice, unexpected staff absences through accident or illness, Replay may prove a valuable back-up solution.
- Recordings will not be used to mitigate the impact of industrial action, nor in staff disciplinary proceedings.

Additionally, the service is not intended for recording short talks at conferences, since specialist audio visual and technical help is usually required for that purpose. Advice and guidance as to the appropriateness of the lecture capture service for a given project may be requested via replay@it.ox.ac.uk

Requests for the regular podcasting service (publicly available recordings of special events and talks) should be addressed to <mailto:podcasts@it.ox.ac.uk>

Legal aspects

This guide and a downloadable pack of legal forms is available on the Replay “Downloads” page (<https://help.it.ox.ac.uk/replay/downloads>) with a direct link to the pack of legal forms here: <http://help.it.ox.ac.uk/sites/ithelp/files/resources/Legal%20Documents%20Pack.zip>

Detailed FAQs about legal (and other) issues: <http://help.it.ox.ac.uk/replay/faq>

Legal notices and agreements

The downloadable legal pack includes the following documents which can be modified and used by departments, where applicable:

- **Notice of lecture recording** – to display in lecture and seminar rooms
- **End User Licence Agreement** – to inform students what is permissible and what is not
- **Presenter Release Licence** – for lecturers and presenters to agree to and sign
- **Participant Release Form** – for small group situations, where student faces and voices may be included in the recording

Intellectual Property Rights (IPR) and copyright

Who owns the recorded material?

Both the lecturer and the University own rights in the recordings. By accepting the Presenter Release Licence, the lecturer gives the University the rights it needs to distribute the lecture to its students. Copyright protects the imagery of the slides, the words spoken by the lecturer and the recording itself. In general, the University Statutes grant ownership of the slides and the words to the lecturer, even though they were created in their role as a University employee. However, the recording itself will generally belong to the University. Students and lecturers retain their rights under the GDPR/Data Protection Act 2018 such as the right of subject access.

The University reserves the right to remove any recordings made which are in contravention of the University’s charter, statutes, ordinances, regulations, policies or any enactment of the law.

Is there a procedure for removing recordings from the VLE?

The central Replay team has established a procedure that is in accordance with existing IT regulations. If you have received a complaint about a particular recording, or you wish for a recording to be removed, please contact the central support team at replay@it.ox.ac.uk. The recording will be removed as soon as is reasonably possible.

What if my lecture includes images or text, I didn't create myself?

As part of the Presenter Release Licence, the lecturer is responsible for confirming that their lecture does not infringe anyone else's intellectual property rights or copyright. This does not necessarily mean that it includes only material created by the lecturer. There may be material which is out of copyright due to its age, used with permission, or used under one of the so-called Fair Dealing exemptions of the Copyright, Designs and Patents Act 1988. You may also use material under a broad, general licence like a Creative Commons licence.

If you are in any doubt about the content of your lectures, please email replay@it.ox.ac.uk.

Further information on copyright of materials used for teaching and learning is available from the Bodleian Libraries website:

<http://www.bodleian.ox.ac.uk/bodley/using-this-library/copyright>

Privacy principles

GDPR and the Data Protection Act 2018 impose a number of responsibilities on organisations. The legal basis the university relies on for carrying out recording under the GDPR is public interest task.

We need to ensure we process data fairly, lawfully and transparently. **It is advisable to avoid filming students if at all possible.** This is generally possible in lecture theatres, where the audience is not intentionally filmed or recorded. If students need to be recorded, for instance asking questions online during a lecture or presenting student presentations during a seminar, then the students in the audience should be informed about why the recording is taking place.

The student and staff privacy notices provide for recording but lecturers should notify users in advance if they will be recorded. We must limit the processing of data to its original purpose, in this case recording for the delivery of teaching/learning and recordings will not be used for any other purpose. We should only keep the recordings for as long as necessary (see FAQ below) and we should ensure recordings are stored securely with access only to those who need it (within the University VLE).

What you should tell your class

Display a notice in the lecture room informing students that recording (and filming, if applicable) regularly takes place. Your department should decide how to communicate allowable use of the recordings to students, which is as follows:

*Students are not permitted to distribute the material in any way such as placing it online or on social networking sites. The **End User Licence Agreement** states that students may not "copy a lecture, or issue, lend or communicate any copy to another person, or make an adaptation of a lecture, unless specifically authorised in writing or permitted under applicable intellectual property laws". Should students distribute or publish the recordings in any way without authorisation, normal student disciplinary procedures will apply.*

It is important to tell a class that the talk is being recorded, and when and where it will be available for them to access afterwards – you could show a slide about this at the start of the lecture.

Students like to know if a session is being recorded or not, so they know the appropriate level of note-taking required during the lecture. Note that students should be encouraged to take notes

during a lecture, whether or not a lecture is being recorded. If it is being recorded, they can take notes in the knowledge that if they miss anything, or have a lapse in concentration, they can replay the lecture later. While listening to the recording, they can extend and expand on their notes, all of which serves to reinforce their learning.

Further frequently asked questions

Can I review my talks before they go online?

Yes. The software can if needed upload the recording into a temporary folder within the Replay software. The lecturer can edit it using a simple audio editing timeline, e.g. 'top and tail' the beginning or end part of the recording, or edit out specific parts, such as student questions and answers, or controversial statements. The recording can then be moved into the live folder accessible via WebLearn/Canvas. Typically, lecturers don't make use of this opportunity, but it can be requested.

The software also allows the user to go back into the edit mode after the recording has been released and edit it further. The system uses non-destructive editing so that adjustments can be made without losing the original recording.

What about the use of sensitive material in a lecture?

The frequent use of sensitive or private material such as medical data, music performance, commercial information, research data or findings, sensitive political subject matter etc. may be a reason for not recording particular lectures. Since the current model at Oxford University is 'opt-in' (subject to different decisions possibly taken by individual departments), you have control over what is recorded. Even if the policy were to become 'opt-out', it is your decision as to whether or not to make recordings available to students. Even if a recording has been made available, it is easy to delete it or request the central team to take it down (see further questions and answers below).

As a lecturer, how do I avoid the loss of spontaneity, for example, by having to watch what I say and avoid possibly controversial statements?

You can easily install a USB light indicator, which controls the on/off status of the recording software – see a photo here:

<http://www.delcomproducts.com/productdetails.asp?productnum=904007-S>

The light plugs into the USB port of a computer. It shows red when recording is taking place. The lecturer can "press a button" if they wish to pause recording (light goes amber) – say something off the record – then press the button again to resume recording (light goes red again).

Retention of recordings

How long will the recordings remain online?

At present, recordings will be kept indefinitely (although not accessible indefinitely). This policy will be reviewed on an annual basis and as the utilization of the service increases. Current consensus at other universities appears to be that recorded material should be retained for two years. At Oxford, as a minimum, recordings should stay online until students have sat their exams including re-sits. Bespoke access can be arranged for students who need access longer than that i.e. students who have suspended for a period of time.

How do I delete recordings?

You may delete your recordings after the minimum period set out above. Continuing to make
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lectures available to the small number of students who have suspended for a period of time would be good practice.

You will have the 'maintain' or 'contribute' role within the WebLearn/Canvas site which will launch the recordings. This translates into 'manage' access within the linked Panopto folder (so you can create, edit, delete, rename all recordings within that folder).

Central support and training

IT Services offers central support, consultation and training. Further details are provided in the Service Level Description which will appear in due course on the Replay support website.

Support and cost model

The software licence and basic levels of support are provided at no additional costs to participating departments. This is regardless of the numbers of physical venues, software recorders, computers or WebLearn/Canvas sites that use the system. Additional advanced consultation and customised support will be charged on an hourly basis, according to standard charges levied by the Educational Media support team.

Training

Regular training courses are available on a termly basis. Booking is required and opens 30 days in advance of the course <https://help.it.ox.ac.uk/replay/training/sessions>

A recording of one of the courses may be viewed at:

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=e6d5492b-5b3d-4d3f-b5e3-4c4b98ac6384>

A special interest group (SIG) is usually organised annually. This includes a selection of short talks by the central Replay team and current users. Plenty of time is allowed for discussion and questions and answers. A recording of this session may be viewed at:

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=09c3e9e6-c7d2-4109-bccb-aac6d9bc33cb>

Disability guidance

The University has adopted the [Common Framework for Supporting Disabled Students](https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students-0) (<https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students-0>) which defines and builds on current good practice, and sets out the guiding principles that underpin the procedures for supporting disabled students. It aims to improve the sharing of information, clarity of the roles and responsibilities of each body, and the consistency of provision.

1. Reasonable adjustments will be made to accommodate students with disabilities;
2. The University has an 'anticipatory duty' to think ahead about the range of adjustments that might reasonably be made for potential students without needing reference to individual student cases;
3. Inclusive teaching should make learning support materials available to all students thus accommodating those who do not wish to disclose their special needs;

4. Barriers to learning should be eliminated as far as possible, for all students.

A guidance document has been produced on the relevance of lecture capture for disability-related provision. It is available from the Replay Help site, under 'Downloads':
http://help.it.ox.ac.uk/sites/ithelp/files/resources/Disability_guidance.pdf

The Disability Advisory Service (DAS) has also produced a guide for tutors who need to implement lecture capture as a reasonable adjustment for disabled students:

<https://academic.admin.ox.ac.uk/teaching-and-learning-reasonable-adjustments#collapse1800356>.

Equipping new and refurbished buildings

IT Services worked with Estates Services and the Shared Teaching Spaces Working Group to prepare guidance for consideration when buildings and teaching spaces are being equipped or refurbished. In particular when designing AV infrastructure for automatic lecture capture, it is helpful to group rooms into two categories: small seminar rooms and larger lecture rooms. Large lecture rooms would tend to have more AV facilities and have the software installed on the front lectern and in the back AV booth. In both cases, the software automatically synchronizes all the inputs so that the viewer has a seamless experience later when viewing the recording.

The detailed guidance document is called "AV and IT Guidance for lecture venues" and is available from the Replay Help site, under '<https://help.it.ox.ac.uk/replay/downloads>'