Recording Live Lectures – Guidelines

Introduction

For the vast majority of students, the current pandemic has resulted in a significant shift of their learning experience into the online environment. Given the recent deterioration in the public health environment, online learning will dominate the learning experience of most students for the rest of the academic year. There is strong evidence of the risk of isolation and disengagement experienced by students as a consequence of not being able to come to the campus and interact with peers and with lecturers.

Feedback from students overwhelmingly indicates their preference for synchronous online lectures, where they can interact ‘live’ with a lecturer, rather than pre-recorded lectures. However, despite the best efforts of staff, even synchronous online lectures result in lower quality access to learning for many students due to:

- unreliable internet connectivity
- poor quality physical learning environments (e.g., small room with little privacy)
- increased processing demands of the online environment, exacerbating already existing disabilities and/or introducing new demands
- language-specific demands for those for whom English is not a first language
- time zone differences, where students have travelled home and are under travel restrictions

Recording and making available live lecture events is beneficial for all students but is a critical learning support for students faced with any of the above challenges. Currently, the extent to which live lectures are recorded is highly variable, resulting in significant inequalities across the student body. In order to mitigate some of the disadvantages imposed by the current pandemic, it is essential that all students, regardless of location, language background, and ability have access to this critical learning support. All lectures, whether synchronous or asynchronous should be made available to students through the College-licensed VLE. Use of this platform is critical for data protection purposes.

The guidelines outlined below refer specifically to the live recording of synchronous lectures, including lectures that incorporate interactive discussions and activities. Staff who are already engaged in recording other teaching events (e.g., seminars and tutorials) may find some of the guidelines useful, but their primary purpose is to support the recording of timetabled lectures. They have been developed in response to the current pandemic situation, for application in the current year only. Recordings can be deleted by the individual lecturer once module assessment has been completed. They cannot be re-purposed by anyone other than the individual lecturer for subsequent teaching events in another academic year and are not part of any aspect of performance review of relevant staff.
GUIDELINES

1. Where at all possible, ensure that recordings of lectures are made available to students within the VLE across all modules.

2. In preparing to record your lectures, check the FAQs, addressing topics including How to record lectures easily and effectively, Access and Inclusion, Intellectual Property, Copyright and Data Protection.

3. Review the series of guides available including information on adapting teaching for the online environment, designing assessment and structuring and organising material for the online environment, for example those at the following links:
   - https://www.tcd.ie/CAPSL/professional-development/adapting_our_teaching/
   - https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/
   - https://www.tcd.ie/itservices/training/tel-webinars.php

4. Select the technology that best matches the teaching and assessment approaches you have chosen and review the guides on working with and recording within each of those technologies. These include the following resources:
   - https://www.tcd.ie/itservices/training/tel-webinars.php
   - https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/

5. Make sure you have the right equipment: low quality recording equipment significantly compromises the learning support potential for students. College teaching spaces have been equipped to support recording and these represent the optimal environment. As many staff will not be able to access the teaching spaces within the campus, details on options to consider can be found on the ‘Staff Help’ page in Blackboard Learn.

6. Select a College-licensed platform for delivery and recording of the lecture. This is critical from an Information Security and Data Protection point of view and is particularly important in relation to lectures delivered by external staff. Additional steps may need to be taken by module owners to ensure that visiting lecturers (i.e., those who do not have a staff ID) can record lectures securely and that lectures are only stored in the College VLE. Visiting lecturers should be asked to complete the external visiting lecturer form on lecture recording.

7. Review your slides, in case you have any concerns about Copyright, confidentiality or sensitive material. You may want to stop recording at certain points and to resume once you have addressed certain slides. Consider putting a reminder on your slides if you wish to stop recording at a certain point.
8. Insert the *holding slide* at the start of the lecture slide deck to ensure compliance with Data Protection.

9. Upload any preparatory materials in advance, allowing sufficient time for students to access them and undertake the necessary preparation. Students experience significant stress if they are unable to access required materials in time and this may undermine the effectiveness of their engagement and learning.

10. Notify students of the link through the Blackboard environment, giving sufficient notice so that students can participate effectively.

11. Remind participants at the start of the lecture that it is being recorded - you may read out the slide content, or simply bring it to the attention of participants. If a lecture is being recorded in a College teaching space, students may need to be advised that their interactions may also be captured as part of the recording.

12. If for any reason a lecture has not been recorded within the VLE, upload the recording(s) to the secure College-licensed VLE as quickly as possible and before the next lecture with that group of students. Delete the recording from every other platform. Ensuring the lecture recording is available in the VLE minimizes the risk that individual students may record lectures without permission in order to be able to access the content subsequently.

13. Manage the recording: delete recordings once the module has been assessed for the full student cohort. If you intend personally to re-purpose a recording, ensure that it is stored securely in compliance with College Data Protection and IT Security requirements. Do not make duplicate copies of recordings and always store recordings within the College IT network. Do not store recordings on your computer’s hard drive.