# Guidance on the use of audio-visual tools for online learning and teaching in the DEAL Framework

Following the presentation of the Panopto report to LTEC in November 2019, CELT was tasked with putting together a discussion paper to be presented at LTEC in April 2020. The aim of the paper was to present the findings of the Task & Finish Group with a view to developing a policy or framework over the coming academic year. The development of the DEAL Framework and the consequences of the significant changes that have come about as a result of the need to move more learning and teaching online has led to a more pressing need for guidance on the use of lecture capture and webinar tools in particular.

The guidance should be read in conjunction with the DEAL Framework and ITS Regulations and Policies

<https://universityofsouthwales.sharepoint.com/sites/USWDEAL/SitePages/en-GB/Learning-Teaching-and-Assessing.aspx>

<https://its.southwales.ac.uk/policies-and-regulations/>

## Context

This guidance is designed with specific reference to the DEAL Framework and the tools we refer to specifically are those used for screen or lecture capture e.g Panopto, and webinar tools such as Blackboard Collaborate. However, the guidance is applicable to any online tool which supports these functions for learning and teaching.

Help with ***how to*** use USW supported tools is available on [the CELT website](https://celt.southwales.ac.uk/tel/) and from your TEL partner.

## Recording of lectures and webinars

Pre-recorded lecture materials and other pre-recorded materials should be made available in advance. Pre-recorded materials should last no more than 30 minutes and should be captioned.

All modules should include a video introduction and video assessment brief

Whenever possible, all webinars and live lectures should be recorded and made available to students after each session. Recordings should be uploaded into Panopto to enable captioning within 14 days. Guidance on how to do this is available on the DEAL site

<https://universityofsouthwales.sharepoint.com/sites/USWDEAL/SitePages/en-GB/Learning-Teaching-and-Assessing.aspx#inclusion-and-accessibility>

NB There may be occasion where **exceptionally**, it may not be appropriate to record sessions for example, where they may be ethical concerns or where discussions are of a sensitive or confidential nature. If this is the case, remember to inform your students when sessions are not being recorded.

You should **NOT** require participants to use a webcam, unless there is a specific requirement (e.g assessment).

Academic staff retain the right to review and edit recordings or withhold release of live recordings if appropriate for example due to the sensitive or confidential nature of the content.

## GDPR, IPR & Copyright

You do not need to ask students for permission to record webinars as this is considered a considered a task carried out in the public interest (please refer to the Student Privacy Notice below). You should however, inform students that you are recording the session and that if they do not wish to be recorded they should switch off their cameras and mute microphones, or, if they are on campus move to a position off camera.’

<https://various2.southwales.ac.uk/documents/2650/StudentPrivacyNoticeFinal_2019V2.docx>

For further information on how the University uses staff and student data see

<https://uso.southwales.ac.uk/information-compliance-unit/data-protection/>

However, if you are inviting external 3rd parties, for example guest speakers to sessions and wish to record them, then consent must be sought for recording both for lecture capture and webinars. The University recommends using this form

<https://uso.southwales.ac.uk/information-compliance-unit/copyright-and-intellectual-property/>

More general information about copyright for online learning and teaching is available on the DEAL site

[Copyright and Online learning and teaching](https://universityofsouthwales.sharepoint.com/sites/USWDEAL/SitePages/en-GB/Learning-Teaching-and-Assessing.aspx#compliance)

Students should NOT share teaching materials with others outside of their course and this should be reinforced through the use of a [Copyright Notice coversheet](https://various2.southwales.ac.uk/documents/2837/Coversheet_003.docx).

### Performance Management

Lecture capture should not normally be linked to performance management unless this has been consented to e.g. as part of reflection on practice/peer observation.

## Technical Requirements:

Staff and students should make sure they are using an up to date browser for the tool they are using check that they are using the most up to date version of Panopto for recording video.

Advice is available on the CELT website on ITS website.

<https://celt.southwales.ac.uk/tel/blackboard/collaborate/>

<https://celt.southwales.ac.uk/tel/panopto/>

<https://its.southwales.ac.uk/>

CELT

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