# **Guidance on the recording of asynchronous and synchronous activity (face-to-face or virtual) in the DEAL Framework**

## Context

This guidance is designed with specific reference to the [Digitally Enabled Active Learning (DEAL) Framework](https://universityofsouthwales.sharepoint.com/sites/USWDEAL) and the [Recording Educational Activities Privacy Notice](https://various2.southwales.ac.uk/documents/4023/LectureRecordingPrivacyNotice_v1.0_002_nSfEr6w.docx).

The technologies referenced specifically are those used for screen or in-class capture (e.g Panopto) and virtual collaboration tools (e.g. MS Teams, Blackboard Collaborate). However, the guidance is also applicable to any USW licensed technology which supports these functions for learning, teaching and assessment.

## Recording synchronous activities (face-to-face or virtual)

The DEAL Framework requires that all synchronous (face-to-face or virtual) sessions that contain transmission of content should be recorded and made available to learners after each live session.

All synchronous sessions that are recorded should be uploaded to Panopto for auto-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-Quality.aspx#inclusion-and-accessibility). Learners should be informed that auto-captioning of educational videos is not 100% accurate. Learners should be encouraged to cross-reference captions against any primary sources (i.e. lecture slides and any accompanying notes) and contact the lecturer if they have queries.

If part or the whole of a teaching activity is not suitable for recording you may manually stop a recording at the start or at any other point of the activity.

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 learners when sessions are not being recorded.

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.

Learners should be informed recordings are not a definitive statement. Mistakes or inaccuracies may be captured as part of the recording. Practical recommendations for students to make the most of educational recordings have been produced by [Nordmann et al. (2018)](https://osf.io/e9cqu/) (available in Welsh and English).

## Consent and GDPR

As detailed within the [Recording Educational Activities Privacy Notice](https://various2.southwales.ac.uk/documents/4023/LectureRecordingPrivacyNotice_v1.0_002_nSfEr6w.docx), you do not need to ask learners for permission to record synchronous activities (face-to-face or virtual) as this is considered a considered a task carried out in the public interest is allowed under fair processing.

You should, however, inform learners that you are recording the session and inform learners that their voice may appear on the recording if they ask a question or make a comment. If learners do not wish to be recorded, they should take active steps to remove themselves from the recording, unless the session is being recorded for assessment purposes. This can include:

moving to a position off camera (face-to-face);

switching off cameras and muting microphones (virtual).

NB In virtual sessions, you should **NOT** require participants to use a webcam, unless there is a specific requirement (e.g. assessment).

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 synchronous activities (face-to-face or virtual). The University recommends capturing 3rd party consent via the [All Rights Release Forms](https://uso.southwales.ac.uk/information-compliance-unit/copyright-and-intellectual-property/).

## Recording asynchronous materials

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 auto-captioned.

All modules should include a video introduction and video assessment brief.

## Access to recordings

Learner access to recordings is controlled through enrollment at USW. By default, synchronous session recordings are only available to those who study on the course and are not shared. Students do not have the right to edit or (re)distribute 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) and/or presentation slide.

### Performance Management

Recordings will not be linked to performance management unless this has been consented to (e.g. as part of reflection on practice/peer observation).

## Support and technical guidance

Help with using USW supported tools is available on the [ITS website](https://its.southwales.ac.uk/), [the CELT support pages](https://celt.southwales.ac.uk/tel/) and from your CELT TEL partner.

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