# Lecture Capture Standards and Guidelines

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## Purpose

To establish usage and documentation requirements for lecture capture of course materials, authored by an instructor or a student, for later playback from within the Framingham State University Learning Management System or other web-based course space.

Recorded class materials refer to video, audio or multimedia recordings of class proceedings within a classroom, class proceedings within a virtual meeting, student recordings created for an assignment, recorded presentations, and any other recorded materials to enhance the course experience.

The method of capture does not preclude the instance from falling under the umbrella of the "lecture capture" policy and standards.

Access to the materials should be limited to the participants enrolled in a class for as long as the course remains available on the university Learning Management System (LMS).

All lecture captured material must be captioned to align with the University's standards for accessibility as stated in the Policy on Lecture Capture.

## Standard

The University supports multiple applications for recording course materials, including but not limited to Panopto, VoiceThread, PowerPoint, Zoom meetings, and Blackboard Collaborate. See the table below for an overview of the various creation tools.

| Application / Platform | Description | Use Case(s) |
|---|---|---|
| Panopto | Cloud-hosted video platform available to FSU employees and students. Platform provides tools to create recordings from a webcam or mobile device and provides simple editing tools to allow creators to add/include slides or screen-captured content. Platform facilitates robust video management (folder-based organization, retention, searching, access and sharing including password protection, and streaming).<br><br>Automatic captions are available for all recordings and can be edited manually. Caption services can be arranged at an additional cost. | • Synchronous class proceedings and presentations<br>• Supplemental course materials, (class introductions or announcements)<br>• Student video assignments |
| VoiceThread | Cloud-hosted discussion tool integrated into the LMS that allows instructors and students to create, share, and comment on images, slide | • Class introductions, lectures, and announcements<br>• Class discussions<br>• Presentations |

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| | presentations, videos, audio files, documents, and PDFs. Available methods for commenting include using a microphone, webcam, text, phone, and audio-file upload.<br><br>All recordings are automatically machine captioned for users. Creators can edit the captions for their recording with the built-in editing tools. | • Student assignments |
| PowerPoint | Software used to create slide presentations to tell your story or share class materials.<br><br>Presentations saved as MP4 files can be uploaded to Panopto and shared with a course, which can then be captioned and made available to students.<br><br>Presentations can also be uploaded to VoiceThread and captioned through that tool. | • Lectures or student presentations shared in-person or in a virtual synchronous meeting<br>• Lectures or student presentations shared as pre-recorded content, played as a video/podcast<br>• Lectures or student presentations shared through the VoiceThread discussion tool |
| Zoom | Cloud-hosted video conferencing tool integrated into the LMS and also available outside of the LMS. Tool lets you share files, share applications, and use a virtual whiteboard to interact.<br><br>Automatic captions are available for recorded sessions and can be edited manually.<br><br>When Zoom meetings are set up through a specific course in the LMS, recordings and automatic transcriptions from those sessions will be automatically imported to the Panopto folder for that same course for students to review from within the LMS. | • Synchronous class meetings/sessions<br>• Department/team/group meetings<br>• Recording tool for a presentation or tutorial |
| Blackboard Collaborate Ultra | Cloud-hosted video conferencing tool integrated into the LMS that lets you share files, share applications, and use a virtual whiteboard to interact.<br><br>Courses are automatically provisioned with a course meeting space and the | • Synchronous class proceedings<br>• Department/team/group meetings |

| | ability to set up additional meeting spaces. |
| | Captions can be provided through CART service providers during the live sessions. |
| | No captioning services are available for recordings. Recordings should be saved and uploaded to Panopto for caption capabilities. |

## INTEGRATED LMS TOOLS

While many tools can be used for creating recordings, the University supports Panopto and VoiceThread as the hosting solution for most lecture capture recordings. These tools are integrated into the Blackboard and adhere to the access and accessibility standards outlined in this document and the Lecture Capture Policy. Recordings created with other tools are easily imported into Panopto or VoiceThread and then benefit from the features of those tools. Information on how to access these tools within a Blackboard course, see the Guidelines and Procedures section in this document.

Zoom is integrated with Panopto via Blackboard so that Zoom cloud recordings will be imported automatically into Blackboard courses. Class meetings using Zoom should be scheduled and accessed through Blackboard via the integration tool in the course. Zoom cloud recordings made from these sessions will be automatically imported from Zoom to the correct Panopto Course Folder in the LMS along with any transcription materials. Students in the course will be able to access the captioned Zoom recordings from the course.

# Rules and Accepted Practices

The following rules apply to the recording of class materials or class proceedings.

| Use Case | Description | Logistics |
|---|---|---|
| Recorded Class Proceedings | Recording a class or session as it happens for the purpose of making the lecture content available to students through the Learning Management System as a supplemental study tool for review. | Recorded class proceedings are intended for use within a single semester. The recording may include all members of the session or may be limited to the content owner's lecture and supporting media. Students may opt-out of being recorded or photographed assuming University guidelines are followed. |
| Pre-recorded Lecture | Pre-recorded Lectures are made in advance of a class session as a supplement to posted class materials in an online, blended, or web-enhanced class. | Pre-recorded lectures are intended for use across multiple semesters. Content covered in a recording falls under the "intellectual property" definition as defined by the employee's contract. |

| Use Case | Description | Logistics |
|---|---|---|
| Guest Speaker | Recordings of course guest speakers (made in advance or in real-time) may be used to supplement spoken or posted course information. | Guest speaker recordings are subject to copyright laws and may only be used with written consent of the speaker for a duration outlined in an agreement between the speaker and member of the university.<br><br>When student participation has been captured as part of the recording, the appropriate permissions should be obtained before these recordings are shared. |
| Student Created Recordings | A recording that is initiated by a student for the purpose of presenting their work to their instructor and/or peers (for example, to complete an assignment). | Students should be made aware of the expectation to create recordings (e.g. Policy on Lecture Capture), the required content of the recordings, and the nature of sharing the recordings with classmates at the start of the course.<br><br>The expectation is that student recorded work with captions is only made available within the single class; explicit written permission must be obtained by the instructor to share the recording beyond the specific course for which the work was submitted. |

*Table 2 Rules and Accepted Practices*

## ACCEPTED PRACTICES

Recordings are intended for students enrolled in a specific course through the University Learning Management System (LMS). The same privacy considerations that would apply in a physical classroom, particularly to student work, also apply to a lecture capture recording. Content owners are expected to agree to the terms of the University Policy on Lecture Capture and encouraged to receive training in advance of provisioning the tool.

### Access to Recordings:

Lecture capture recordings accessed through the LMS are available only to students enrolled in current courses at Framingham State University. Access to recordings is determined by the content owners who may decide to limit access using the Blackboard course availability settings.

### Copyright:

Content owners, using any form of lecture capture, are responsible for ensuring compliance with all University and third-party copyright policies. Content owners must obtain and retain permission from the copyright holder if the use of the content is not allowed by fair use or if permission for use is required.

### Intellectual Property:

The content of lecture capture recordings falls under the "intellectual property" definition as defined by the employee contract and is protected by Copyright. The roles of each content owner and content consumer are defined in the table below.

## Lecture Capture Roles and Responsibilities

| Role | Responsibilities |
|---|---|
| Content Owners | In courses where instructors intend to use lecture capture, students must be notified of the potential to be recorded at the start of the course. Faculty are advised to include a statement in the course syllabus that explicitly informs students of the potential for classroom recording and makes students aware of the ways in which the recorded material is made available to other students. |
| | Content owners must ensure that their recordings are properly captioned and compliant with accessibility standards of the University. |
| | Content owners must make adjustments to ensure that the privacy of students or others captured in the recordings is honored. The use of lecture capture recordings where students are explicitly captured (visual or audio) should be limited to the semester in which the recording took place and not shared beyond that semester unless explicit written permission is received. |
| Student | Students may opt-out of appearing in any recordings in the interests of their privacy and safety. |
| | Students creating recordings should adhere to the University's and third-party copyright policies as appropriate. |
| | Students creating recordings must follow privacy guidelines when their recording captures the image or voice of other students. This includes the requirement to obtain explicit written permission from other captured individuals before re-using the video in other circumstances. |
| Guest Speaker | Faculty and staff intending to record guest speakers must obtain agreement from the speaker(s) in writing and in advance of the recorded session. Speakers should be made aware that they will be recorded and should agree to the intended use(s) of the recording. |

*Table 3 Lecture Capture Roles and Responsibilities*

## Accommodations

The University is committed to making reasonable accommodations to ensure that its programs and activities do not discriminate or have the effect of discriminating based on ability. Academic Support serves are available for eligible students through our Center for Academic Success and Advising (CASA) to address the needs of specific situations with regard to recorded content accessibility. Further information is available on the Framingham State University website or content owners may contact Disability/Access Services, disabilityservices@framingham.edu, or call 508-626-4627. Specific concerns also may be addressed to Dr. LaDonna Bridges, Associate Dean of Academic Success, lbridges@framingham.edu, or 508-626-4906.

## Accessibility Standards:

Content owners are responsible for transcribing or captioning lecture capture recordings concurrent with the release of a recording. Various options are available within the University-supported tools for providing captions and editing captions. For example, Zoom and Panopto provide automatic machine captions and in-line editing tools that allow content owners to edit the transcript. Third-party captioning services are also available at an additional cost.

Content owners are encouraged to work with the Center for Academic Success and Advising (CASA) to address the needs of specific situations regarding recorded content accessibility. The Education Technology Office, eto@framingham.edu, is also available to answer general questions.

| LECTURE CAPTURE TOOLS | SUPPORT OPTIONS (Three Ways) |
|---|---|
| Panopto | 1) The ITS-Education Technology Office (ETO) offers consultative support in the form of orientations, intermediate and advanced topics training, and troubleshooting support. See Guidelines section for links to documentation and on-demand training resources below.<br><br>2) User requests are submitted directly to IT@framingham.edu.<br><br>3) Online technical support is provided to designated campus system administrators by Panopto through their user support website. |
| VoiceThread | 1) The ITS-Education Technology Office (ETO) offers consultative support in the form of orientations, intermediate and advanced topics training, and troubleshooting support. See Guidelines section for links to documentation and on-demand training resources below.<br><br>2) User requests are submitted directly to IT@framingham.edu.<br><br>3) Online technical support is provided to designated campus system administrators by VoiceThread through their user support website. |
| Zoom | 1) Multiple departments in ITS offer support in the form of orientations, intermediate and advanced topics training, and troubleshooting support. See Guidelines section for links to documentation and on-demand training resources below.<br><br>2) User requests are submitted directly to IT@framingham.edu.<br><br>3) Online technical support is provided to designated campus system administrators by Panopto through their user support website. |

*Table 4 Lecture Capture User Support Services*

## File Management

Video content stored in the University lecture capture system is created either for single use (i.e. class proceedings, student videos), or for repeated use (i.e. pre-recorded course material, guest speakers with explicit permission). Content owners are responsible for maintaining videos in an appropriate Panopto folder structure for their intended use; these methods are covered in workshops offered through the Education Technology Office. In the event a recording is reused, it is the responsibility of the content owner to move the video to allow for the appropriate level of sharing and use.

## Retention:

The availability of lecture capture videos that are stored in Panopto is governed by the availability and retention policy that exists and is carried out in the LMS (Blackboard) for courses. However, videos remain available on the Panopto server in associated folders regardless of availability through the LMS.

| LECTURE CAPTURE TOOLS | RETENTION OPTIONS |
|---|---|
| Panopto | In Panopto, site-wide retention policy is set to hide videos that have no views for a period of three years. After two additional years of no views and no retrieval from faculty, the videos will be automatically deleted. Videos stored in the Panopto personal folder are kept indefinitely. Any hidden video can be recovered by the primary administrator upon request and moved to the personal folder or a sub-folder in that space to retain the video in the system. |

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| VoiceThread | There is no separate retention policy specific to content in VoiceThread. Recordings created in this platform adhere to the availability and retention practices of the LMS. |
| Blackboard Collaborate Ultra | There is no separate retention policy specific to content in Blackboard Collaborate. Recordings created in this platform adhere to the availability and retention practices of the LMS. |

*Table 5: Lecture Capture Retention Options*

## Backups:

Content creators are responsible for maintaining lecture capture recordings and access to those videos to keep them current. The Panopto Server Redundancy[1] automatically creates several backups of the University's data several times and in several locations. The content creator is responsible for maintaining any additional backups of their recordings beyond this server redundancy in preparation for a system cleanup. The University is not responsible for keeping backups after a recording is hidden or deleted from the cloud hosting server.

## Upgrades:

Major upgrades to the Panopto cloud storage system are scheduled annually in the summer during non-peak times. Bug fixes are delivered seamlessly and continually throughout the year as issues come up and are resolved. ITS-ETO reserves the right to perform upgrades or make new features available during the semester if there is a significant change to the performance of the tool. Users, especially content owners, are notified in advance if any disruption to the learning environment is expected.

## LECTURE CAPTURE GUIDELINES and PROCEDURES

The Lecture Capture guidelines offer tips and strategies for best practices, and tutorials for creating recordings.

| LECTURE CAPTURE TOOLS | ON DEMAND TRAINING AND DOCUMENTATION |
|---|---|
| Panopto<br><br>Workshops and short tutorial videos have been recorded by ETO. | ON DEMAND TRAINING (FACULTY VIDEOS)<br><br>- Workshop: Recording Lectures with Panopto (01:20:08)<br>- Workshop: Share a Recorded PowerPoint (44:28)<br>- Instructors: How to Set up Your Blackboard Course with Panopto (6:30)<br>- How to Caption Videos in Panopto (1:44)<br>- Instructors: Why and How Students can Make Video Presentations in my Course (5:40)<br>- Instructors: Set Up a Panopto Assignment Folder for Students (7:33)<br><br>DOCUMENTATION<br>- Creating a Video with the Panopto Capture (Beta) Browser-based Recorder<br>- Additional editing documentation and troubleshooting articles from the vendor<br>- Additional creation guides and troubleshooting articles<br>- Panopto - Video Tutorial Library for Creators and Viewers |

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[1] http://support.panopto.com/documentation/admin-and-setup/how-panopto-works/panopto-hosted/panopto-hosted-architecture

| | ON DEMAND TRAINING (STUDENTS) |
|---|---|
| | • Panopto Mobile App (2:29)<br>• How to Panopto Unsupervised: Student PPT (Windows) (3:09) |
| VoiceThread | • Workshop: Multimedia Discussion with VoiceThread (59:32)<br>• VoiceThread for Instructors – Student Presentations (4:54)<br>• VoiceThread for Instructors – Commenting on a Thread (4:04)<br>• Students: Submit a Presentation in VoiceThread (3:46)<br>• Students: Comment on a VoiceThread (2:20)<br>• General VoiceThread Documentation provided by the Vendor |
| Blackboard Collaborate Ultra | • Workshop: Use Blackboard Collaborate to Meet with Students (01:08:30)<br>• ETO's Blackboard Collaborate Quick Start Guide<br>• Blackboard support website<br>• YouTube video for joining a Blackboard Collaborate session |
| Zoom | • ETO's Zoom FAQ and Quick-start Guide |

## PRIVACY GUIDELINES

Zoom allows content owner to record audio, computer screen, and video. However, if privacy is a concern, controls in the software allows for recording only what is on the screen and not student images.

If Panopto or any other recording tool is used to disseminate student presentations, group discussions or seminar classes beyond a defined course, faculty members should be responsible for obtaining student consent.

Faculty members are not required to obtain student consent when broadcasting their own image and content, when no student participation is recorded or when incidental student participation is recorded and the broadcast is directed to a defined course.