

Service Description

Updated as of 2015-07-24

Service Category:	Teaching and Learning
Service Name:	Lecture Capture
Aliases:	Lecture Capture
Service Owner:	Director of Educational Technology and Interactive Media
Process Manager:	Educational Technologist

Description:

Information Technology Services (ITS) provides lecture capture services that allow instructors and departments to easily record classroom lectures in real-time or for future viewing, meetings, speeches, and other events.

Features and Benefits:

- Audio and video of lectures for use in web-enhanced or online classes (individual or classroom recording)
- Student recordings to showcase student work or align with a course assignment
- Provide accessible content to students requiring accommodations
- Integrate recorded lectures with content uploaded to university learning management system
- Provide Just-in-time on-boarding training to new FSU employees

Included:

- Recording, storing, editing and publishing course lectures
- Recorded training materials for use by FSU employees
- Lecture capture consultations to determine most appropriate use of lecture capture or screen capture technologies
- Review of accessibility and copyright policies and captioning resources

Eligibility:

- Framingham State faculty and staff may access lecture capture solutions through the University LMS or from a computer in the Marion Scherner Leonhard Lab (HHG07).
- Students may use the tool to complete an assignment or showcase their work under the supervision of a faculty member and consultation with Education Technology and Interactive Media staff.

Prerequisites:

- FSU Lecture Capture solution is accessible through the LMS.
- Faculty and staff are advised to consult with Education Technology and Interactive Media for tool specific training and to discuss hardware requirements (microphone and camera) and compliance regulations (accessibility, copyright, etc.)

Requesting the Service:

Initiate request through the Information Technology Services (ITS) incident and request management solution portal or via it@framingham.edu to request a consultation regarding the use of lecture capture tools and resources.

Related Documentation:

Faculty Resource: <http://elearning.fscmedia.com/faculty-2/technology-and-resources/#panopto>

Student Resource: <http://elearning.fscmedia.com/student-2/technology-support/#panopto>

Note: Documentation review is part of the rollout plan in process.

Fulfillment Target:

Initial response to requests within 2 business days.