

LIVERPOOL
HOPE
UNIVERSITY

Est. 1844

Policy for the recording of teaching and learning activities - Lecture Capture

Document Control

Responsibility for Policy:	DVC & Director of Student Learning
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Minor Revisions:	
EIA:	Completed and held by the Director of Student Learning - available upon request.

1. Introduction

- 1.1.** Lecture Capture broadly refers to the recording of audio and / or video for teaching and learning purposes. This policy outlines the University's approach to the use of Lecture Capture to support students and enhance their learning experience by making available a wider range of accessible teaching resources and course materials. **Lecture Capture is not a replacement for the physical attendance of students and staff at lectures.**

2. What is Lecture Capture?

- 2.1.** Lecture Capture is now routinely used in many educational settings; it is the use of digital technology to record a teaching session and the recording is then made available to students. This may include:

Recording a session live in a teaching space using Lecture Capture software (Panopto Lecture capture software is currently used at Liverpool Hope capturing the screen and audio)

Recording an online session from a platform such as Zoom (if saved to the cloud on Zoom the recording will automatically be uploaded to Lecture capture software).

Voiceover recording of a pre-recorded presentation

The recording files in the lecture capture software can be linked to from other University packages such as Moodle.

3. Benefits of Lecture Capture

Provides greater flexibility to students within the curriculum.

Improves access to lecture content by providing the opportunity to revisit and reflect on the content, especially complex ideas or concepts.

Widens accessibility for students with additional support needs or when English isn't their first language.

Contributes to inclusive practice, benefitting all students.

Facilitates compliance with legal obligations under the Equality Act 2010 and the Public Sector Equality Duty.

4. Requirements and Expectations

- 4.1.** Staff should record staff led live sessions where possible, unless there are legal or practical considerations that would make it inappropriate to record the session; these considerations are discussed below at 4.5.
- 4.2.** Staff should make lecture capture materials available to students as part of their inclusive practice and as good teaching practice. Students should be able to access the recordings from their Moodle.
- Staff must only record, upload and publish live teaching and learning activities via the platforms approved and provided by the University to ensure access is only for authorised staff members and students

4.3. Lecture Capture is intended to supplement, rather than replace, students' attendance at lectures. The University's Student Engagement Policy and Procedure will be applied and enforced; there may be exceptional occasions where, because of poor attendance and engagement, access to Lecture capture is withdrawn as part of a formal step to monitor attendance and engagement.

4.4. Staff must ensure teaching and learning is delivered in accordance with students' Learning Support Plans (LSPs). The University's policy and procedures regarding support and reasonable adjustments is available here.

4.5. There are certain circumstances which may make recording and sharing a recording of a session inappropriate. This includes, but is not limited to:

The pedagogical approach used e.g. where making the recording would change the teaching approach in a detrimental way or where the nature of activity in the session means that the recording would not be useful to students.

Interactive sessions where student contributions are a core part of the session are unlikely to be suitable if multiple pauses to the recording are required, resulting in a disjointed teaching and learning experience.

Content which includes sensitive topics.

Where research confidentiality could be breached.

There is a reasonable expectation that all staff comply and consent to the terms of this policy; where a staff member does not consent to be recorded and/or the recording being shared and used by the University for educational purposes, the staff member must notify the Head of School in writing immediately, setting out the reasons why the staff member is unwilling or unable to comply. Requests will be considered by the Head of School on a case-by-case basis in consultation with People Services where necessary.

Where an external speaker does not consent to be recorded and/or the recording being shared.

Where commercially purchased content such as DVDs/CDs/downloads are included in the session and copyright clearance has not been obtained.

There may be occasions when clause 4.5 applies but recording is a necessary reasonable adjustment in accordance with an LSP. Student Life should be contacted for any further advice regarding LSPs.

4.6. Lecture Capture recordings will not be used by the University to substitute scheduled face-to-face teaching sessions, other than in exceptional circumstances. Staff should consult their Head of School in the first instance.

4.7. Where face-to-face teaching is affected by industrial action, Lecture Capture will not be used as a substitute for the staff member taking industrial action unless agreed to by the member of staff.

4.8. Lecture Capture will not be used as part of the University's formal performance management of staff.

4.9. Lecture Capture may form part of the evidence when investigating formal complaints or misconduct.

4.10. Personal recordings by students: Students are permitted to make personal recordings of lectures and other teaching and learning activities that may, or may not, be recorded by Lecture Capture, when this is consistent with the reasonable adjustments set out in an approved student Learning Support Plan. In other circumstances i.e. where the recording is not detailed in a Learning Support Plan, students wishing to make such recordings must seek the permission of teaching staff prior to recording so staff and other students are aware. This request could be made for up to a semester to avoid the need to request at every session. Staff should agree to the request unless there is a

good reason not to allow. Recordings made by students will be subjected to the requirements set out in 7 and 11.1. below.

- 4.11. Lecture capture recordings will only be made available as a learning tool for students. They will not be used for other purposes such as training AI tools.

5. Student Complaints, Regulation and Performance

- 5.1. Lecture Capture may be used as evidence to investigate a formal student complaint when Lecture Capture is relevant to a student complaint.
- 5.2. Students can escalate their complaint to the Office for the Independent Adjudicator (OIA). If the OIA requests recordings, the University may provide them if they are relevant to the OIA investigation.
- 5.3. The University is regulated by the Office for Students (OFS). There are occasions where the University is requested to supply information to the OFS and this could, exceptionally, include Lecture Capture recordings.
- 5.4. Lecture Capture is not designed as a tool for monitoring and assessing the performance or progress of students. It may be presented as evidence in disciplinary or misconduct investigations where relevant to the matter under investigation.

6. Lecture Capture Process for Staff

- 6.1. Recordings are for the cohort the session is delivered to as content is likely to change between deliveries of the lecture.
- 6.2. Lecture Capture will be automatically undertaken for all teaching events designated as Lecture (LEC) on the University timetable and in the rooms where Lecture Capture is installed (see **Appendix 1** for rooms with Lecture Capture availability).
- 6.3. Recording will start promptly at the scheduled start time and finish at the scheduled end time.
- 6.4. Recording notice posters will be displayed in available rooms to explain the recording process to staff and students (see **Appendix 2**).
- 6.5. Recordings can be paused or stopped at any time. This feature may be used if a student request that their contribution is not recorded.
- 6.6. Recordings will automatically generate captions which can be switched on when the recording is viewed.
- 6.7. Recordings will be automatically uploaded at the end of the session into a Holding folder on Moodle. This folder is only accessible to staff. Staff should move the recording to the course Moodle from the Holding folder. The expectation would be that students **normally** have access to the recording on their Moodle in 3 working days. On some occasions this may be adapted to facilitate the work pattern of part-time staff with the agreement of the Head of School.
- 6.8. Staff will be able if necessary to edit recordings and captions before moving to the Panopto folder on the relevant course. It may be particularly useful to check technical terminology especially where this is being used for the first time.
- 6.9. The University will take down any material that is reasonably believed to be offensive, defamatory, derogatory or inaccurate in a recording or for any other reason if it is reasonably believed the recording should be recalled/edited. IT Services should be informed immediately, or as soon as reasonably practicable, with a clear explanation of what should be removed and why; the Head of School (or nominee) must be informed immediately of any request to remove / take down material. IT Services will take down the recording as soon as possible in consultation with the Head of School

or their nominee. If, after editing, the recording is deemed to be suitable to be made available, this will be approved by the Head of School and IT Services notified to reinstate.

- 6.10. Requests to record teaching sessions not designated on the timetable as lectures or non-teaching events such as guest talks, which are taking place in rooms with lecture capture equipment, can be made by contacting the IT Services Help Desk at least 48 hours before the session with details of the room and timing of the session.
- 6.11. Where a member of staff leaves Hope's employment the recording which was created as part of their employment will continue to be available to the cohort of students for which it was created.

7. Lecture Capture Process for Students

- 7.1. Students will have access to sessions designated as Lecture (LEC) on their timetable, via their Moodle. The recording should **normally** be available within 3 working days as outlined in 6.7.
- 7.2. Students should use lecture capture recordings to complement and enhance, not replace, their attendance at lectures.
- 7.3. Recordings are for personal study only by the intended audience only. Sharing, streaming, adapting or extracting and changing material from recordings is strictly not permitted and would be viewed as misuse of the resources and potentially a breach of intellectual property and / or copyright law.
- 7.4. Breach of this policy may result in formal action for misconduct in accordance with the [Student Code of Conduct and Disciplinary Process](#).

8. Retention of Recordings

- 8.1. Recordings are relevant to a particular cohort and are not intended for on-going or long-term use beyond the teaching period for the cohort the session is delivered to.
- 8.2. There are some occasions where a recording may be required by an individual student for a longer period. For example, part time study, where they have taken a break in their studies or for maternity leave, with potential availability - up to a maximum of 6 years from recording. Reinstatement is likely to take a minimum of 48 hours following request.
- 8.3. The unavailability of a recording will be dealt with on a case-by-case basis and can be escalated to the Head of School or Faculty Executive Dean if required.

9. Copyright, Performance Rights Intellectual Property Rights

- 9.1. Copyright protects the creators of assets such as written works, recordings and images. The UK law relating to copyright is set out in various pieces of legislation and regulations, including the Intellectual Property Act 2014 and the Copyright, Designs and Patents Act 1988 and there are circumstances where educational institutions can use materials where intellectual property rights including copyright ownership vests elsewhere when supporting student learning. Advice on copyright and teaching is available from the [Library Moodle](#).
- 9.2. Unless an exception applies, intellectual property created by staff in the course of employment belongs to the University. The copyright and performance rights in course materials produced by staff in the course of their employment for the purposes of a course run by Liverpool Hope University and produced, used or disseminated by the University, shall be assigned to and belong to Liverpool Hope University.

- 9.3. If individual staff members use third party copyright material for teaching and learning activities it is the staff member's responsibility to ensure the use is fair and reasonable and complies with the available statutory copyright exceptions.
- 9.4. Further guidance is available in the University's guidance on Intellectual Property Rights
- 9.5. Where a lecture is delivered by someone other than a University employee, a "third party", the module leader is responsible for bringing this policy to the attention of the third party in good time. If written consent is given for the lecture to be captured and shared, the lecturer retains their rights in the recording made, but grants the University a non-exclusive royalty-free licence to use the recording in line with this policy.
- 9.6. Staff members will be credited when the University uses lecture capture materials and they will not be used in a derogatory way.
- 9.7. Specific queries relating to copyright and intellectual property rights should be directed to caseworker@hope.ac.uk.

10. Data Protection

Any recorded personal data will be processed in accordance with data protection legislation, including the UK General Data Protection Regulations (GDPR)

- 10.1. The University's Data Protection Policy and Privacy Statements allow the University as 'data controller' to process personal data in relation to employees, students, research subjects and other uses, for education and student/staff support services, where there is a lawful legitimate purpose
- 10.2. The University captures lectures and makes the recordings available on the legal basis of performance of a task in the public interest (providing educational services) and in accordance with this policy. Students will be made aware of recordings by the use of a Recording Notice explaining why the University records lectures and setting out students' rights and obligations (see **Appendix 2**). The recording notice satisfies the General Data Protection Regulation (GDPR) requirement of transparency and will be displayed in the relevant teaching spaces (see **Appendix 1**). Its content will be communicated to all students during induction, and included in course handbooks.
- 10.3. Should a student have a personal concern about the publication of recorded material, the concern must be raised with the staff member making the recording as soon as possible and no later than 2 working days after the recording has been made.
- 10.4. When considering a request for removal staff should take into account the reason for the request and the practicalities of removing the student's contribution and impact of the editing on the recording.
- 10.5. If staff deem the student's request is not fair and reasonable and the material will not be removed, the student must be informed of the decision in writing no later than 7 working days after receipt of the student's request for removal.
- 10.6. Lecture recordings may include the 'processing' of personal data where individuals (other than the lecturer) can be identified. Any concerns or queries regarding data protection must be referred to the University's Data Protection Officer.

11. Responsibilities

11.1. Students:

- are expected to attend scheduled sessions whenever possible. Contributing to and learning from discussion and activities in live sessions will support students learning and enable students to keep pace with the learning programme;
- familiarise themselves with [advice on how to use lecture capture resources effectively](#);
- follow relevant guidance in the [Student Code of Conduct](#) and [IT Acceptable Use Policy](#);
- respect that recordings are for personal study only as outlined in **7.3**;
- accept that there may be occasions where recordings are not available, for example due to technical failure or if the room is not fitted with lecture capture equipment. In such circumstances the lecturer will endeavour to provide an alternative, which could include presentation slides, annotated or narrated slides.

11.2. Academic Staff:

- ensure the staff member's name is documented on lecture capture materials to facilitate the University crediting the works;
- provide students with access to recordings on Moodle of all teaching sessions which are identified as lectures and take place in a room with the appropriate equipment normally within 3 working days as outlined in **6.7**;
- advise students at the start of a session that the lecture is being recorded and will be made available after the session;
- advise students they will pause the recording when appropriate following a request by a student;
- where necessary, remove any content that should not be made available in the recording before adding a link to Moodle;
- enhance accessibility functionality by using 'check captions' for accuracy, particularly when any technical terminology has been used – captions are automatically collected, the captions will reflect the recording and are only as good as the system. Staff will **not** be expected to routinely review and edit all of the captions and should respond to requests from students for clarification;
- seek consent from external speakers that fall within the criteria of this Policy, retain evidence of consent to being recorded and for the recording to be used for educational purposes, for example retain a confirmatory email from the visitor or external speaker;
- agree to students' requests to record a lecture unless there is a good reason not to;
- notify the Head of School immediately, in writing, if there is any occasion when this Policy cannot be complied with, for any reason.

11.3. Learning & Teaching Department:

- provide training and support materials in a range of formats to academic staff on the use of Lecture capture software and other lecture capture options;
- provide central guidance for students on the best use of Lecture Capture resources.

11.4. Schools:

- ensure new and existing staff are aware of the Lecture Capture Policy;

- ensure advice is provided to students at induction to the Lecture Capture Policy and the importance of attending and engaging with live sessions;
- provide subject specific guidance to students on the best use of Lecture Capture resources;
- monitor to ensure that lectures are being captured and made available to students, unless there is an exceptional reason why the lecture is not available (**see 4.5**);
- advise students with an explanation when a session will not be made available;
- Heads of Schools to document and consult People Services if a member of staff does not consent to be recorded (**see 4.5**)

11.5. IT Services:

- promptly provide technical support in use of Lecture Capture systems i.e. ensure hardware is working and software is up to date and functioning;
- promptly action 'take down requests' (**see 6.9.**);
- ensure lecture capture software functions as required and inform Learning and Teaching if there is a problem with any functions;
- update **Appendix 1** if there are any changes or updates to rooms with Lecture Capture functioning and ensure recording notice (**Appendix 2**) is displayed in all rooms with Lecture Capture equipment installed.


Appendix 1

List of rooms equipped for Lecture Capture


Hope Park	Creative Campus
AJB058, AJB059, EDEN004, EDEN005, EDEN006, EDEN007, EDEN008, EDEN013, EDEN036, EDEN040, EDEN101, EDEN103, EDEN108, EDEN109, EDEN130, FML014, FML201, FML211, FML212, FML300, FML301, FML309, FML400, FML409, FML413, HCA104, HCA105, SSA007, SSA009, SSA011, SSA022, SSB002, SSS002, SSS005, SSB006, ISL002, ISL102, ISL202, I3B LT1, I3B LT2, I3B LT3, I3B004, I3B114, I3B201, I3B202	AC006, AC009, AC111, AC112, CAP009, COR008, COR008A, COR008B, COR104, COR111, COR113, COR114

Appendix 2

Recording Notice Posters for rooms

 **Panopto™**

Recording Notice

 **LIVERPOOL
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Lectures that take place in this space will be recorded and made available as a resource to support learning

Recording will be in accordance with the **University Policy** for the recording of teaching and learning activities.

The recording will be made available on Moodle for viewing

If you either make a comment or ask a question your voice may appear on the recording

Please let your tutor know if you don't want your comment to be included so the recording can be paused

Personal recordings of sessions can be made by those students who have this requirement identified in their Learning Support Plan

If you wish to make a recording that is not covered by a LSP please speak to your tutor before making the recording

Guidance has been produced on your responsibilities when using recordings and also how you can use to support your learning, you can access this via the **Study Skills Moodle**

