LECTURE RECORDING IN THE FACULTY OF NATURAL SCIENCES- PROCESSES AND RESPONSIBILITIES

This document outlines the key processes associated with the recording of lectures using Panopto and identifies the teams with whom responsibility lies for each specific process. The information is broken down into 4 key areas:

1. **Using the lectern PC with the Personal Recorder**

2. **Using a local PC or Mac with the Personal Recorder**

3. **Using the lectern PC with the Scheduled Recorder**

4. **Using the lectern PC for broadcasting LIVE Streamed Recordings**

Responsible Teams:

Acronym	Team	Email/ Contact
LT	Faculty Learning Technology Team	Life Sciences: *lifesci-lt@imperial.ac.uk*
		Physical Sciences (Chemistry, Physics and Maths): *physci-lt@imperial.ac.uk*
AV	Faculty AV Support Team	*fonsavsupport@imperial.ac.uk*
SAVAs	Student AV Assistants	
Dept	Department	
ICTeL	ICT eLearning Team	*ICT eLearning Team Link*
ICTAV	ICT AV Team	Contact the Faculty AV Team in the first instance

In general:

- The **Learning Technology team** deal with the **'back office' set up of Panopto** (preparing folders with appropriate permissions, preparing schedules for recordings, etc).
- The **AV Support team** deal with **live recordings**, in lecture theatres or on a lecturer's own computer; **problems with processing**; and **editing of recordings**. They are supported by the AV student assistants, and the ICT AV and e-learning teams. They also deal with **Panopto training** and **regular testing of equipment and software**.
- **Staff in each department** are generally responsible for **making recordings available to students**, often through Blackboard.

1. Using the lectern PC with the Personal Recorder

Process	Details	Responsible Team
Folder creation	A folder is created for each course in each academic year. This process is partially automated, with folders being created based on data stored in a CSV file.	LT
Folder creator permissions	Creator rights are granted for teaching staff on each course folder. This process is partially automated, with permissions being granted based on data stored in a CSV file.	LT
Folder viewing permissions	Viewing rights granted for students on each folder. This process is partially automated, with permissions being granted to student-lists based on data stored in a CSV file. Student lists have to be prepared, usually by departmental Education Office staff.	LT
Folder availability settings	Access made available immediately, after approval, on particular dates. This may be standard or ad hoc, depending on staff requirements, e.g. whether they want to edit/approve files prior to release.	Dept/LT
Staff training in recording	Staff may require full, or refresher training before their lecturing begins. It is best if training happens just before staff are due to make recordings.	AV
Student AV Assistant initial and ongoing training	New student AV Assistants to be trained each new academic year and to be provided with refresher training/ regular updates on developments and changes	AV
Provision of help materials in the Lecture Theatre	Documentation within the Lecture Theatres, which is up to date and easy to read.	AV
Daily testing of Lecture Theatre equipment/software		AV
Support within the Lecture Theatre, during the lecture		AV/AVSAs
Problems with Lecture Theatre equipment	Problems are reported to the ICT AV team, and monitored by Faculty AV staff. Ongoing/repeat problems to be identified and flagged.	AV/ICTAV cc LT
Uploading files from Lecture Theatre	There can sometimes be a problem if a file does not upload successfully to the Panopto server.	AV cc LT
Processing on the Panopto server	If problems occur, staff need to contact the ICT Panopto (eLearning) team.	ICTeL in first instance - they escalate to Panopto as appropriate
Making recordings available to students	Individual links can be added to Blackboard (by teaching or support staff), or the Panopto folder can be embedded in a Blackboard page to allow access to all recordings together.	Dept

Help with permissions problems	If students can't see a file, it may be for the following reasons: • there is a permissions problem • they are not meant to have access to the file • the file may be in the wrong folder Sometimes it is a symptom of a wider issue, which requires confirmation/ investigation.	Dept/LT
Arranging archiving/deletion	Permissions may be changed so that students no longer have access. Eventually an archiving/deletion process will be put in place.	Dept/LT
Folder creation	A folder is created for each course in each academic year. This process is partially automated, with folders being created based on data stored in a CSV file.	LT

2. Using the local PC or Mac with the Personal Recorder

Process	Details	Responsible Team
Folder creation	A folder is created for each staff member, which allows file storage and editing before the files are made available to students.	LT
Setting up Panopto software and testing	PC or Mac	AV
Help with finding/setting up local equipment - mic, portable visualiser, etc	PC or Mac	AV
Provision of help materials	General materials, which have to be kept up to date and are easy to read.	AV
Staff training in recording	Staff may require full or refresher training. It is best if training happens just before staff are due to make recordings.	AV
Staff training in editing	Staff may wish to receive training in how to edit recordings.	AV
Support for the recordings		AV
Uploading files from Lecture Theatre	There is sometimes a problem if a file does not upload successfully to the Panopto server.	AV
Processing on the Panopto server	If problems occur, staff need to contact the ICT Panopto (eLearning) team.	ICTeL in first instance - they escalate to Panopto as appropriate
Making recordings available to students	Files have to be moved into the appropriate course folder. Individual links can be added to Blackboard (by teaching or EO staff) or the Panopto course folder can be embedded in a Blackboard page to allow access to all recordings together.	Dept
File/folder availability settings	Access made available immediately, after approval, on particular dates. This may be standard or ad hoc, depending on staff requirements, e.g. whether they have made the recordings available in advance of the date on which they are to be viewed.	Dept/LT
Arranging archiving/deletion	Recordings which are intended for repeat use must be identified and *not* archived/deleted.	Dept/LT

3. Using the lectern PC with the Scheduled Recorder

Process	Details	Responsible Team
Folder creation	A folder is created for each course in each academic year. This process is partially automated, with folders being created based on data stored in a CSV file. Each academic also has a personal folder.	LT
Folder creator permissions	Creator rights granted for teaching staff on each folder. This process is partially automated, with permissions being granted based on data stored in a CSV file.	LT
Folder viewing permissions	Viewing rights granted for students on each folder. This process is partially automated, with permissions being granted to student-lists based on data stored in a CSV file. Student lists have to be prepared, usually by departmental Education Office staff.	LT
Folder availability settings	Access made available immediately, after approval, on particular dates. This may be standard or ad hoc, depending on staff requirements, e.g. whether they want to edit/approve files prior to release.	Dept/LT
Panopto schedules prepared	A CSV file is prepared containing details of all lectures in the CELCAT timetable. This is quite a complex process.	LT
Changes to Panopto schedules	Changes of date, time, location, name, length, or lecture swaps.	Dept
	Addition of new scheduled recordings.	LT
Staff training in recording	Staff probably require minimal training if the recordings are scheduled.	AV
AV Student Assistant initial training	New students to be trained each year	AV
AV Student Assistant ongoing training	Updates on new developments/changes.	AV
Provision of help materials in the Lecture Theatre	On the spot materials, which have to be up to date and easy to read.	AV
Regular testing of Lecture Theatre equipment/software		AV
Support in the Lecture Theatre		AV/AVSAs
Problems with Lecture Theatre equipment	Problems are reported to the ICT AV team, and monitored by local AV staff. Ongoing/repeat problems need to be identified and flagged.	AV/ICTAV cc LT
Uploading files from Lecture Theatre	There is sometimes a problem if a file does not upload successfully to the Panopto server.	AV cc LT
Processing on the Panopto server	If problems occur, staff need to contact the ICT Panopto (eLearning) team.	ICTeL in first instance -

		they escalate to Panopto as appropriate
Making recordings available to students	Files are transferred to the course folder to make them available to students. Individual links can be added to Blackboard (by teaching or EO staff) or the Panopto folder can be embedded in a Blackboard page to allow access to all recordings together.	Dept
Help with permissions problems	If students can't see a file, it may be for the following reasons: • there is a permissions problem • they are not meant to have access to the file • the file may be in the wrong folder Sometimes it is a symptom of a wider issue, which requires confirmation/ investigation.	Dept
Arranging archiving/deletion	Permissions may be changed so that students no longer have access. Eventually an archiving/deletion process will be put in place.	Dept/LT

4. Using the lectern PC for broadcasting LIVE Streamed Recordings

Details are as for scheduled recordings, with the exceptions/additions below.

Process	Details	Responsible Team
Staff training for streaming	Staff may require additional training if lectures are to be streamed, in terms of what inputs are available.	AV
Live testing	A more in-depth test plan with a higher priority than regular teaching rooms.	AV
Implementation of back-up option		AV
Testing of back-up option	Tested regularly, but less frequently than Panopto streamed option	AV