

REPLAY GUIDELINES

Timetabled Lecture Capture and Personal Capture using Replay

Replay is the centrally supported lecture recording service, allowing for automated capture of timetabled lectures and recording of supplementary learning materials by staff. *Replay* recordings are usually a recording of the computer screen (for example lecture slides) with synchronised audio (your verbal presentation). *Replay* does not capture video footage of presenters, unless you are using Personal Capture with a webcam.

This document provides guidelines for the use of the Replay service.

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Availability of recordings

As part of your request to use the *Replay* service, you will be asked how you wish your recordings to be made available. By default, recordings are set to be immediately available to view and students are prompted to authenticate using their University username and password to access recordings. You may request that recordings are initially set to be unavailable, for example if you wish to edit them, however you will then need to make each recording available for students to view them.

Recordings can be automatically published into *Yorkshare* VLE sites or shared to students by email. You may also restrict access to just users on a specific *Yorkshare* VLE module site, although this prevents email links from working. You may also choose to make your recording publicly viewable online.

Podcast (audio-only recording) and Vodcast (video) files are downloadable versions of lecture captures. A student could potentially redistribute these files outside of authentication, however in doing so would be in breach of their contract with the University and would be open to disciplinary proceedings. A University logo watermark can be added to video recordings to indicate its original source, however this must be requested prior to capture as part of the publisher set up.

Retention of recordings and automatic deletion process

Timetabled Lecture Capture

Recordings using the Timetabled Lecture Capture service will be available on the *Replay* system for the remainder of the academic year in which the recording takes place and will be retained on the system and available for viewing for the next academic year as well. As lecture recordings require a lot of storage space, after this retention period the recording will be permanently deleted as part of an annual deletion process in the Summer Vacation.



For example a lecture capture in Spring Term 2015 will be automatically deleted during the Summer Vacation 2016. You can download a copy for your own archive (see https://vle.york.ac.uk/bbcswebdav/xid-4864813_4) or delete a recording at any time up to the scheduled deletion date. Departmental VLE Coordinators will be notified of the deletion date each year during the Summer Vacation.

Personal Capture

Recordings using Personal Capture will not be automatically deleted as part of the annual deletion process and will therefore remain available for viewing on an on-going basis.

Intellectual Property Rights

Please see [University Regulation 12](#) which covers Intellectual Property Rights and Ownership.

Consent to record

By requesting use of the *Replay* service, lecturers consent to be recorded. Module convenors are responsible for obtaining consent from all lecturers teaching on their module prior to requesting Timetabled Lecture Capture. Lecturers posting recordings for **public viewing online** should sign a copy of the speaker release form (see below).

External speakers

An external speaker release form is available (https://vle.york.ac.uk/bbcswebdav/xid-4872474_4). Lecturers should ensure this is signed by any external speakers who will be recorded using *Replay*, providing a clear indication as to the intended use and distribution of recordings. Release forms should be kept by the Department.

Copyright

If you have used third-party material in your presentation, for example a photograph, graphic or video from the internet, you may need to remove it from the recording if you have not obtained permission for use. The University's Copyright Guidance provides further advice on the use of copyrighted materials for teaching (<http://www.york.ac.uk/records-management/copyright/>).

It is possible to edit out copyrighted material before making recordings available to students. However, it is not possible to add additional material, for example acknowledgements, into recordings after capture.

Accessibility

Lecture captures have potential benefits for disabled students by reducing the impact of impairments that affect note-taking in class. However, where a recording is the only way of delivering specific learning material it should be made properly accessible to students, as required by the Equality Act (2010). For example:

- A hearing impaired student would require an alternative format for the audio component of your capture. This may be a transcription or subtitles added to the video. *Replay* supports the addition of alternative formats to recordings.
- A sight impaired student may need an alternative format for the visual component of your capture, if content that is only provided visually is important to the understanding of the topic. You may do this as part of your capture through your recorded narration, or you may need to provide a plain-text equivalent.



General advisory notes

- Timetabled Lecture Capture must be pre-booked with 3 days notice by emailing timetabling@york.ac.uk.
- Timetabled Lecture Capture automatically begins recording at 4 minutes past the start of the session and does not stop recording until 3 minutes to the end of the session. In rooms with PC-only capture recordings will also stop when the lectern PC is logged out and may not automatically resume. As such, before or after your presentation, ensure that you do not hold conversations with students near to microphones as these will be recorded.
- Similarly, anything that appears on the computer during the session will be recorded, even when projectors are blanked or switched off. It is not advisable to use the selected source for capture to view confidential material. For example, if you checked your emails during a break in the session, you would need to make sure this is edited out of the recording prior to it being made available to students.
- Advise students that the session is being recorded and notify them if you are not making recordings available for use immediately. This sets clear expectations about how recordings can be used as part of their independent study.
- Audio is the most important part of recordings. If you have a radio microphone or lectern microphone, check it is switched on. Remain within a few metres of fixed microphones to ensure your presentation is captured.
- *Replay* is not designed to capture audience contributions or group work. Therefore, repeat any questions and summarise student contributions in class for the purposes of the recording. This is good general lecturing practice as some students may not be clearly heard by the rest of the class.

Service teams

- Timetabling – Booking Timetabled Lecture Capture. Contact timetabling@york.ac.uk.
- AV Services – Support using equipment in rooms for Timetabled Lecture Capture. Contact ext 3036 for equipment support or view the room instructions available at <http://bit.ly/replay-rooms-av>.
- E-Learning Development Team – Making recordings available to students and Personal Capture support.

Additional guidance and advice

- Replay: Timetabled Lecture Capture and Personal Capture - <http://www.york.ac.uk/replay>
- Matt Cornock, Lecture Recording Coordinator, E-Learning Development Team – [vle-support@york.ac.uk](mailto: vle-support@york.ac.uk)

Feedback

Staff and students can provide feedback by contacting the service teams or anonymously at <http://bit.ly/replay-fb>

