

Lecture Recording

Lecture recording is digitally capturing your teaching session for students to view again later. This can involve recording some or all of the following; audio, screen-capture, PowerPoint slides or video using a webcam or visualiser.

To ensure a high quality student experience, it is a requirement that lecture recording technology is used to record all appropriate teaching sessions.

Lecture Recording integrates with Course Resources. You record your presentation directly into your module, and students can access it from there.

[Click here to see the Panopto guides with full details on how to record your lectures](#)

Lecture Recording FAQs

What lecture recording technology is available at Derby?

At the University of Derby all teaching spaces are “Lecture Record Ready”. This means they have Panopto software and microphones built into the room. If you also want to record video, many rooms also have cameras and visualisers. Find out more about the equipment available in our “lecture record ready” learning spaces” [here](#).

If you encounter technical issues with the lecture recording system in any of our learning spaces, you can call IT Services directly from the lectern and you will get a priority response to ensure your session can be recorded.

Panopto software is also available on all staff computers and downloadable for use on your home PC or Mac.

What teaching sessions are appropriate for recording?

Teaching sessions, which involve a traditional lecture format or where students are expected to take notes, are usually appropriate for recording.

Examples of teaching which would not be appropriate for recording include:

- Active learning elements such as individual and group work activities e.g critical thinking, interactivity with others, problem solving and co-production
- Parts of a session which contain confidential or commercially sensitive information
- Sessions delivered by an external speaker who has not given their permission to being recorded
- The presentation of broadcast or published video or audio material e.g. commercially purchased DVDs, television or radio programmes

If a session is not appropriate for live recording there is an expectation to provide alternative digital recordings as pre/post sessional resources. This could be a 2-5 minute introduction to the concepts covered or a summary of key points. It could also be a good way of answering student questions which have arisen during or after the session.

Why should I record my teaching?

In the recent University of Derby Student Digital Experience Tracker, students identified “recording all lectures” as the number one way the University could improve their digital learning experience.

Lecture recording has many benefits for students:

- It gives students the chance to review content. This is particularly useful when complicated concepts or procedures are being covered or when revising for assessment
- It encourages inclusive teaching and is particularly useful for students with visual/hearing impairment, dyslexia or for whom English is a second language
- It provides an opportunity to view teaching content for students who have a genuine reason for not attending a session
- Course content is available for students to study at any time, wherever they may be and across a range of devices.

Who owns my lecture recordings and what rights am I granting by using the Panopto digital recording system?

Any teaching material created in the course of your employment is owned by the

University but your permission is needed to be able to create, store and publish a recording of your lecture. By using this service to record your lecture, you agree that all rights in the recording (including performance rights and moral rights) are assigned to the University of Derby so that these materials can be used by students.

The Panopto system does however, enable you to manage your recordings and have control of when, whether and with whom these are shared.

Should I obtain the consent of students to have their lectures recorded?

Before students are recorded, students should be informed that you intend to record their teaching sessions and they should be given the opportunity to express any concerns they have about this.

If individual students do not wish to be recorded, they should be offered an alternative opportunity to ask questions, such as at the end of the session, once the recording has been stopped. Alternatively, you may wish to pause the recording to allow these students to ask questions.

Where video is being captured, students who do not wish to be recorded should be advised where they can sit outside the range of the camera to avoid being recorded,. The video source preview within Panopto will assist you in determining which areas of the classroom are outside the camera's range.

How should I ensure I am not infringing copyright with the contents of my lecture?

It is the responsibility of each staff member not to infringe the intellectual property rights of third parties. Some copyrighted material which may be legal and acceptable to use in a traditional lecture might not be appropriate to use within a recorded lecture. This is because recording a lecture is classed as making another copy of any material which features within the recording.

Further guidance on ensuring you do not infringe the copyright of third parties within your recordings is available [here](#).

What should I do if I am covering sensitive data in my lecture?

It is the responsibility of each staff member to ensure no recordings are shared that include sensitive corporate or personal information unless explicit written consent has been granted. Privacy and confidentiality should be maintained at all times and particularly in courses such as health care, social science and education, individual cases should not be discussed in a way in which the individuals could be identified.

How long are recordings kept?

We recommend that lecture recordings are kept for 5 years so students have the opportunity to revisit content throughout their programme but staff retain the right to delete recordings at any time.

We'd encourage staff not to recycle lecture recordings year after year. Occasionally the sharing of lectures from the previous year may be appropriate in situations where a lecture is unable to take place due to unforeseen circumstances e.g. heavy snow. Recordings of special events such as guest lectures, may have more value as a reusable resource and therefore might be suitable for reuse with future cohorts.

Will students stop attending my lectures?

The balance of research is that lecture recording does not negatively affect attendance and this has been the experience here at Derby in programmes where lecture recording is routinely used.

Although most students are enthusiastic about lecture recording and find it reduce stress, anxiety and aids revision, very few would want to use it to replace live attendance. It is found that less engaged students who don't attend lectures, usually do not watch the recordings either.

It is critical to stress the importance of attendance to all students and in order to mitigate the risks of a drop in attendance by less engaged students, it is advisable to ensure all sessions contain elements of active learning or formative assessment

activities.

Who can see my recordings?

By default your recordings will only be available to students who are registered on the module for which the recording was made. You can however choose to make a recording more widely available. In this case recordings will be available to the audience you have selected and unless you have made them “Public”, viewers will need to enter their University of Derby username and password to watch them.

Should i be concerned that students may share my recordings on social media?

Students should not share recordings of you or other students without your/their permission but there is a much greater risk of this happening if students are recording sessions with their own devices.

By using the Panopto lecture recording system you are able to control who can access to recordings and by default your recordings will only be available to students who are registered on the module for which the recording was made.

If you do not wish students to record sessions using their own devices, highlight that recording is provided to prevent the need for them to do this.

Can students download recordings?

By default recordings will only be available to students via streaming unless you choose to make a downloadable version available.

What if I arrange a guest lecturer?

You must always obtain written consent from guest lecturers or speakers before you record their lecture, talk or presentation. Ideally, you should send a consent form to them well in advance, when you are arranging their visit.

Can I record student presentations?

If you want to record a student's presentation, you should get written consent from the student in advance which will give the University permission to create the recording.

Will my recordings be used by my line manager for performance review?

The University provides these technologies to encourage high quality teaching and learning practices and recordings are not used for staff performance management purposes. However, some staff have found lecture recordings a useful way to assess their own lecture style or seek feedback from others.

What other innovative practice can Lecture Recording software facilitate?

Members of academic staff are increasingly using Panopto software to offer a "flipped teaching" experience for their students. They are creating demonstration videos or presentations which they have made using a webcam, visualiser or using the Panopto app and sharing these for students to watch in advance of their sessions. They are then using their contact time with students for more interactive activities or question and answer sessions to clarify individual points of learning.

Panopto can also be used to record:

- Student assignments (e.g. presentations)
- Audio/video feedback from tutor
- Assignment explanations
- Module introductions

If you would like to find out more about any of these types of practice, contact the Technology Enhanced Learning team (tel@derby.ac.uk)

PLEASE NOTE

This guidance covers some of the main issues to consider when recording lectures but it is not intended as a full and comprehensive guide to all possible issues. It does not constitute legal advice.

Case studies

[The evolution of learning a biologist flips the classroom at the University of Birmingham \[External site\]](#)

[Panopto at City and Guilds enhancing communications and cutting costs \[External site\]](#)

[Bringing Lecture Capture to the University of Northampton \[External site\]](#)

Contact

For more help and information contact the [Technology Enhanced Learning team](#), email tel@derby.ac.uk or call x1865

Resources

[Making your lecture recordings more inclusive](#)

[Copyright Guidelines for Lecture Recording](#)

< Broadcast TV or Radio programmes	Home	AR (Augmented Reality) >
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