Recording of synchronous sessions during Emergency Remote Teaching: Best Practice Guidelines (Covid-19)

# Relevant Documentation & Decisions

* [Lecture Capture Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=TLAF+Lecture+Capture&submit=Search)
* [Policy on Electronic Recording of Lectures by Students](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=TLAF+Lecture+Capture&submit=Search)
* [Decision by the UoN Critical Incident Team to recommend recording of all synchronous sessions](https://unify.northampton.ac.uk/Article.aspx?articleid=gGHPpOYriEJRM0O%2B%2BP23nVGA2hU%3D&channelid=45) during the Covid-19 suspension of face-to-face teaching

# Context

The introduction of Emergency Remote Teaching at the University of Northampton in accordance with UK Government guidelines during the Coronavirus pandemic has resulted in the shifting of all learning, teaching and assessment online within a very short space of time. To support our students to the best of our abilities during these circumstances, the University’s Critical Incident Team has determined that where synchronous sessions with students are undertaken using Blackboard Collaborate, these should normally be recorded and shared with students. In this way, those who are unable, for whatever reason, to attend the synchronous session, will have access to the recording.

**The purpose of this document is to make clear to both staff and students how to comply with the decision to record synchronous sessions and to be clear how this decision functions in light of the conflicting provisions in the Lecture Capture Policy.**

# Recording Synchronous Sessions on Collaborate during Emergency Remote Teaching[[1]](#footnote-1)

## Principles

1. Produce a custom-made recording with associate learning activities (where possible). This is in line with the Lecture Capture Policy section 4.2
2. Where synchronous sessions are required, these should normally all be recorded. This is a change from the Lecture Capture Policy.

## Practicalities for recording synchronous sessions

1. At the very start of the session (and in any prior online communications), make it clear that the session will be recorded.
2. Using the poll feature in Collaborate, ask the students if they are happy about this.
3. Students who do not want to be orally recorded should be asked to post questions using the ‘chat’ feature in Collaborate. The module tutor can then simply read out the question for the sake of all participants, without mentioning the student name. That way, there is no need to remember to pause the recording or edit it subsequently, thus reducing the technological and administrative burden on all staff. However, it should be made clear that the chat is also recorded so the student name will be visible in chat.
4. Section 5.4. of the Lecture Capture Policy remains in force. This section makes it clear when sessions should NOT be recorded. Briefly, they are:
   1. Purely interactive sessions.
   2. Sessions where confidential data is discussed e.g. where highly sensitive or confidential data is discussed, including patient data (Nursing and Psychology, for example).

In these situations, the associated activities should be made available online so that students who can’t participate in the ‘live’ sessions can have a go at a more convenient time. Any ‘model answers’ or outcomes should therefore also be made available at an appropriate time and in an appropriate way. Please read section 5.4 of the Lecture Capture Policy for full details.

# Can students record lectures themselves?

See further the [Policy on Electronic Recording of Lectures by Students](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=TLAF+Lecture+Capture&submit=Search) which details situations where individual students are given permission to make audio recordings of lectures for their own purposes. This policy enables students with the opportunity to audio record any lecture in order to ensure that the University can make reasonable adjustments under the terms of the Disability Discrimination Act in respect of providing equal treatment and equal access to educational opportunity for all students regardless of their disability status while at the same time ensuring the University meets its commitments relating to confidentiality.  
  
Please note, this is not a universal permission that applies to all students. Section 5.13 of the Lecture Capture Policy also remains in force i.e. students who use recordings for purposes other than for use on the specific module for which the recording was created, may face action under the existing University disciplinary procedures.

1. It should be noted that this approach is ONLY to be followed during the period of Emergency Remote Teaching. Once face-to-face, on-campus teaching resumes, this approach will no longer be required and the recording of synchronous sessions will revert to the approach detailed in the Lecture Capture Policy. [↑](#footnote-ref-1)