<u>MEDICINE LECTURE CAPTURE</u>

1.   The Panopto lecture capture system is set up to capture live lectures from the MSB lecture theatre and seminar rooms. It captures audio of the presenter plus display input that is sent to the projectors (e.g. PowerPoint slides). In addition, in the Booth lecture theatre, video of the presenter is captured.

2.   **Selecting a lecture to be captured (BSc. lectures in Booth lecture theatre)**. This is done from the element page in Galen at the time of validation.

     a.   All lectures must have a scheduled element.

     b.   The element type Lecture must be listed as Lecture or Admin session.

     c.   The element owner is responsible for ensuring the element page is correctly set up for capture

     d.   Lectures must be validated at least 24hrs[1] before they are scheduled to begin for them to be recorded.

3. **Selecting a lecture to be captured (ScotGEM lectures).**

     a. A scheduled lecture must be recorded by starting the Panopto recording manually.

4. **What is captured**. The system captures the output to the projectors from any device.

     a.   Lecturers must use the microphone to record the sound.

     b.   For automatically-recorded elements, recording commences two minutes after the element is scheduled to begin and stops at the scheduled end of the element.

     c.   For automatically-recorded elements, any staff or student announcements given at the beginning or end of the lecture will also be captured if they occur within the timetabled recording period.

5.   **Availability of lecture captures**. Lectures recordings will *not normally* be rolled over to the new academic year.

     a.   Individual lectures may be viewed via the St Andrews Panopto site.

     b.   Staff can make a request to Medhelpdesk (medhelpdesk@st-andrews.ac.uk) to edit out parts of their lecture prior to releasing the lecture to students. Staff who have the skills to do so also have the capability to edit their own lecture recording.

     c.   A valid University ID is required to view the lectures.

     d.   Previous lectures will not be available at the time of validation.

     e.   Lecture videos will be published and normally should be accessible on Panopto within a day of capture.

7.   **Consent**. All BSc. and ScotGEM lectures should be captured.

     a. Module Controllers are responsible for seeking the consent of external staff.

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[1] Subject to change as the system develops.

    b.   Lecturers wishing to withhold publication of a lecture due to it featuring sensitive material or on other exceptional grounds may, with the agreement of the Director of Teaching, request that the video be withheld (by contacting Medhelpdesk).

8.   **Storage of lectures**. Lectures will be stored on the Panopto platform.

    a.   Lecture captures will be deleted one year post graduation of a cohort of students.

    b.   Repeating students are not guaranteed access to lecture captures.

9.   **Use of the capture system**.

    a.   The option to capture lectures is for timetabled BSc. and ScotGEM lectures only.

    b.   It is possible to capture a session other than a lecture, such as a practical or lab session, using the system. Staff who wish to do so should contact Medhelpdesk for advice on options.

    c.   Staff requiring the capture of a special external lecture should contact Medhelpdesk to discuss options.

10.   **Training**. Training may be requested at any time via Medhelpdesk. The LT team may from time to time arrange training sessions covering use of lecture facilities that will include use of the lecture capture system. The university also offers several centrally-arranged training activities.

11.   **Copyright**. Given that the slides are re-broadcast to the student body it is the responsibility of the lecturer to ensure that they have copyright permission to publish the ~~images~~ material in their lecture slides. Further guidance may be found on the university's webpage on copyright and lecture capture https://www.st-andrews.ac.uk/staff/policy/copyright/copyrightandlecturecapture/.

12.   **Data Protection**. The full data statement is in the School handbook.