• Overview of digital learning programme
• Operational process for 2014/15
• Audio and video recording policy
• Q&A
Digital Learning Programme

- Lecture capture system
- Multimedia management system
- Interactive session capability
- Video-conferencing capability

Digital learning programme information available at:
http://www.leeds.ac.uk/forstaff/homepage/381/digital_learning_programme
• Supplier: Sonic Foundry
• Delivering integrated lecture capture / multimedia management solution
• Recording capability in all central teaching spaces
• Recording capability on all desk-based computers
• Roll-out September 2014
Capturing and creating content
One simple interface
Intuitive editing tools
Seamless integration

Scheduled session in Central Teaching Space
Recording starts and stops automatically*. Button on the lectern can be used to pause / stop.
Screen, audio and video† captured. Automatic upload to system for review, edit and approve.

At-desk recording
Open desktop software and press record. Screen, audio and video captured. Automatic upload to system for review, edit and approve.
Make available to colleague, VLE or public.

Create and upload content from a mobile device
Upload video to MyMediasite from mobile devices. Available for review, edit and approve. Make available to colleague, VLE or public.

Review, Edit, Approve
One simple interface
VLE or ‘MyMediaSite’
Secure access control

Review, edit and approve
One simple interface for review, edit and approve. In VLE or via ‘MyMediaSite’. Remove video, add content, edit material.

VLE learning resources
Approved content automatically displayed in VLE
Content can be made available from your collection
Students can upload module video assignments directly to VLE modules via their ‘MyMediaSite’

Other digital content
Select and make your content available via web browser on ‘MyMediaSite’

Publish and view
Simple publishing to VLE, Campus YouTube, iTunesU, YouTube and websites

Multi-platform player
Simple yet powerful multi-layer player works on all common platforms.

YouTube style platform
Bespoke University video channel for all learning, teaching, research and marketing content

iTunes U and YouTube
One simple workflow to review, edit and approve content for iTunes U and YouTube channels

* If lecturer has not opted-out of recording.
† If video camera available, and a video recording has been scheduled

THIS DOCUMENT IS FOR A STAFF AUDIENCE
Note: At this stage of the project, this diagram is indicative and for illustration purposes only.
AV capabilities in central teaching space

**Gold**
- Tracking camera (follows presenter, zooms in on whiteboard and lectern)
- Audio capture
- Projected content capture (e.g. PC, laptop, visualiser etc.)

**Silver**
- Fixed, wide angle, forward facing camera
- Audio capture
- Projected content capture (e.g. PC, laptop, visualiser etc.)

**Bronze**
- Audio capture
- Projected content capture (e.g. PC, laptop, visualiser etc.)
Scheduling recordings of timetabled events

**Agree** within School / Service which events will be captured

**Inform** timetable officer, who will program the system

Event recording will **automatically start and stop** in the room

Following an email prompt, presenter follows **Review – Edit – Approve** process

Content published according to presenter’s wishes
Pausing and editing recordings

Lectern based button for **PAUSING / STOPPING** recordings during session

Editing system to allow content to be removed / changed before publication as part of **Review – Edit – Approve** process
At desk capabilities for creating content

- Software application
- Video, audio and content
- Mobile upload
- Review – Edit - Approve
- Publish to VLE modules, campus YouTube or externally
Guidance on OERs

Digital learning channel portfolio

Only available to Registered Students

Available to all learners

The VLE

Unileeds

Mobile Learn

Future Learn

Jorum

YouTube

iTunes U

Online Courses

Individual Learning Objects

Learning Objects complementing face-to-face provision (Blended Learning)
The School / Service discussion

To be lead by HoS / DSE at FTSEC, STSEC, SSF and staff meetings and to include particular discussion of:

- The recording of lectures;
- Recording of other teaching sessions and educational activities;
- Recordings of student assessments;
- Recordings with or without video;
- Supporting colleagues considering opting out of being recorded;
- Limits of use and publication.

HOS – Head of School Service
DSE – Director of Student Education (UG/PGT)
FTSEC – Faculty Taught Student Education Committee
STSEC – School Taught Student Education Committee
SSF – Staff-student forum
Schools need to make the following decisions about timetabled teaching events:

- **Decision 1** – the default settings will apply to all timetabled activities, and recordings will take place as the equipment permits in all timetabled activities in central teaching rooms.

- **Decision 2** – a variation on the default settings will apply to all timetabled activities (e.g. opt out of video recording, or opt out of recording of certain types of timetabled teaching sessions).

- **Decision 3** – all individual academics will make a decision about whether to opt out. The opt out can be set by module, by educational activity, and by type of recording.

May 2nd 2014

Decision about **which modules** will include recordings to timetable officer

May - September

Decisions about **which events** within modules will be recorded, and how, to timetable officer

September 2014

**Final list** of rooms, recorded events and staff allocated to events to be agreed

September onwards

**Any changes** to staff delivering teaching events to be conveyed to timetable officer
Audio and video recording policy

- School level decision making process
- Consent for recordings
- Right for editing
- Recording notifications
- Opt-out for staff and students
- Data protection
- Student recordings
- Intellectual property
- Copyright
- Visitors
- Training

Further information

Training and support materials available at: http://www.sdduonline.leeds.ac.uk/changinglandscape/

COMING SOON!
Faculty roadshows
Tools based training