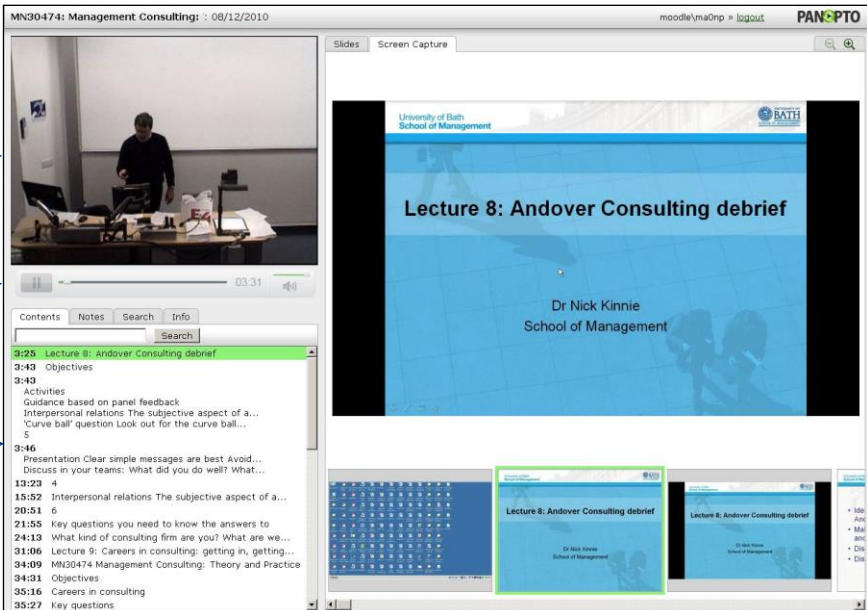


# Introducing Panopto

## Capturing lectures, presentations and teaching content for learning...

The University of Bath uses the Panopto lecture capture platform which allows recordings of presentations to be made and relayed to audiences. This technology allows for the simultaneous capture of audio, video and any application used on a PC (including Microsoft PowerPoint) which can then be shared in a variety of ways during and/or after the presentation. These recordings take two forms: they can either be scheduled for automatic capture within a lecture theatre, or the Panopto Recorder software can be installed onto your PC enabling you to record with just a webcam or microphone anyplace, anytime.

Panopto allows the viewer to start, stop, pause and rewind recordings, enabling them to actively engage with the lecture capture in at time and place most convenient to them.



The screenshot shows the Panopto interface with several components labeled:

- Video:** Points to the live video feed of the lecturer.
- Controls:** Points to the playback controls (play, stop, progress bar, volume).
- Slide Titles:** Points to the table of contents on the left side of the interface.
- Slides:** Points to the main slide area displaying the current slide.
- Slide Thumbnails:** Points to the thumbnail view of the presentation slides at the bottom.

## Getting Started

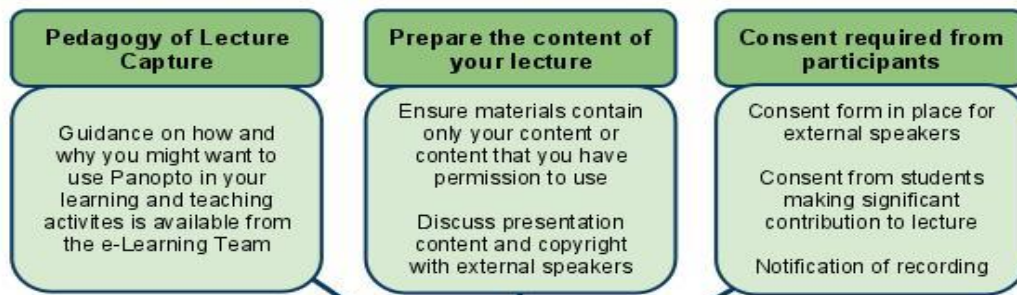
This guide sets out the steps you need to take to begin capturing your lectures. Giving some thought to the following questions will help clarify what you may need to put in place:

- **Why is this lecture being captured?**
  - For your students' learning? To share with staff as an example of good practice? As a presentation for an external audience? To be released as an Open Educational Resource (OER)?
- **Who will take part in the lecture?**
  - Your colleagues? Students? External speakers?
- **What content will be included?**
  - PowerPoint presentation? Images? Video/audio? Digital writing? Visualiser? Audience responses?
- **When will you make it available?**
  - After the lecture? During the revision period?

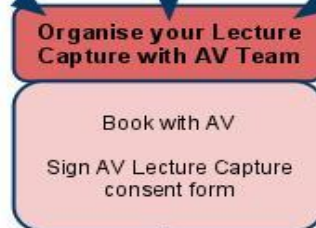
# What next?

The process for capturing lecture content and available guidance resources are highlighted in the following pages:

## 1) PREPARE



## 2) BOOK



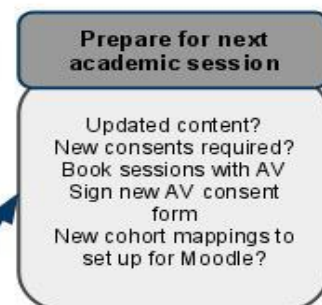
## 3) CAPTURE



## 4) SHARE



## 5) ARCHIVE



## 1) PREPARE

### Effective Uses of Lecture Capture

For a conversation on effective approaches to lecture capture within learning and teaching and details on good practice within the sector, contact the e-Learning team.

Produced by the e-Learning team, **5 Reasons To Capture Your Lecture** gives sound evidence-based advice on lecture capture, and is available at <http://bit.ly/1d4xaGI>.



## Consent of Participants

The lecture capture booking form will prompt you to consider the consent of participants. In particular you will want to keep the following in mind prior to booking:

- *For Students* - consider adding a notification slide to the front of your presentation to alert students that the lecture is being recorded.
- *For Colleagues* - other members of staff that contribute to your lecture will need to sign a consent form
- *For External Speakers* - ensure that you have discussed your intention to record the lecture, the lecture content and the need to sign the relevant consent form.

## Lecture content - Copyright and third party materials

When you are preparing your lecture content, you will want to keep in mind that you are planning to lecture capture the materials. The recording of content makes it more easily shareable, which could increase the risk of it being found to have infringed copyright. To prevent this, all learning materials (whether for internal or external audiences) should only include your own materials or those you have explicit permission to use - the consent form you sign when booking will state that this is the case.

# 2) BOOK

## Schedule a lecture capture

Over one hundred teaching rooms on campus have been enabled to record audio and capture any application on the PC. Some rooms have the additional feature of capturing video of the lecture area. A full list of enabled rooms can be found at <http://bit.ly/qy90JH>. Specific details of how to schedule a lecture capture with the Audio Visual unit (AV), including information that must be included when scheduling a booking, can be found at <http://bit.ly/1d4xk0X>.

## Sign the consent form

AV will ask you to complete and sign a consent form which will clarify ownership of the lecture content. The form will state that the materials included in the lecture are yours or that you have permission to use them. You will need a consent form completed by any external speaker whose lecture you want to capture. You may also need students to complete these forms if they have materially contributed to the content of the lecture.

# 3) CAPTURE

## What to expect in the lecture theatre

AV have produced several How To Videos which explain the technical set up in teaching rooms. These can be found at <http://bit.ly/18JqLMg>

## Notification of recording

As well as including an initial presentation slide, you may wish to verbally notify students that the lecture is being recorded. For those students that prefer not to be recorded, offer them an opportunity to move to an area of the room where they will be off-camera and put a process in place to allow them to comment or raise questions.

## Good practice tips for recording lectures:

- Repeat any student comments/questions yourself so that this contribution is captured
- Hold a 'question and answer' session at the end of the lecture and edit it out afterwards to give participants and lecturer an opportunity to speak 'off the record'
- Mark 'off-camera' locations on the floor so that you do not wander out of the recording

## Editing your captured lecture

Further details on editing your recordings using a web browser can be found at: <http://bit.ly/1d0UAOh>

# 4) SHARE



This resource from the Learning and Teaching Enhancement Office of the University of Bath is an Open Educational Resource and is licensed under a [Creative Commons Attribution-ShareAlike licence](https://creativecommons.org/licenses/by-sa/4.0/) (except Panopto screen image, LTEO logo and links).

## Sharing via Moodle

Moodle and Panopto can be integrated to enable your students to directly access links to captured lectures very easily. Further details on how this works can be found at: <http://bit.ly/ZZOAZc>

## Making your recording publicly available

Recordings can also be made available to the general public, and to those outside of the University of Bath. Further details can be found at <http://bit.ly/1d0UAOh>

## Sharing your lecture as an Open Educational Resource

If you are interested in promoting a wider use and reuse of the recording of your lecture as an Open Educational Resource, then contact the e-Learning Team to find out more about what this might involve.

Whilst you should ensure that all learning materials and lecture content do not infringe the rights of third parties for in-house lectures, this is essential for those lectures that you intend to make available publicly or to release as an open educational resource. The risk of action being taken against you or the University for infringement of copyright (or other intellectual property right) is likely to be much higher in circumstances where content is shared openly in this way.

# 5) ARCHIVE

As you continue to build up a set of lecture capture recordings, you may wish to archive your material. This might be due to newer material being produced, or to you no longer wishing to make the recording available.

## Archiving recordings

To archive your recordings, you should amend the list of those people you have shared the recording with. To find out more, visit <http://bit.ly/1d0UAOh>.

## Deleting recordings

It is possible to delete recordings and details on how to do this can be found at: <http://bit.ly/1d0UAOh>. However, you are advised to with caution as recording deletion is permanent and cannot be undone.

## LECTURE CAPTURE 'BEFORE YOU START' CHECKLIST

- Archive previous lecture capture content so that the Panopto block in your Moodle unit is clear for a new semester
- Ensure all lecture content is your own or that you have explicit permission to use it
- Consider adding a 'notification of recording' statement to your lecture slides
- If you have external speakers or significant contributions from students, discuss content and organise consent forms
- Book room and lecture capture with AV
- Sign AV consent form
- On the day: Check set up of room
- On the day: Consider Verbally notifying participants that the lecture will be recorded

## Contacts and Further Information

Audio Visual Unit, <http://go.bath.ac.uk/audiovisual>

The e-Learning Team - [e-learning@bath.ac.uk](mailto:e-learning@bath.ac.uk)

Lecture Capture FAQs - <http://bit.ly/1d0UAOh>

This document was produced by Vic Jenkins and Nitin Parmar. Last updated 21 August 2013.



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