Frequently Asked Questions (FAQs) on Lecture Capture and other Recordings

Introduction

This document is primarily intended to provide UEA staff with more information about the use of lecture capture technology by staff, and personal audio recordings made by students. This includes Apprentices, Undergraduate students and Postgraduate Taught students, and excludes Postgraduate Researchers.

This guidance accompanies the UEA Policy on Lecture Capture for Education Purposes, and references the UEA Inclusive Education Policy which outlines the use of personal audio recording by this group of students.

The Lecture Capture Policy and Inclusive Education Policy and other relevant policies can be found in the [UEA Policies](#) page.

There are 4 main sections in this document:

1. **Background** – this section provides background context to the use of lecture capture technology at UEA.

2. **Staff making recordings** – this section details how and when staff can make recordings, and answers questions around legal rights and consent.

3. **Students making recordings** – this section details how and when students can make recordings, and considerations for staff around this.

4. **Managing recordings** – this section provides information on how to use practices like 'selective recording', how to add captions to recordings and how recordings are kept by the University.

1. Background

UEA has an institutional capture technology system called ECHO360. This is designed to capture recordings and also live stream in our physical teaching spaces. There is also a personal version of ECHO360 software called 'Universal Capture' which can be downloaded from the UEA catalogue onto either your UEA device and/or your own device. This can be used to create screencasts and also live stream and record synchronous sessions. Each member of staff has access to their own ECHO360 library where you can curate your content.

Other available recording software for screencasts include Microsoft Teams and Blackboard Collaborate for recording synchronous sessions. Blackboard Collaborate recordings can be stored on Blackboard, or they can be uploaded to your ECHO360 library. MS Teams also allows for sessions to be recorded. The default location for Teams recordings is OneDrive, but the file can be uploaded to the ECHO360 library.

If you have had approval to use Zoom for teaching, then ECHO360 has a Zoom integration which means that Zoom recordings can be saved automatically to your ECHO360 library.

1.1. When did the policy become opt-out and who made the decision?

The opt-out policy came into effect for the start of the 2023-24 academic year. The policy allows more students to have the advantage of recordings and this is in line with the UEA Inclusive Education Policy. This was taken to the University Learning and Teaching Committee and subsequently to Senate and Council and the policy approved. The team undertook discussion with University and College Union (UCU) and discussed the change of policy at School Teaching Execs and also Faculty of Learning and Teaching Quality Committees (FLTQCs).

2. Staff making recordings

This section provides frequently asked questions and answers in relation to UEA members of staff making recordings of lectures, and other 'non-lecture' teaching and learning events they are leading.

2.1. Do I have to record my lectures and how do I opt-out?

All events tagged as LEC on the timetable will be scheduled to record automatically and you can opt-out in any of these three ways:

1. Stop the recording using the lectern PC. Instructions are provided in each room.

2. Allow recording to proceed but then make the recording unavailable to students or delete the recording from your ECHO360 library.

3. Use selective recording to record parts of a lecture (or other type of session) but opt-out of recording other parts. See 'Section 4: Managing recordings' of this document for more guidance on selective recording strategies.

2.2. Do I need to get permission to opt-out?

No, we are not asking for you to obtain permission or fill out a form to opt-out of recording.

2.3. How about recording teaching and learning events other than lectures?

You can record non-lecture events (e.g. seminars) if you wish. Instructions are available. The policy recognises that not all teaching and learning events may be deemed suitable for recording. If parts of a session are deemed suitable for recording but other parts aren't, you could use selective recording strategies (e.g. pause a recording and restart – see 'Section 4 Managing Recordings' for more information). In some specific contexts, selective recording may not be applicable: for instance, if recording a non-lecture event in its entirety is essential for achieving learning outcomes on specific courses and/or mandated by an external regulatory body (e.g. medicine and/or nursing within FMH and social work and/or education within SSF). In those contexts, students will need to have signed the recording agreement task (given to them as a registration task on e-vision) to grant permission to be recorded.

Whilst you can choose to record non-lecture events, unlike lectures they will not be scheduled to record automatically by default. So, if you want to record you can start the recording 'manually' from the PC in the room.

2.4. How can I access additional training, guidance and support around lecture capture?

The Centre for Technology Enhanced Learning (CTEL) provides training for lecture capture using Echo360. To request training please mail ctel@uea.ac.uk.

2.5. I am unsure if I want to opt-out or not, where do I go for advice?

If you want more advice and support about your decision, there are a number of options available to you. You can speak to your Director of Teaching and Learning and you could get in touch with the Director of the Centre for Higher Education, Research Practice, Policy and Scholarship (CHERPPS) (Professor Fabio Arico) or speak to colleagues in CTEL (mail ctel@uea.ac.uk for an invitation).

2.6. Do I retain my moral and performance rights?

Yes, you retain both performance and moral (authorship) rights over your recorded lecture material. By making the recording available to students you agree that UEA may use your performance rights for the sole purpose of creating lecture capture resources from taught sessions for the duration that recordings are retained by UEA (see below). Lecturers who wish to be identified as the author can do so as part of the recording, for example on an introduction slide or at the beginning of an audio recording. UEA still owns the copyright on Course Materials, including lecture materials, recording transcripts, and the recordings themselves. As you retain your performance and moral/authorship rights, you may still re-use the material for other purposes e.g. teaching at another institution or as part of other publications, without having to notify or seek permission from UEA.

The Lecture Capture Policy makes it clear that UEA will not use recordings as an alternative to teaching session (for example in the event of staff absence or industrial action). The only exception is for Global issues which may impact in person teaching.

2.7. Why does UEA own the copyright in Course Materials including lecture recordings?

This is a matter governed by law and therefore part of your contract which you signed with UEA (or the terms and conditions you accepted when you started working for UEA). The Patents Act 1977 and the Copyright, Designs and Patent Act 1988 state that when intellectual property (IP) is created in the course of an employee's normal or specifically assigned duties, the IP is owned by the employing organisation. As a member of staff contracted to produce teaching materials, these

are created as part of your job. To enable the University to deliver the best learning experience with a high level of course continuity, UEA asserts its legal right to ownership of all Course Materials. UEA does not, however, assert legal ownership over academic articles and (text-)books. If Course Material ownership is infringed by a third party, then, as the copyright owner, UEA will pursue these infringements. More details on Course Materials can be found in the [UEA IP Regulations](#).

As stated above while UEA owns the copyright on Course Materials you may still re-use the material for other purposes (e.g. teaching elsewhere or as part of other publications) without having to notify or seek permission from UEA.

2.8. Should third party material I use in my lectures be copyright free?

You should ensure that you have permission to use all third-party content in your teaching material. You will find that some material that you use can be used for teaching purposes, that it is covered under 'creative commons' or that it is considered 'fair dealing'. Because the University owns the copyright of Course Materials, should there be a copyright issue it is the University who is liable and not you as an individual.

During the pandemic there have been some instances, e.g. film screenings where a different route has had to be taken to allow material to be used.

2.9. My Course Material has been found on a third-party platform, what should I do?

If you, or a colleague finds that your course material has been reproduced onto a third-party platform without authorisation, then UEA will pursue the infringement and provide support for the affected staff member. Please contact ipadmin@uea.ac.uk.

2.10. Do we need to obtain consent from students to record lectures?

No, we have a privacy notice and recording is viewed as Public Task under GDPR. However, if recordings of student discussion need to take place to achieve specific learning outcomes on specific courses (e.g. within FMH and SSF) then the students need to agree to the recording agreement task which is on e-vision and available to complete on registration.

If they wish to revoke their agreement for a specific recording they can request this by raising a ticket with the service desk.

2.11. Can students opt-out of being recorded?

The policy says that 'Students can opt out of recording', meaning that individual students can opt out of being recorded. Sections 4.5. and 4.6 of the lecture capture policy explains more about this.

2.12. Have data protection issues for staff and students been considered?

Yes, there is a data protection impact assessment, which is kept up to date. There is a privacy notice which is reviewed on a regular basis.

3. Students making recordings

3.1. Are students allowed to make their own personal recordings?

Apprentices, Undergraduate students and Postgraduate Taught students may make personal audio recordings subject to the criteria and permission mechanisms specified in the UEA Inclusive Education Policy. The Inclusive Education Policy differentiates between lectures and other teaching events, and between disabled students who have a Reasonable Adjustment to make personal audio recordings and students who do not have this Reasonable Adjustment. Please see the Inclusive Education Policy wording for further details.

3.2 Can students record sensitive materials?

In an exceptional minority of cases, some students may have a specific Reasonable Adjustment to be able to continue to record sensitive materials. This type of adjustment is only used when not being able to record would pose a significant barrier to accessing the content of the material and there is no viable alternative that meets the student's needs.

For example, this adjustment may be used to support a deaf student who relies upon personal live captioning software to engage in sessions. Some types of live captioning software inherently record the material as part of the captioning technology, meaning that a personal recording will be running while the student uses the captioning to engage in the sensitive discussion. Staff leading sessions will be made aware of this Reasonable Adjustment through the usual channel of Tableau data via Module Organiser or Disability Liaison Officer.

3.3 What are students' responsibilities around using recordings?

 Section 7.3. of the policy explains what individual students are responsible for in relation to making, using and managing personal recordings. Recordings made by students should exist only for the duration of their registration at UEA. The student owns the copyright of the recording, but not of the content within it. It is an academic offence for a student to edit or share with third parties UEA teaching materials in any way, whether in part or in whole, including on online platforms of any kind. This is stated in General Regulations section 16. Staff may wish to remind students about 'responsible recording' practices in advance of a course/teaching and learning event.

3.4 What about Postgraduate Researchers?

Postgraduate Researchers (PGRs) are not in scope for the Policy on Lecture Capture for Education Purposes or the Inclusive Education Policy. Queries specific to PGR can be directed to the PGR Service in the first instance. Note – disabled PGRs may receive a Reasonable Adjustment from Student Services to make personal audio recordings.

3.5. Are students aware that other students might be making personal recordings?

While the Policy on Lecture Capture for Education Purposes and the Inclusive Education Policy are readily available online, some students may not be aware that other students may be making personal recordings of lectures and other teaching events. Additionally, some students will have a Reasonable Adjustment to make personal audio recordings, which is confidential information available only to staff such as Module Organisers and Disability Liaison Officers.

Staff can play a key role in raising awareness among their cohorts that personal audio recordings will be made by students throughout the module. Staff should initiate an open discussion around this so that all students are aware of the general practice of personal audio recording, and the rules around this. This will also provide a mechanism for students without a Reasonable Adjustment who wish to record non-lecture teaching events to record without needing to seek explicit permission from the staff member for every session.

4. Managing recordings

4.1.   The policy mentions 'selective recording'. What is this?

Selective recording is an inclusive approach which means recording some parts of a lecture (or other type of session) but potentially not other parts. It gives participants the 3 options below for contributing comments **without being recorded speaking** if they wish to (options 1 and 2 require using a text-based platform – e.g. a chat thread in Bb Collaborate or a simple Microsoft Form – which is an inclusive practice anyway regardless of whether recording is used):

1. A participant types a comment in the chat thread and asks the session facilitator to read it aloud into the recording.

2. A participant wants to make a comment anonymously, so types it into an anonymous backchannel (e.g. a link to a simple Microsoft Form with an open text box that the facilitator gives to participants). The facilitator sees it and reads it aloud to the group and into the recording (provided it is deemed appropriate).

3. A participant wants to speak verbally, rather than type a comment, so asks for recording to be temporarily paused or stopped. The participant speaks and then recording resumes.

For more guidance here is a [2-minute video introduction to Selective Recording](#).

4.2.   Do I need to make a scheduled recording available to students?

No, recordings will be made available to students after 24 hours of the teaching event. If you decide to opt-out you will need to make the recording unavailable to students from your ECHO360 library. Here is self-access [training for using Echo360](#).

4.3.   Do students see a recording immediately?

No, the recording will automatically be made available to the students 24 hours after the teaching event . If you want to opt-out by making the recording unavailable you do this by going into your ECHO360 library. Here is self-access [training for using Echo360](#). If you make the recording unavailable to then edit the material it is good practice to tell students when they can expect to see the edited recording. The policy does not specify a timeframe as this will be dependent on lecturer workload. A module organiser should not make a recording being edited available without asking permission from the person who made the recording and doing the editing.

4.4.   Where does a recording go after it has finished?

Your recording will be available to view in your ECHO360 library. This can then be accessed via the relevant Blackboard module site, only students and other instructors enrolled on that module will be able to see the content.

4.5. Someone else's recording has appeared in my library, what should I do?

If you see a recording in your library which is not yours, please make it unavailable and raise an ITCS ticket, the link to do this is [here](#).

4.6. The recording light went on in a room where I was teaching, but I want to opt-out of lecture capture, what should I do?

You can either stop the recording by accessing the software on the PC lectern, or you can delete the recording from your ECHO360 library afterwards. To learn how to stop or pause a recording click here. Information on how to stop a recording is also in each room.

4.7. I do not want to opt-out, but the recording light did not turn red to indicate that the recording has started, what do I do?

In this situation you can start the recording yourself using the software on the PC lectern. The training on how to do this is [here](#).

4.8. Something went wrong with my recording, what should I do?

If your recording does not appear in your library, or there has been an issue with it, please raise a ticket, the link to do this is [here](#).

4.9. My lecture recording failed? Do I need to re-record it?

No, it is understood in the policy that technical issues can arise, and that not all teaching will be recorded. You could use a previous recording that you have made,

if one is available and it is still current, but this is a suggestion and not an expectation.

4.10. There was an issue in the room with recording, what should I do?

ITCS manage an IT Service Portal where "Lecture Capture" is a specific service and staff can raise tickets against the service which will then be automated and assigned to the correct team immediately. The link to do this is [here](#).

4.11. A student has asked that their recorded contribution to a lecture be removed from all recordings, even those made by another student, what should I do?

In the case of **staff recordings,** sections 4.5 and 4.6 of the policy explain how and when student contributions can be removed from staff recordings.

In the case of **student personal recordings,** a student is free to request that their recorded contribution be removed from personal recordings made by other students. However, all students are free to acknowledge and act upon the request or not, and there is no expectation on staff to monitor this. The limitations of removing contributions from personal student recordings should be highlighted by session leaders to students when other information around lecture capture and personal recording is provided.

4.12. Can students download the content?

No, students are not allowed to download content. Staff however can download content and curate their material. If you have made a recording on Blackboard Collaborate and you do not want students to be able to download the recording, the following should be done: add the recording to your ECHO360 library; make it available to students on your module through this route; and delete the recording

from Collaborate. Staff who do not wish for their content to be downloaded should deselect this option in ECHO360 or Collaborate.

4.13. How long are recordings kept?

The data will be kept for two years after the end of the academic year in which it was made in accordance with the [UEA media retention standard](#)s before being removed from the cloud management system. This is the sector norm.

4.14. Can staff edit their recordings?

Yes, there is an editing function for material recorded using ECHO360. If you need to edit Blackboard Collaborate recordings, you can upload them to your ECHO360 library and edit from there. It is not expected that recordings are edited.

4.15. Do guest lecturers on modules, guest speakers in a research seminar series and guest speakers for large events such as the literary festival need to provide consent for recording?

Yes, for guest lecturers and speakers who are happy to opt-in for recordings should provide consent. Please use this [Microsoft Release Form for Open Guest Speaker](#) to gain consent.

4.16. Are staff recordings removed if I leave the University?

The data will be kept for two years after the end of the academic year in which it was made in accordance with the [UEA media retention standard](#)s before being removed from the cloud management system. This is the sector norm.

4.17. Do I need to provide closed captions and a transcript for my recordings?

Yes, where possible. Regulations on the accessibility of websites and mobile application came into force in 2018, namely the Public Sector Bodies [Websites and Mobile Applications] Accessibility Regulations (PSBAR) which align to the Web Content Accessibility Guidelines (WCAG) 2.2, AA standard. We must use transcriptions and closed captions for captured video content wherever possible, as these are core accessibility requirements in the PSBAR regulations. UEA's Inclusive Education Policy also highlights the importance of accessible materials. You can access ongoing training, guidance and support on enhancing your accessibility/inclusive practice from the UEA Inclusivity Network (IN) ECHO360 provides a transcription service which you an access through your ECHO360 library. Blackboard Collaborate does not currently provide a transcription service. However, to obtain a transcript you can upload your Blackboard Collaborate recordings into your ECHO360 library.

The provided transcription services have varying levels of accuracy and the Lecture Capture Policy recognises technological failure. It is also recognised that editing transcription has workload implications and that this will be appropriately reflected in workload allocation processes.