

At-a-Glance: Recording of Taught Sessions

This document should be read in conjunction with the Recording of Taught Sessions Code of Practice and the University's [Course Principles](#).

Which Sessions Should Be Recorded?

All taught sessions should be recorded, unless an exception applies (Section 4 of the Code of Practice). This includes sessions delivered on campus as well as those delivered online. All lecture-type content should be recorded as short segments. Recording of new content should be accommodated within the time allocated for the preparation and delivery of a teaching.

Recordings should be made using the recommended software supported by the university (e.g. Panopto, Screencast-o-matic, Swivl, Zoom). The preferred recording software is Panopto on the basis of its inclusive features, integration with Blackboard and unlimited cloud storage. Recordings should be released to students via the module Blackboard site within 48 hours of the session, or at the appropriate point in the semester for pre-recorded materials.

Staff and Student Responsibilities

Academic staff have overall responsibility for the recording process and publication to students. They must inform students when a session or parts of a session will not be recorded prior to the start of the session (this could be via the Blackboard site or at the start of the session).

Lecturers have discretion for deciding whether the interests in not recording a session, in part or in entirety, outweigh the interests in recording. The University recognises there are exceptions where all or part of a taught session should not or cannot be recorded (section 4.1 of the Code of Practice). In other cases, or where it is proposed that no part of a teaching session should be recorded, this should be approved by the College Associate Dean Teaching and Learning or nominee.

Students may only use recordings for their personal study, and may not share, display, or otherwise make available, recordings, in whole or part, to any other person.

Support staff, e.g. note takers, may also view recordings to support students where a learning contract is in place.

Data protection

Our legal basis for the recording of teaching is 'contractual basis'. This means we are using recordings in order to fulfil our obligation to provide teaching & learning opportunities to our students. Staff are not legally required to obtain consent for recording from each student and do not have any personal liability for obtaining consent, though it is good practice to make participants aware that a recording is being made at the start of the session.

Under data protection legislation students have the right to request their contributions to be removed from recordings. Where it is appropriate and resource allows, edits can be made to remove an individual from a recording. Similarly, if students raise objections to being recorded at the start of the taught session, a compromise should be made to allow fulfilling the contractual basis for recording for the other students (e.g., a student can sit away from the camera if on campus or keep their own camera off if the session is taking place remotely).

Where activities other than taught sessions are to be recorded, such as assessed student presentations or staff meetings, explicit informed consent of participants is required.

If there are any individual cases with specific concerns, the [Information Governance team](#) is available for advice and any suspected data protection breach would be dealt with through the approved University [process](#).

Performance Rights

Performance rights reside with the member of staff (Section 6 of the Code of Practice). The retention of performance rights by staff was specifically included to prevent the use of a video from one cohort with another cohort without the staff member's permission. Releasing recordings via the relevant Blackboard sites ensures only the relevant cohort of students can access and review the recordings provided to them for the duration of their studies.

However, individual staff members may want to provide their previous recordings to their new students – this would be an individual choice by staff and is the direct result of them retaining the performance rights. This approach will also enable staff to make best use of their recordings, manage their time and adopt approaches to teaching such as 'flipped classroom' to engage their students.

Support

- In the case of an issue with hardware, please contact IT Help (x3333).
- Support in using Panopto is available through the [Digital Learning drop-in](#), via the [Digital Learning email address](#), and from your [departmental Digital Learning contacts](#).

Further information on Management of Data and Recordings, Exceptions to Recording, Intellectual Property and Performance Rights and Web Accessibility can be found in the Recording of Taught Sessions Code of Practice below.

Code of Practice for Recording of Taught Sessions

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1. Introduction

This document outlines staff responsibilities and best practice relating to the recording of taught sessions (recordings) at Sheffield Hallam University (the University) as determined by Autumn 2021-22 Delivery Framework:

2.18 Taught sessions will be recorded and made available to students in line with the Code of Practice for Recording of Taught Sessions.

Recording at the University is intended to support student learning and the overall learning experience by allowing students to view, participate in or recap taught sessions, as well as allowing lecturers to reflect on their own teaching practices. It is not to be used to monitor or assess staff performance, unless specifically agreed with the staff member, e.g. as part of a professional body assessment process.

Recording is a component of our approach to teaching and learning at the University and on-campus taught sessions should be recorded in addition to online ones. Depending on individual circumstances and University guidance at the time, it may be necessary to offer taught sessions as remote learning only which may be delivered from campus or from a different location.

2. Responsibilities

2.1 Institution

The University will provide recordings to students on the Blackboard site of the module to which the taught session relates. By default, it will also provide access to the staff associated with the Blackboard site for the module.

The University will also provide sources of advice to lecturers e.g. queries over potential copyright infringement, including the [Library Copyright Service](#). The University will offer training opportunities for staff and access to relevant training materials for staff and students, to support both groups in the effective practices related to recording.

The University will ensure there is clearly visible signage in teaching rooms to indicate whether a venue is equipped for recording.

2.2 Lecturers

Lecturers have overall responsibility for the recording process and final recordings and are responsible for ensuring that:

- I. recorded materials comply with copyright rules;
- II. visible citations are provided for third party materials, such as photographs or illustrations, used on slides and for existing video and audio recordings used within recorded teaching. These citations should include, at minimum, the names of the material and its author/creator, and ideally a link to the source.

Additionally, lecturers have the discretion to pause recordings of taught sessions, though students should be informed when this happens so that they can take fuller notes.

Where recordings are made in advance, i.e. not during a live taught session, the content should be planned to reduce the need to pause or later edit recordings to remove unsuitable material.

Lecturers are not responsible for the use of comment and chat functionality by students.

2.3 Students

Students may only use recordings for their personal study, and may not share, display, or otherwise make available, recordings, in whole or part, to any other person. Where students are allowed to download recordings for offline viewing, they must delete any downloaded recordings once they are no longer enrolled at the University.

Students must not disclose personal data in a recording or the associated comment and chat functionality, though they should use their real name to ensure accountability.

Students must adhere to the University's [Code of Conduct for Students](#) when participating in discussions and using commenting functionality.

The University reserves the right to investigate any misuse of recordings and follow the [student disciplinary regulations](#).

2.3.1 Student Recordings on a Personal Device

Where recording is not used, the students may still be allowed to make personal recordings based on the University's [guidelines for student recordings](#). However, where recordings are provided, students should not make their own recordings on a personal device (unless this is a reasonable adjustment covered in their learning contract) as this does not allow lecturers to remove any sensitive sections of the session that should not be recorded.

2.4 Other Staff Members

This staff group may, for example, include Hallam Help staff, staff providing support for students with learning contracts, e.g. note takers, IT staff or lecturers teaching other modules and courses.

Recordings may be made available to note takers to support students with learning contracts, rather than requiring live attendance at the session by the note taker.

University staff who hold non-teaching roles may find the recording ability useful for purposes such as student engagement and support, staff training, departmental/University meetings, etc. Recording of these situations is acceptable provided that all involved explicitly give their consent and the recordings are not shared

with non-attendees, as this use is not covered by the same contractual basis as recording taught sessions.

A range of other software products and [guidance](#) on their use are available at the University and staff who wish to make a recording are free to determine the appropriate platform from those supported by the university, such as Zoom, Blackboard Collaborate or Microsoft Teams .

2.5 External Speakers

Where speakers from external organisations are delivering lectures, in whole or part, to students, written consent of the speaker to record and share with the relevant students must be obtained in advance of the recording being created. The external speaker is free to refuse to be recorded or later request that a published recording is taken offline without needing to state a reason. External speakers (or their employer, as appropriate) retain copyright on work and any other intellectual property rights they generate and, by accepting the terms of the external speaker agreement on recording, agree to grant the University a non-exclusive licence to use the recording solely for the purpose of supporting learning and teaching at the University.

3. Management of Data and Recordings

3.1 Retention Period

Recordings should be retained in line with the University's [Blackboard retention period](#) as students will access recording through their module sites. Blackboard sites will normally be available for 30 days after the last student who was enrolled on the module completes that course. The module site is then removed from the live system and archived. Module sites are retained for 24 months after archive.

3.2 Publishing Period

Recording is a component of our approach to teaching and learning at the University and the [consolidated guidance for course delivery](#) should be adhered to.

Specifically, all synchronous, 'live' on-campus and online learning activities will be timetabled to provide a guide for learning for students. Recordings of these activities should also be published to students through Blackboard within 48 hours at the latest.

All lectures should normally be delivered asynchronously as pre-recorded videos and remain available to students in line with the retention period.

3.3 Editing of Recordings

Individual staff retain control over their own recordings, including editing and removal.

The University reserves the right to make edits and removals to recordings if deemed necessary for legal or data protection reasons. This should only be done in exceptional circumstances and the shortest section possible would be removed.

3.4 Students Requesting Edits and Removals

Students can request the editing of a recording in order to have any of their [own personal data](#) removed. The student should contact the relevant lecturer to request this in the first instance. Agreeing to the request is at the discretion of the lecturer who will take into account the data protection legislation, as well as whether the request can be resourced and is appropriate. The lecturer may wish to contact the Information Governance Team for advice on specific cases.

If a student does not agree with their lecturer's decision, they should raise a complaint through the [student complaint procedure](#).

3.5 Staff Leaving Employment with the University

Where a member of staff leaves the university during the academic year, any recordings they have produced during that year will be retained for use in line with the University's archiving and retention period for Blackboard (see 3.1). This means the recordings will remain available to the relevant students until the end of the academic year and then removed. This is to ensure that students are not disadvantaged by changes to the course team.

As the university retains the copyright of the recordings and the materials they contain, these should not be used by the leaving staff member at any future employer without the explicit permission of the relevant head of department.

4. Exceptions and Alternatives to Recording

4.1 Exceptions to Recording

The University recognises there are situations where all or part of a taught session should not or cannot be recorded. Among these are that:

- i. there may be legal, ethical or privacy reasons for not recording part or all of a session;
- ii. there are teaching approaches that may not be suitable for recording, such as those with a high degree of interactivity;
- iii. the recording service is not available in the room e.g. specialist spaces where bespoke recording arrangements may need to be made.

In other cases, or where it is proposed that no part of a teaching session should be recorded, this should be approved by the College Associate Dean Teaching and Learning or nominee and the information communicated to the relevant students prior to the start of the session.

Lecturers have discretion for deciding whether the interests in not recording a session, in part or in entirety, outweigh the interests in recording. They should consider whether the options to either pause recording or to later edit the recording would allow sections of the session to be recorded.

Where recording has been halted without prior planning, such as due to technical issues or the nature of student input, this should be announced in the session immediately prior to the recording being halted, in order to reduce student confusion.

4.2 Alternatives

Where a valid exception means that recording of a full or part taught session is not appropriate, an equivalent method of providing the students with the same information should be considered, where possible. These might include:

- restarting the recording at the end of a discussion section and providing a brief summary of the key points raised.
- sharing a written summary of the material that was not recorded and which has any sensitive aspects removed.
- pre-recorded demonstrations of techniques where the timetabled room does not have the required recording equipment to adequately record the material live.
- linking to publicly available videos made by third parties that cover the same or similar material, supported by a document that provides additional context for the students.

5. Freedom of Information and Data Protection Legislation

The University has carried out [data protection impact assessment](#) for the recording of taught sessions.

[Data protection guidance](#) is available.

The University would normally consider recordings of taught sessions that include personal data to be included in responses to subject access requests. Further [guidance](#) is available.

6. Intellectual Property and Performance Rights

In accordance with the [Intellectual Property Policy for Lecturers and Research Staff](#), copyright ownership of recordings of University employees lies with the University.

Performance rights reside with the lecturer and other recorded participants, who are expected to agree to the recording and agree that the University may use their performance for the purpose of supporting learning and teaching at the University in line with the retention and publishing periods.

A lecturer may use recordings of their own sessions within their own performance review or to facilitate peer observation of their teaching. The lecturer must inform attendees that a taught session will be recorded and used for the purpose of peer observation and/or their own performance review.

Use of third-party materials may fall within the “fair dealing” copyright exception if used for the sole purpose of illustration for instruction. Notwithstanding this, where a

session includes broadcast or other material under a licence that does not clearly permit copying that material further, the lecturer must pause the recording while using the licenced material or edit it out of the recording prior to publication. Where appropriate, lecturers should subsequently provide students with separate access to the licenced material (for example, linking it from the module site in Blackboard).

7. Student Access to Recordings

Students will have access through Blackboard to published recordings from the modules on which they are enrolled. Students will normally have access to their recordings for the duration of their enrolment. Recordings will not normally be available to students not enrolled on those modules; however lecturers may choose to use their existing recordings with other cohorts provided that it does not replace contact time.

8. Student Presentations and Other Assessed and Non-assessed Activities

Recording can be used to capture presentations given by students for assessment purposes, such as for group assessments or oral examinations. In such instances explicit informed consent must be obtained from the students.

Students should be made aware as early as possible during module delivery (e.g. at the start of the semester) that recording will be part of their form of assessment.

These recordings are only to be used for the purposes of assessment and moderation and must be deleted after the relevant assessment board sitting. Consent forms must be retained until the recording is deleted. A recording may be released to a student in that recording at the lecturer's discretion, but it shall not be published wider.

9. Web Accessibility

Web accessibility legislation requires that subtitles be available in video recordings produced by public sector bodies, including universities. The Panopto platform provided by the University will automatically generate these subtitles in order to meet this legislative requirement and the University's moral obligation to students. However, students must be aware that the subtitles are automatically generated and may contain errors, so subtitles should not be solely relied on for revision purposes.

Staff are not required to review and/or edit automatically generated subtitles before publishing recordings.

Students may bring subtitling errors to the attention of their lecturers so that they can be corrected. In addition, lecturers and other presenters should follow the University's [web accessibility guidance](#) when developing materials that will be used in recordings in order to reduce potential barriers for students in viewing the content.

Version 2.1

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