Procedure: Recording of teaching activities

Purpose
This document provides support to the Recording of teaching activities policy and outlines the process for ensuring appropriate recordings are published for students.

Definitions

**Associate Dean Education (ADE)** – Associate Dean (Education), or their delegate

**Course** – a subject of scholarly study, as defined in the glossary, [https://policies.anu.edu.au/ppl/document/ANUP_002601](https://policies.anu.edu.au/ppl/document/ANUP_002601). In this procedure this term refers to the instance of a course throughout one session.

**Course convenor** – the ANU staff member responsible for the administration of the course

**Course site** – the web presence of a course in the LMS

**Learning Management System (LMS)** – the University digital platform provided to support learning and teaching, also known as Wattle (Web Access To Teaching and Learning Environments)

**Session** – An academic period of study. Standard sessions are Semester 1 and Semester 2. Non-standard sessions include: summer session, autumn session, winter session and spring session

**Teaching activity** – an instance of a class being taught, constituent of an ANU course and represented in the University timetable

**University Recording System** - the University supported system for recording of teaching activities, currently Echo360 ALP, installed in many teaching venues

**University timetable** – The ANU class timetable, listing the times and venues for teaching activities.

Procedure

1. Wherever possible digital video and audio recordings are the default means of capture for a teaching activity.
Automatic pre-scheduling of recordings

2. All teaching activities scheduled in a venue equipped with the University recording system will be automatically recorded if, in the University timetable:
   a. The teaching activity is associated with a course; and
   b. The teaching activity is not Hidden; and
   c. The teaching activity is associated with one of the following Activity types:
      1) Lecture, 2) Lectorial, 3) Seminar;
   d. The teaching activity is not scheduled for more than 4 consecutive hours. For an activity longer than 4 hours to be recorded, it needs to be broken into multiple shorter sessions, noting that there will be a 10-minute break in the recording between sessions; and
   e. The teaching activity is not scheduled on an Australian public holiday.

Recording activities which are not pre-scheduled

3. A course convenor can request to have any other activity type automatically recorded for a given course and session via a request to the ITS Service Desk. This is possible if, in the University timetable:
   a. The teaching activity is scheduled in a venue equipped with the University recording system; and
   b. The teaching activity is associated with a course; and
   c. The teaching activity is not Hidden;
   d. The teaching activity is not scheduled for more than 4 consecutive hours; and
   e. The teaching activity is not scheduled on an Australian public holiday.

Ad hoc recordings

4. An ad hoc recording may be used for any teaching activity for which a recording schedule does not already exist. This may include activities:
   a. Where a late change to venue has occurred; or
   b. Where a recording for a teaching activity has not been pre-scheduled; and
   c. Where the venue is equipped with the University recording system; and
   d. There is not another pre-scheduled recording for that venue and time.

5. Ad Hoc recordings are initiated and controlled from the lectern computer within the venue.
Not recording teaching activities

6. Where a course convenor does not wish to automatically record teaching activities as described in section 2 of this procedure, the course convenor seeks approval of the relevant ADE to “Opt out” of the automated recordings. This approval is in the form of an email that the convenor can share with the ITS Service Desk.

7. Where a teaching activity is timetabled into a room equipped with the University recording system, and the course convenor requests to move to an alternative room not equipped with the University recording system, this is considered opting out of recording, and therefore needs approval as per section 6.

8. A request to opt out of pre-scheduled recording is per course, activity type and for the duration of the session.

9. The ADE may approve a request to opt out if the teaching method is not conducive to recording.

10. Once approval has been obtained, a request to opt out is submitted via the IT Service Desk, allowing at least two working days for implementation.

11. Where an opt out is approved by the ADE the Course Convenor ensures that:
   a. The approval and proposed alternatives are discussed with their local educational designers as appropriate; and
   b. Alternative learning materials are available on the LMS for that course, which could include (subject to copyright requirements): handouts, pre-recorded materials, and alternative recordings of the activity (e.g. recording of a Zoom or Teams meeting)

Management of recordings

12. In accordance with the Timetable Policy, a pre-scheduled recording commences at 5 minutes past the published start time and concludes at 5 minutes before the published end time.

13. Recordings that commence before or finish after this schedule are manually controlled, noting that a pre-scheduled recording in the venue may over-ride a manually initiated recording.

14. Recordings produced by the University recording system are automatically made available to enrolled students via their course site in the LMS.

15. Requests to postpone the publication of recordings to students is only permissible with the written approval of the ADE, on the grounds that the recording contains inappropriate material.
16. Access to control a recording or to initiate an ad hoc recording is given to teaching staff listed for a course as recorded in the University Recording system.

17. Access for additional staff to control or initiate recordings requires prior notification via the ITS Service Desk.

Archiving

18. Recordings are available for streaming and download for students and staff while the associated LMS course site remains accessible. Past recordings may be retrieved by request to the ITS Service Desk within 5 years after cessation of the course.

Copyright, IP, and privacy

19. The Copyright in the recordings of teaching activities is either owned by or licensed to the University. Students may use the recording for personal study only. No lecture may be communicated online, copied or shared, without the prior permission of the University. This is in accordance with ‘Copyright in Lectures including recordings: a guideline’

20. Ownership of Educational Materials used in the teaching activity is in accordance with the ANU Intellectual Property (IP) Policy.

21. The collection of student information through their use of the University recording system is in accordance with the Echo360 Privacy Statement.

22. Signage is prominently displayed in venues where teaching activity capture occurs to ensure that participants are aware that they may be recorded.

23. Course convenors inform guest lecturers that the activity will be recorded and the recording will be available to staff and students.

24. Lecturers are responsible for ensuring that inappropriate material is not included in the recording or is edited out before a recording is released to students. Inappropriate material includes but is not limited to:
   a. Defamatory comments
   b. Sensitive or personal information
   c. Where there is no licence to use third party copyright materials used in their course materials, where the use of the third party copyright work falls outside ‘fair use’.

25. Personal recordings by members of the audience are not permitted without the express written permission of the presenter.
Feedback

26. Feedback regarding the University recording system is welcomed via the ITS Service Desk.
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