RECORDING IN A CLASSROOM SETTING

Please place printed notices at the entrance and in the room to provide an alert to attendees that the lecture/event will be filmed/recorded. (e.g. the following printed in a large font:

"***Please be advised that this lecture/event will be filmed. Video/Photo stills captured may be used for_____[fill in as appropriate] _____purposes. The video recording will be undertaken in accordance with the Student Privacy Notice and this can be accessed at https://www.ul.ie/data-protection***"

In addition, please announce at the commencement of the class/event that video recording will take place and the purposes for same. Remind students about UL's student privacy notice during this announcement.

Please ensure there is a clearly labelled area in the room where no photography/videoing will take place is provided and identify this area in the verbal announcement at the commencement of class. Please ensure the photographer/videographer is aware of this area and avoids working in this section/pointing the camera to this area.

If videoing, alert students/participants that their comments/questions if volunteered will be captured on video.

Videos must not be used for any other purpose than that for which they have been created (for the purposes of recording the lecturer for the "excellence in teaching awards") and videos should not be retained for longer than is necessary for them to achieve this purpose.

As above, staff are encouraged to review the UL Data Protection Policy and in particular part 5 which gives practical guidance on the management of personal data. Further information on data protection may be located at www.ul.ie/dataprotection

RECORDING AN ONLINE CLASS

To record your live online Class with MS Teams, follow the guide below. To find out more about MS Teams you can access information on Top Desk (https://ul.topdesk.net) and navigate to IT Services for Staff > Software > Office 365 Apps > Teams.

Start or Join Your Meeting

1. **Launch Teams:** Open Microsoft Teams navigate to the calendar in the left-hand menu select the meeting and join. Or if you are using a previously generated link, it will open the meeting also.

Step 2: Start Recording

1. **Access Meeting Controls:** Once the meeting starts, you will see the meeting control bar at the top of the Screen.

2. **Open More Options:** Click the **More actions** icon (depicted as three dots "⋯").

3. **Initiate Recording:** Hover the Cursor over **Record and transcribe** in the menu this will show a sub menu where you will click on Start **recording**.

4. **Notification:** A notification will appear for all meeting participants informing them that recording has begun.
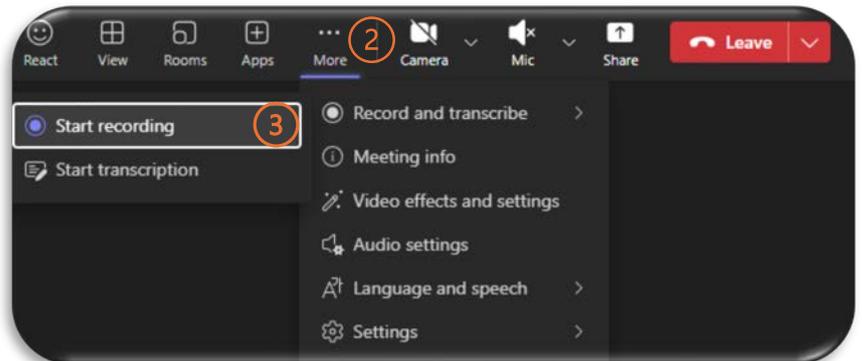
Step 3: Sharing Your Screen

1. **Initiate Screen Sharing:** During the meeting, click on the **Share content** icon in the top menu bar (it looks like a square with an upward facing arrow).

2. **Select What to Share:** Choose whether to share your entire desktop, a specific window, or a particular application. This decision depends on what you want your audience (and the recording) to see.
   1. **If you are sharing content with sound, ensure to enable the include sound toggle switch prior to sharing**
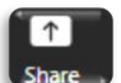

3. **Recording Inclusion:** Note that anything you share on your screen will be captured in the meeting recording.

Step 4: Conduct Your Meeting

4. Proceed as Usual: Whether you're sharing your screen or not, continue with your meeting. The recording will capture audio, video, and any screen sharing as long as it's part of the meeting.

Step 5: Stop the Recording

1. **End Recording:** When the meeting or the section you want recorded is over, click the **More actions** icon again.
2. **Select Stop:** Hover the Cursor over **Record and transcribe** in the menu this will show a sub menu where you will click on **Stop recording.**
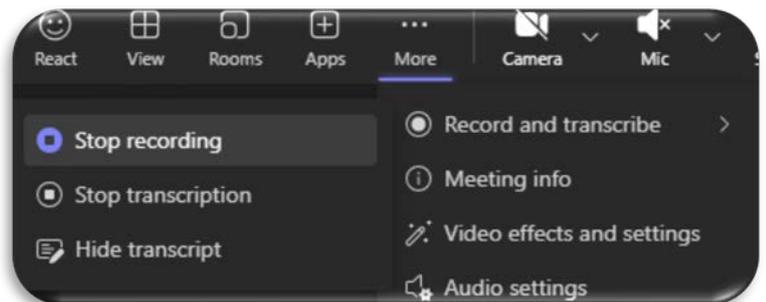
3. **Automatic Stop:** If the meeting ends, the recording will stop automatically.

4. **Processing Time:** Allow a few minutes for Teams to process the recording and you will see it available in the meeting chat. (Select Chat from the Top Menu Bar if you do not see the Chat Displayed in the right-side view Pane.)
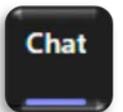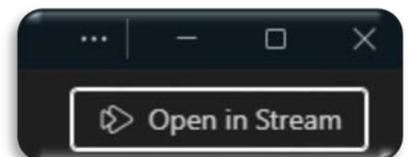

5. **Click on the Video Icon or View recap Button:**

   1. This will open a popup window in MS Teams

    2. On the top right you will click on the Open in Stream Text to open the video in MS Stream.

6. **Share your Video:** In MS Stream you have the option to share your video by link or to download your Video.

1. **To share your video via link:** Click on the share button at the top right of the screen, select who you want to share with and either copy the link to share at a later stage or press send to send on email automatically to all users you selected to share with**.**
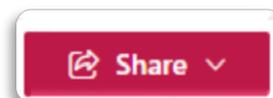
2. **To Download Video:** To download the recording click on the three dots "···" in the main menu bar above the video preview pane and select download.
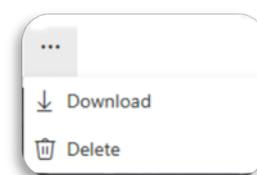
Using Panopto to pre-record an online class

The option to use the Panopto tool in Brightspace is available if your intention is to pre- record an online class that is not live with a student audience. Learn how to use Panopto in this Introduction to Panopto recording by members of ULs Learning Technology Forum.
Alternatively, the Panopto company runs its own support site with a library of video tutorials.

Editing your recording in Panopto

This Introduction to Panopto recording provides a short demonstration of how to upload an existing MP4 video recording from your computer to Panopto (20:30 in the video) and how to conduct a basic edit of a video in Panopto (21:25 - 24:05 in the video).

Alternatively, Panopto's own support site includes videos on Uploading Media Files, Learn About the Video Editor and How to Trim a Video in the Editor.