

## RECORDING IN A CLASS ROOM 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. (eg 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 [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection)”***

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](http://www.ul.ie/dataprotection)

## RECORDING AN ONLINE CLASS

Consult [this infographic](#) to determine the appropriate institutionally supported technology to conduct your recordings with. For a brief summary of the differences between these institutionally supported technologies, read this [Topdesk article](#) under the section titled, *How is Panopto different from BigBlueButton and MS Teams?*

Essentially, to record a live online class with a student audience, it is advised in the first instance that you use Big Blue Button (the Meetings tool in Sulis), or alternatively MS Teams. To pre-record an online class that is not live with a student audience, it is advised that you use the Panopto tool in Sulis.

Note that Big Blue Button (the Meetings tool in Sulis) does not include video editing functionality, therefore another technology will need to be used to conduct subsequent editing with. MS Stream has basic video editing functionality, allowing recordings to be trimmed at the beginning and at the end. Panopto has more advanced video editing functionality. It is possible to download recordings from Big Blue Button and MS Stream if you plan to subsequently upload them to Panopto for editing.

This short guide covers the following:

- [Using Big Blue Button to record a live online class](#)
- [Using Panopto to pre-record an online class](#)
- [Using MS Teams and MS Stream to record a live online class](#)
- [Editing your recording in Panopto](#)

### Using Big Blue Button to record a live online class

[This video](#) (~5 minutes) by a member of ULs Learning Technology Forum demonstrates 'How to record a video lecture with Big Blue Button'. In the event that you are undertaking subsequent editing of the recording, details are provided on how to download the final recording to your computer (browse to 4:41 in the video).

Alternatively, [this ITD guide](#) contains instructions on starting and stopping a recording in Big Blue Button.

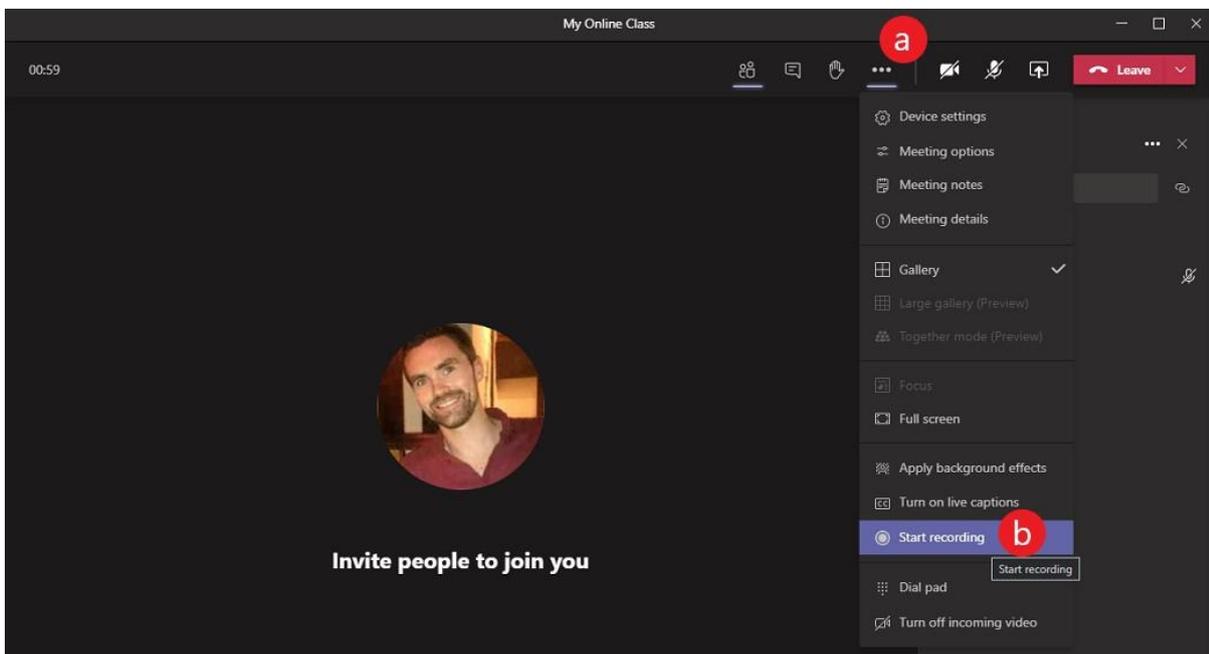
## Using Panopto to pre-record an online class

The option to use the Panopto tool in Sulis 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](#).

## Using MS Teams and MS Stream to record a live online class

To record your live online class with a student audience using MS Teams, follow these instructions:

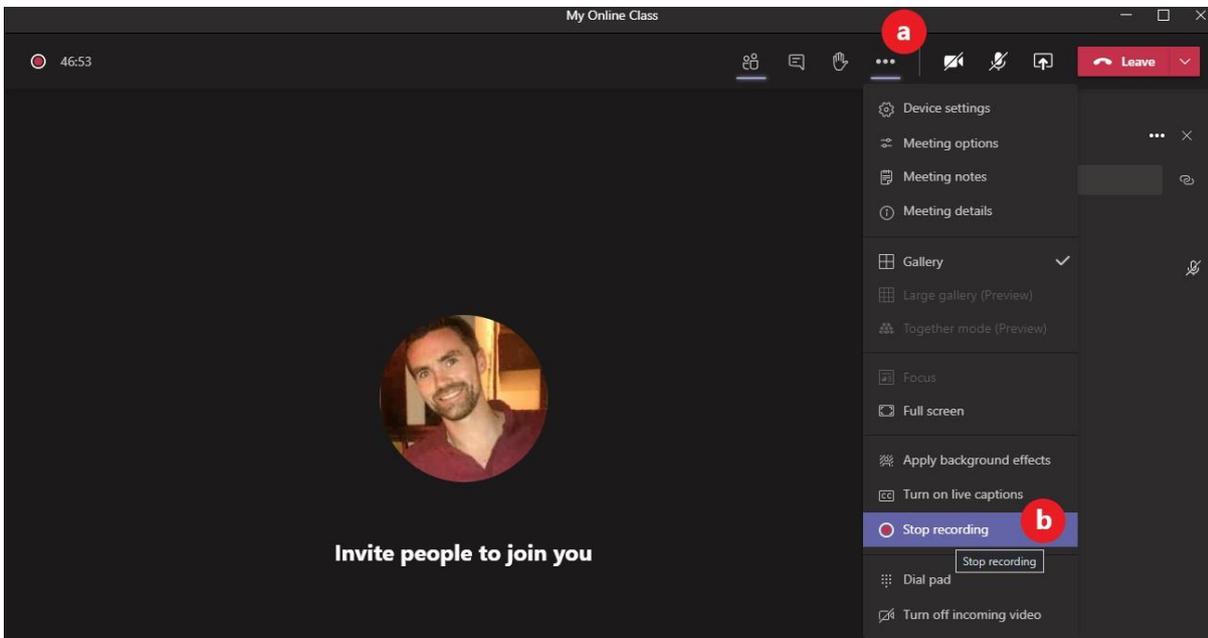
1. Open the live online class you want to record in MS Teams and share your presentation.
2. To start recording, navigate to the meeting controls and select the 3 horizontal dots for **More Options** (a) and then select **Start recording** (b).



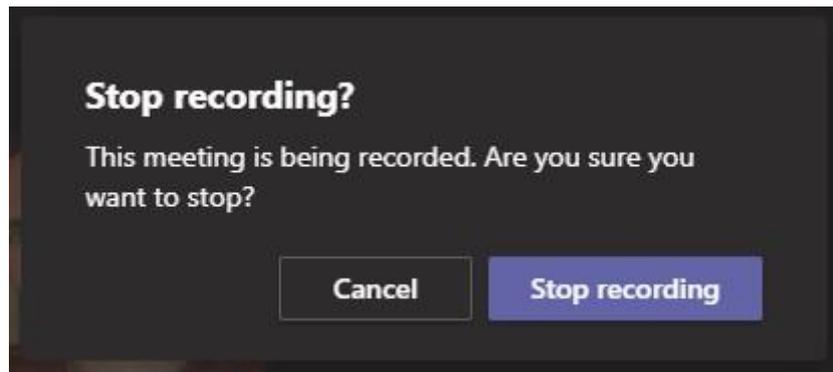
3. To signify that recording is underway, a small red circle will appear in the upper left-hand corner of the screen (a). Everyone in the meeting is notified by a banner on their screens that recording has started (b). All students in the live online class are informed that by joining it they have given consent for it to be recorded. Everyone has the option to **Dismiss** this notification from their screens (c). This notification is also posted to the chat history for the online class.



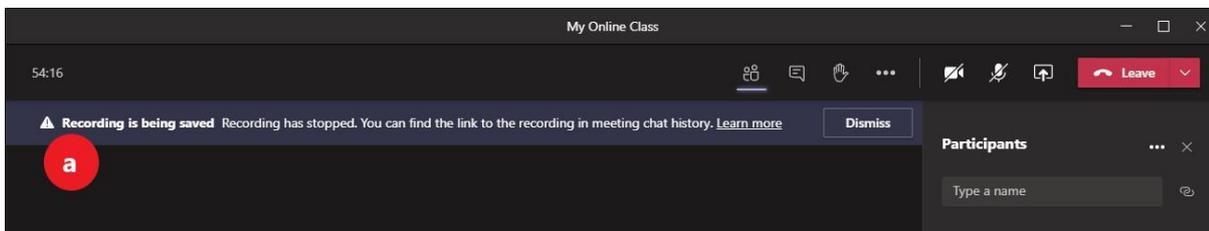
4. When you have completed your recording and are ready to stop, navigate to the meeting controls and select the 3 horizontal dots for **More Options** (a) and then select **Stop recording** (b).



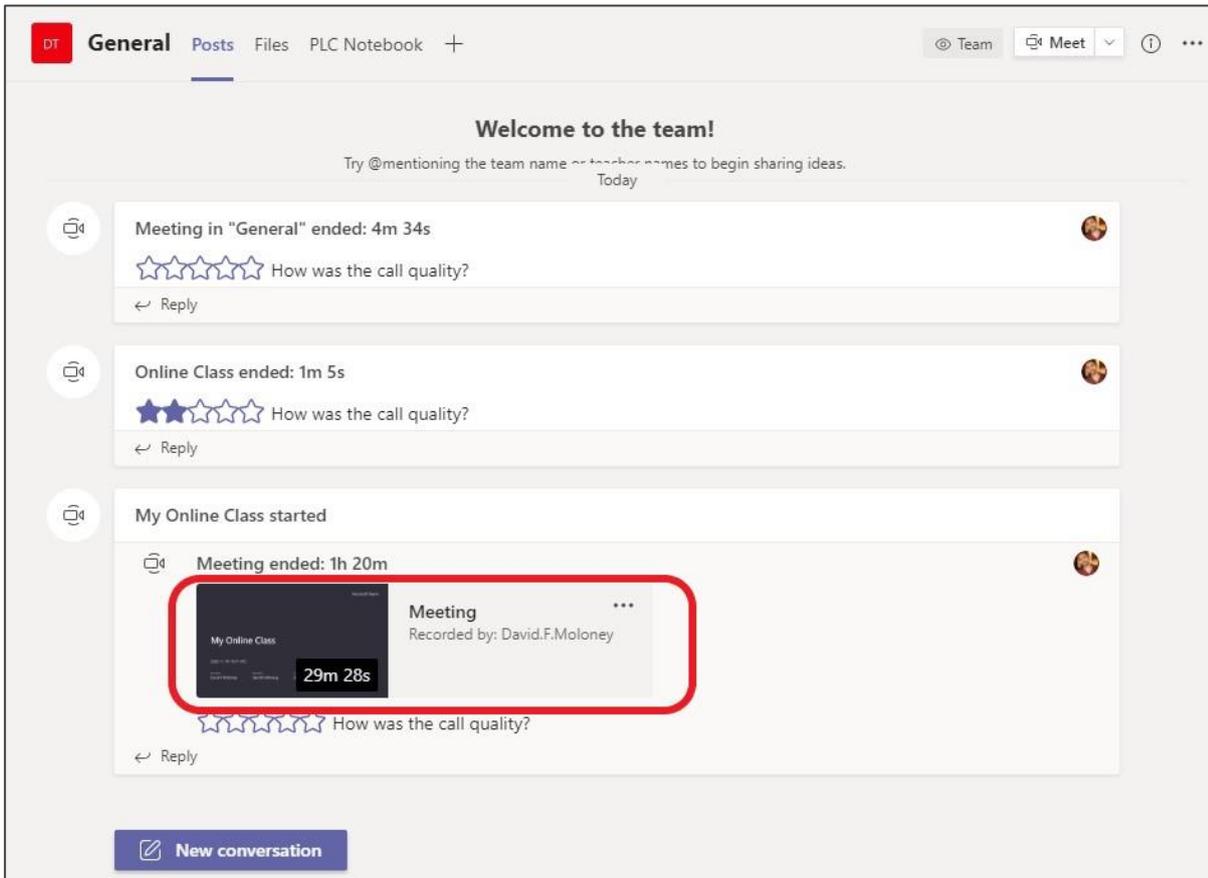
5. You will be asked if you are sure that you want to stop recording. Select the **Stop recording** button to confirm.



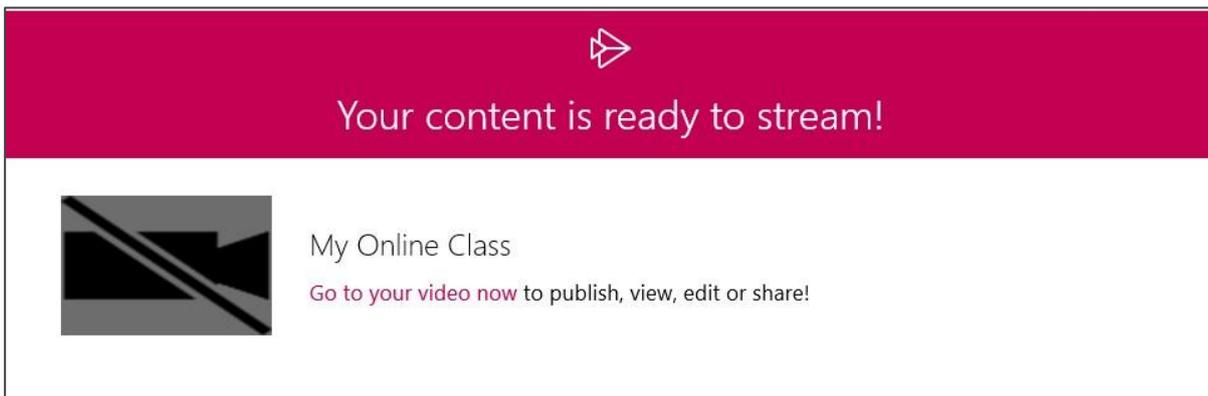
6. A notification banner will appear explaining that the recording is being saved and that you will be able to find a link to the recording in the chat history for the online class (a).



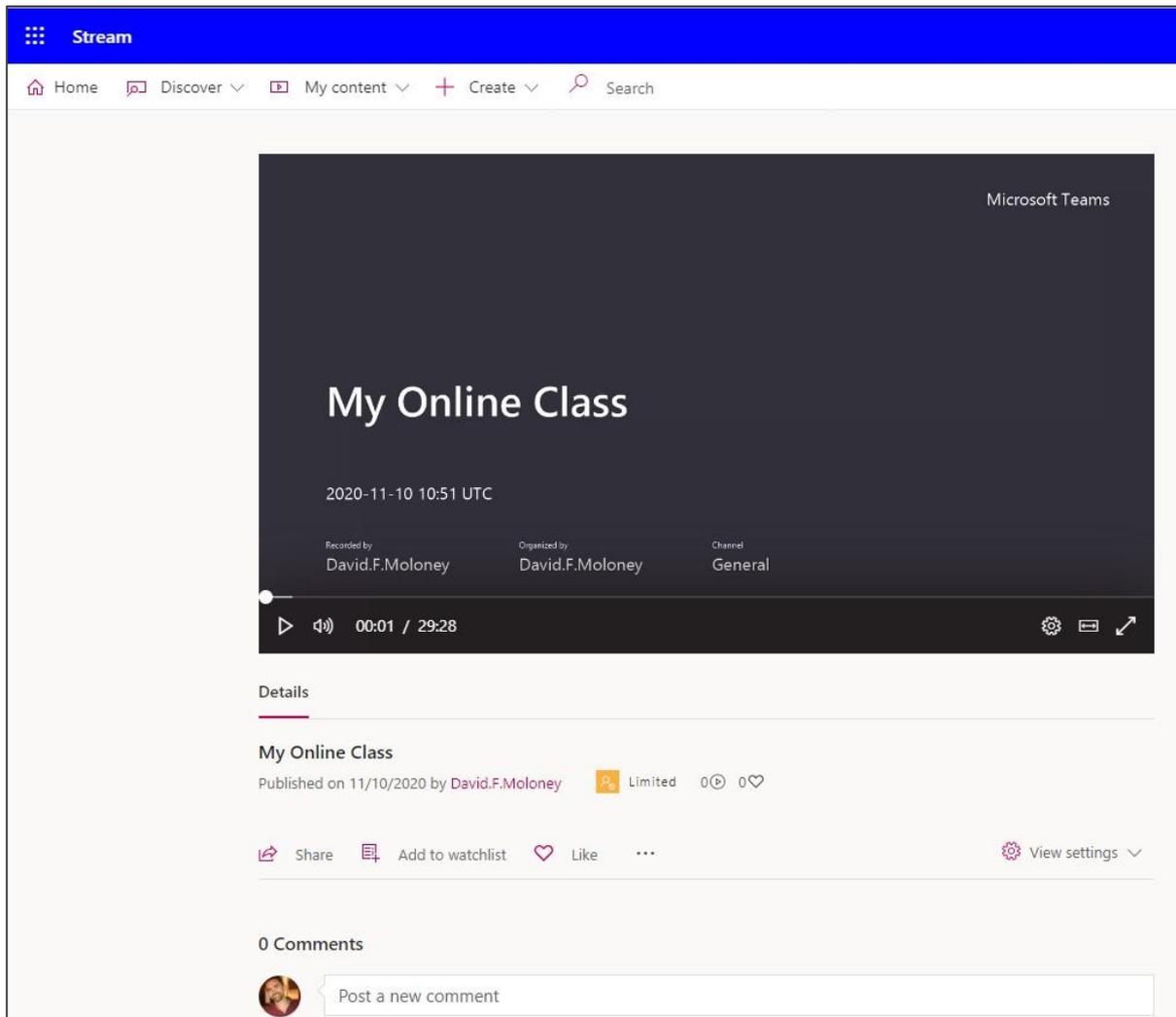
7. Ordinarily, once your recording has processed and saved, you will be able to access it in the chat history.



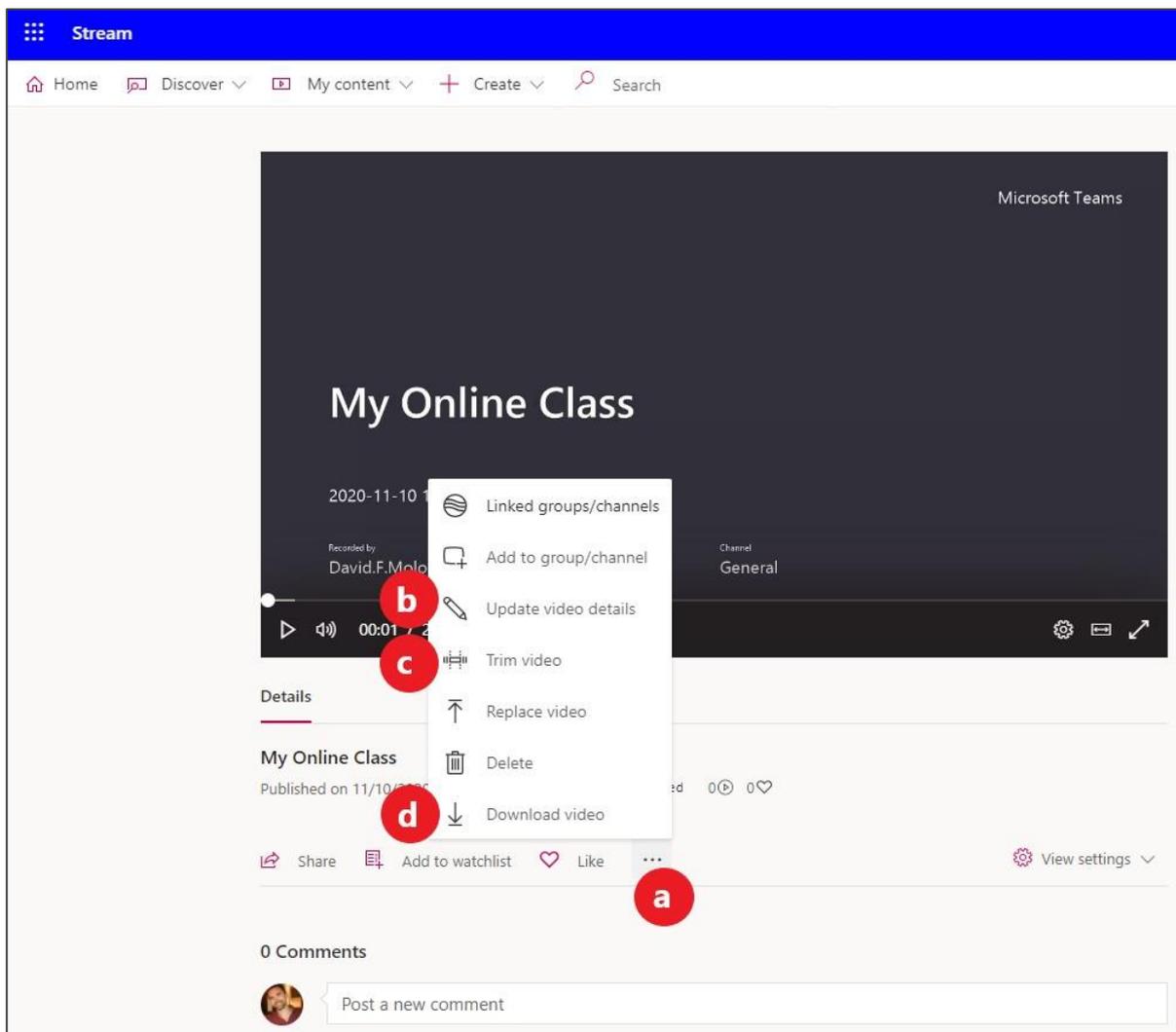
In addition, you will receive an email from Microsoft Stream with a direct link to view your recording on that platform.



8. Click either the link in the chat history or the email to view your final recording on MS Stream.



9. For further options, select the 3 horizontal dots (a) and then, depending on what action you want to take next, you can either **Update video details** (b), **Trim video** (c), or **Download video** (d).



## 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](#).

## Further information:

Please contact [David.F.Moloney@ul.ie](mailto:David.F.Moloney@ul.ie) .

