Set up lecture theatre recordings in Canvas: Quick guide

All lectures delivered in recording-enabled rooms will be captured and released to students from **semester two 2019**.
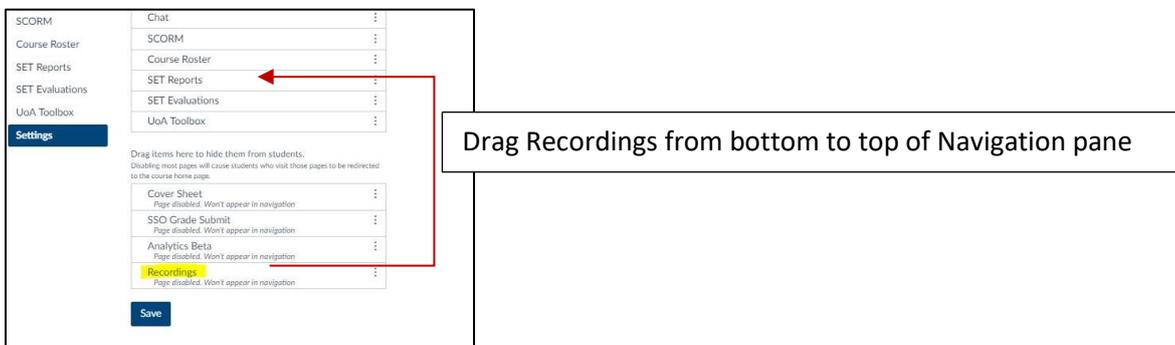
In semester one the University will be transitioning to the new requirement and teachers using the existing recording system may opt in at any time to release recordings through the new **Recordings Tool** in Canvas. Recordings for smaller streams (tutorials, workshops and laboratories) may be released at the discretion of the teacher.

Staff with a Teacher or Teacher support role in Canvas will be able to access, edit and release captured lectures in the Recordings tool.

Enable recordings in Canvas

To enable the Recordings tool in your Canvas courses in semester 1, 2019:

- Go to **Settings** and click on **Navigation**
- Drag the **Recordings** option to the top of the Navigation pane

Drag Recordings from bottom to top of Navigation pane

- Click on **Save**

View recordings

- Click on **Recordings** in your navigation pane.

- The status of courses will be indicated with coloured icons.

Change Settings

- Click on ⚙ Settings above your table of Lecture recordings.

Set your release date

- Select the release time from the drop down menu [1].

Release secondary delivery components

The primary delivery component which is the Lecture section i.e. L01C, L02H will all be published to students automatically. If your course has other delivery modes e.g. tutorials these can be released by ticking the checkbox next to the Section in the **Publish to students automatically** column [2].

Section Name	Publish to students automatically	When recordings will be auto published (hours)	Hide recordings from staff view
MBCHB 221A Clinic C01H	☐	72 (Default) ▼ [1]	☐
MBCHB 221A Laboratory B01H	☐	72 (Default) ▼	☐
MBCHB 221A Lecture L01H		72 (Default) ▼	☐
MBCHB 221A Tutorial T01H	☑ [2]	72 (Default) ▼	☐
MBCHB 221A Workshop W01H	☐	72 (Default) ▼	☐
MBCHB 221B Clinic C01H	☐	72 (Default) ▼	☐
MBCHB 221B Laboratory B01H	☐	72 (Default) ▼	☐
MBCHB 221B Lecture L01H	☑	72 (Default) ▼	☐
MBCHB 221B Tutorial T01H	☐	72 (Default) ▼	☐
MBCHB 221B Workshop W01H	☐	72 (Default) ▼	☐

Changes will be saved automatically

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Edit recording (optional)

- Click on a recording to open it.

- Re-name if required [1].
- Check the ☐ Audio Only option if there are special circumstances which preclude including visual content e.g. copyright, privacy [2].

Embed recording links into modules.

- Click on **Recording Link** [3].
- Embed this link in Modules.

Edit recording content

- Click Go to recording editor to open the editor in a new tab [4].

To trim a recording:

- Click on the timeline to select the starting point then click on **Out.**
- Click on the timeline to select the ending point then click on **In**.

Note: Use the **Undo** button to undo the last step.

- Click **Save changes** or **Apply changes**

Publish your recording

- To publish the recording, place a tick in the **Set the publish status for this recording** box.
- Move the **Publish** toggle to the right to publish the recording.

☑ Set the publish status for this recording
This will overwrite the auto-publish policy and directly control the visibility to students.

Publish ⬤

Access student view and view analytics for recordings

- Click on **Recordings** and click on **Student View**

Recording Name	Course Section	Time	Room
[L01C] 15 Feb 12:00 (Part 1) v.0	STATS 201 Lecture L01C	15/02/2019 12:00-14:00	PLT1 (303-G20)
[L01C] 15 Feb 12:00 (Part 1) v.0	STATS 208 Lecture L01C	15/02/2019 12:00-14:00	PLT1 (303-G20)

+ Ad Hoc ☥ Student View ⚙ Settings

Raw Table | Search:

- Views and downloads are listed underneath each recording.

As staff, you can see all the published recordings here. Students will only see the published recordings from the course sections that they are enrolled in.

☥ Staff View ☰ List View

Sections All Sections | Search:

[L01C] 15 Feb 12:00 (Part 1) v.0
15/02/2019 12:00-14:00
PLT1 (303-G20)
STATS 201 Lecture L01C
● 0 ± 0

[L01C] 15 Feb 12:00 (Part 1) v.0
15/02/2019 12:00-14:00
PLT1 (303-G20)
STATS 208 Lecture L01C
● 0 ± 0

[L01C] 14 Feb 12:00 (Part 1) v.0
14/02/2019 12:00-14:00
PLT1 (303-G20)
STATS 201 Lecture L01C
● 0 ± 0

How many emails will I be sent for a scheduled recording?

If the Lecturer starts the recording as soon as they enter the room and do not pause or stop it until the end of the time, one email with the link will be sent through for the recording. If the Lecturer starts and stops the recording for a break in the middle and then restarts, there will be 2 emails sent through each containing a recording - Part 1 and Part 2.

In semester one the nominated email address(es) will be collected through a faculty process.

How do I apply for an exemption?

Exemptions are managed at faculty level and where granted, are applied at the level of the course. Exemptions should be applied for well in advance of semester two when the Lecture Capture Policy comes into effect. Once granted, an exemption 'rolls over' each semester.

Exemptions may be applied where:

- the primary mode of delivery in the course is not conducive to capture and release of the recordings, and provides limited pedagogical benefits for students.
  Note - this could include, but is not limited to: seminars, studio-based courses, performance courses, team-based learning, and language courses

- the release of lecture recordings leads to increased risk of copyright infringement and other options to manage the risk are impractical
- lectures in a course contain personal information or use case studies which, may infringe privacy or confidentiality, and other options to manage these concerns are impractical.

Getting Help

For assistance with Recordings, please contact the Staff Service Centre by:

- emailing (staffservice@auckland.ac.nz)
- submitting a ticket (https://superuoa.custhelp.com/app/home)
- phoning extension 86000 or 09 9236000

Useful Links

Lecture Capture and Release Policy and Procedures

Guide to the Recordings Tool in Canvas (Canvas Documentation).