

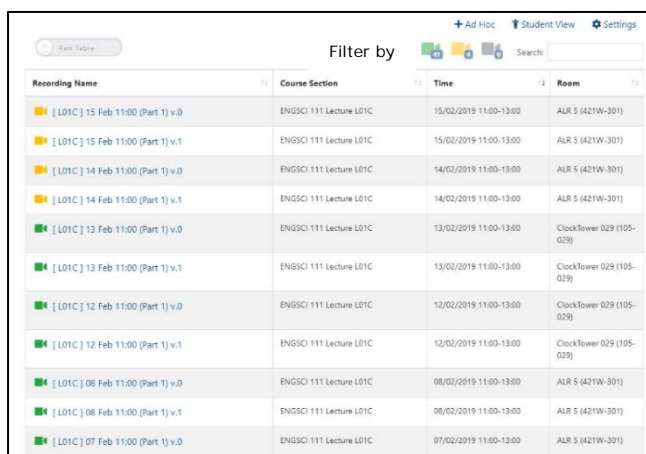
# Set up lecture theatre recordings in Canvas: Quick guide

All lectures delivered in recording-enabled rooms will be captured and released to students from **22<sup>nd</sup> July 2019**. Recordings for smaller streams (tutorials, workshops and laboratories) may be released at the discretion of the teacher.

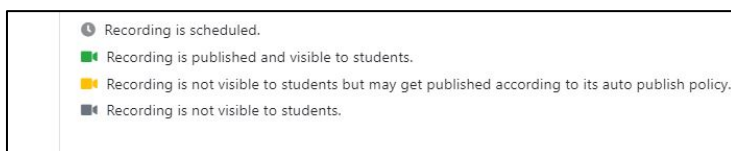
Staff with a Teacher or Teacher support role in Canvas will be able to access, edit and release captured lectures in the Recordings tool.

## View recordings

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



Recording Name	Course Section	Time	Room
[L01C] 15 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	15/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 15 Feb 11:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	15/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 14 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	14/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 14 Feb 11:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	14/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 13 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	13/02/2019 11:00-13:00	ClockTower 029 (105-029)
[L01C] 13 Feb 11:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	13/02/2019 11:00-13:00	ClockTower 029 (105-029)
[L01C] 12 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	12/02/2019 11:00-13:00	ClockTower 029 (105-029)
[L01C] 12 Feb 11:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	12/02/2019 11:00-13:00	ClockTower 029 (105-029)
[L01C] 08 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	08/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 08 Feb 11:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	08/02/2019 11:00-13:00	ALR 5 (421W-301)
[L01C] 07 Feb 11:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	07/02/2019 11:00-13:00	ALR 5 (421W-301)



- Recording is scheduled.
- Recording is published and visible to students.
- Recording is not visible to students but may get published according to its auto publish policy.
- Recording is not visible to students.

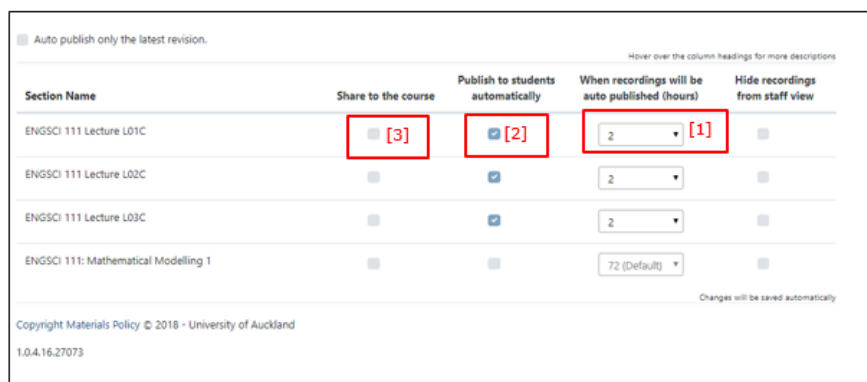
- The status of courses will be indicated with coloured icons.

## Change Settings

- Click on  above your table of Lecture recordings.

## Set your release date

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



Section Name	Share to the course	Publish to students automatically	When recordings will be auto published (hours)	Hide recordings from staff view
ENGSCI 111 Lecture L01C	<input type="checkbox"/> [3]	<input checked="" type="checkbox"/> [2]	2 [1]	<input type="checkbox"/>
ENGSCI 111 Lecture L02C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>
ENGSCI 111 Lecture L03C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>
ENGSCI 111: Mathematical Modelling 1	<input type="checkbox"/>	<input type="checkbox"/>	72 (Default)	<input type="checkbox"/>

## Release secondary delivery components

The primary delivery component which is the Lecture section i.e. L01C, L02H will 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].

## Share recording to whole course

- To share a recording to the whole course tick the checkbox next to the section in the **Share to the course** column [3].

## Edit recording (optional)

Recording Details

ENGSCI 111 Lecture L01C  
07/06/2019 13:00-14:00

260-098 (260-098) [4]  
Recording Link

Part 1  
v.0

Recording Name  
[ L01C ] 07 Jun 13:00 (Part 1) v.0 [1]

The main description for this recording.

Audio Only [2]

Shared to the course [3]

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

[5]  
Go to recording editor Save changes

- 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].

Note: If you wish all recordings for a course to be audio only you will need to request this when requesting recording via the [lecture theatre recording form](#).

## Share recording to whole course

- Check the  Shared to the course option to share this recording to the whole course.

Note: if you have already selected this option in *Settings* the check box will already be ticked.

## Embed recording links into modules.

- Click on **Recording Link** [4].
- Embed this link in Modules.

## Edit recording content

- Click  to open the editor in a new tab [5].

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  or

## 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

## Replace original version of an individual recording with an edited one

Recording Details

THE UNIVERSITY OF AUCKLAND  
To Whare Whangai o Tamaki Makaurau  
 NEW ZEALAND

ENGSCI 111 Lecture L02C 260-098 (260-098) Part 1  
07/06/2019 10:00-11:00 Recording Link v.1

Recording Name

The main description for this recording.

Audio Only

Shared to the course

Set the publish status for this recording [1]  
This will overwrite the auto-publish policy and directly control the visibility to students.

Publish [2]

Unpublish all other revisions, (1 affected)

If you edit a recording and wish to publish this edited version of the course rather than earlier version:

- Click on the Recording
- Toggle the Publish button to publish [1].
- Check the  Unpublish all other revisions. box [2].

## Automatically publish latest revision of an edited recording

- To automatically publish the latest revision of any recordings check the  Auto publish only the latest revision. box.

Auto publish only the latest revision.

Auto publish only the latest revision.

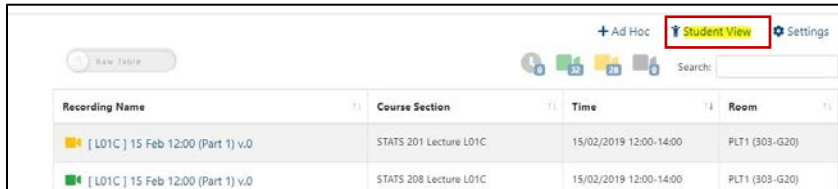
Hover over the column headings for more descriptions

Section Name	Share to the course	Publish to students automatically	When recordings will be auto published (hours)	Hide recordings from staff view
ENGSCI 111 Lecture L01C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 ▾	<input type="checkbox"/>
ENGSCI 111 Lecture L02C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 ▾	<input type="checkbox"/>
ENGSCI 111 Lecture L03C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2 ▾	<input type="checkbox"/>

Changes will be saved automatically

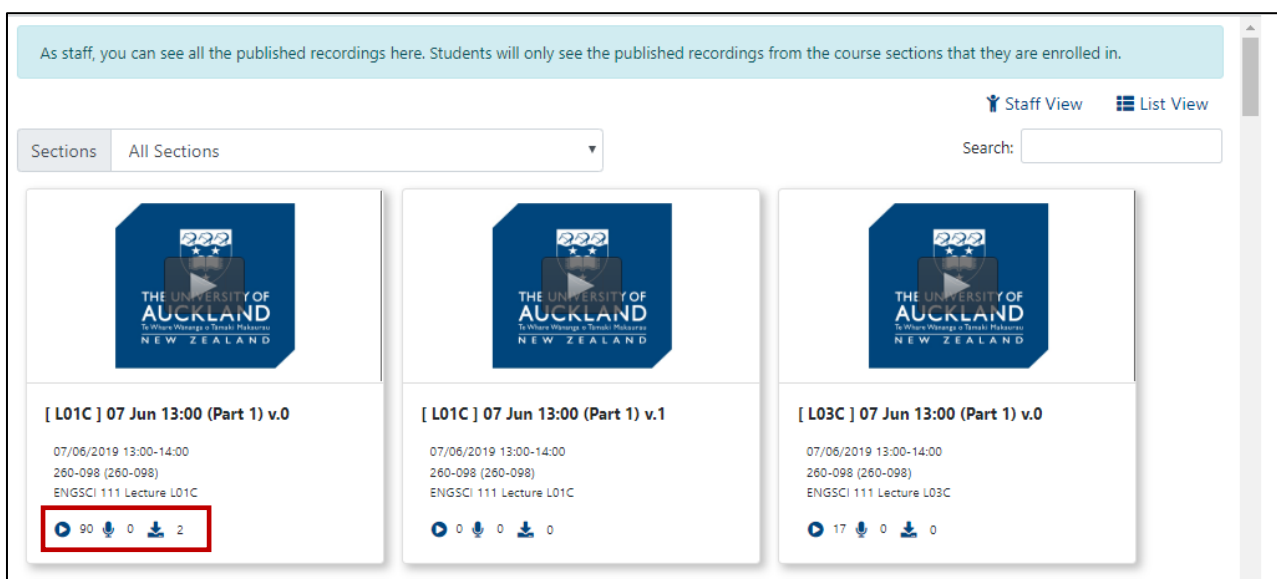
## Access student view and view analytics for recordings

- 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)

- Video views, audio recordings 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.

Sections: All Sections

Staff View List View

Search:

Recording Name	Course Section	Time	Room	Video Views	Audio Recordings	Downloads
[ L01C ] 07 Jun 13:00 (Part 1) v.0	ENGSCI 111 Lecture L01C	07/06/2019 13:00-14:00	260-098 (260-098)	90	0	2
[ L01C ] 07 Jun 13:00 (Part 1) v.1	ENGSCI 111 Lecture L01C	07/06/2019 13:00-14:00	260-098 (260-098)	0	0	0
[ L03C ] 07 Jun 13:00 (Part 1) v.0	ENGSCI 111 Lecture L03C	07/06/2019 13:00-14:00	260-098 (260-098)	17	0	0

## Email notifications

### Who will receive the email notification?

All recordings are available in the Recordings tab in Canvas. If you have previously scheduled recordings you will automatically receive an email notification with the link to the recording.

If the recording has not been previously scheduled the Course Coordinator will receive the notification email.

If you receive the notification email and this should be sent to another staff member please contact the Staff Service Centre (SSC) on 86000 or click to [Raise SSC Request](#)

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

If a Lecturer stops the recording and then restarts there will be 2 recordings - Part 1 and Part 2 which will appear on separate emails.

An edited recording will generate an email notification.

## Exemptions

### 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.** Once granted, an exemption 'rolls over' each semester for up to 5 years.

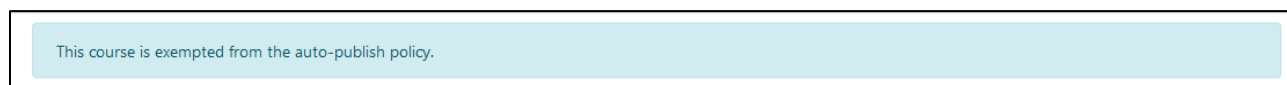
See [Guide to Lecture Release Exemptions Process for Staff](#).

A course may be exempted where:

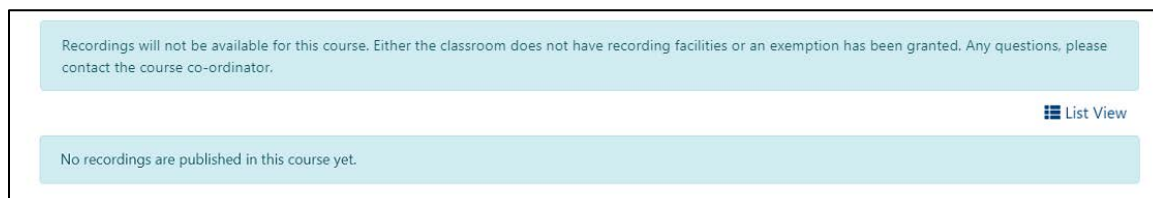
- The primary mode of delivery in the course is not conducive to capture and release of the recordings, and provides limited pedagogical benefits for students.
- The release of lecture recordings leads to increased risk of copyright infringement and other options to manage the risk are impractical.
- 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.

### How do exemptions appear in Canvas?

- Staff will see the following view for exempted courses:



Students will see the following view for exempted courses:



## Getting Help

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

- Emailing ([staffservice@auckland.ac.nz](mailto:staffservice@auckland.ac.nz))
- Submitting a [ticket](https://superuoa.custhelp.com/app/home) (<https://superuoa.custhelp.com/app/home>)
- Phoning extension 86000 or 09 9236000

## Useful Links

[Lecture Capture at the University of Auckland](#)

[Lecture Capture and Release Policy and Procedures](#)

[Guide to the Recordings Tool in Canvas \(Canvas Documentation\)](#)