RECORDING AND DISTRIBUTION
LECTURES & PRESENTATIONS

PROBLEM
Lecture capture and presentation recording are an integral part of the teaching and learning experience in medical education. These services have largely become available to faculty and students in the College through independent initiatives which has resulted in fragmented, unreliable and often a poor experience for faculty, students and staff.

Furthermore, recordings have been a sensitive issue among faculty, and without a robust process that systematically and reliably preserves the rights and protections of recordings, we run the risk of losing the trust of faculty and eroding the learning experience.

PURPOSE
The procedures and details that follow seek to provide a holistic, strategic approach to managing all recordings in the College. It, 1) sets and maintains a quality, sustainable, and reliable standard of service, 2) ensures that the appropriate resources are in place to support the needs of the program and 3) ensures that measures and processes are in place to systematically support the RIGHTS AND PROTECTIONS for students and faculty when recording and distributing instruction.

AUDIENCE
Technical staff (a separate statement will be issued to instructors to inform them of the service standard).

RIGHTS AND PROTECTIONS (RECORDINGS)
All recorded materials must be appropriately secured according to the following criteria:

1. Releases are to be signed by all participants agreeing to the following.
   I. Participants agree to be recorded (as necessary and if needed).
   II. Recordings are limited to participants of a course in the current year.
   III. Recordings expire 2 years after the recording (must be removed from the system, unless otherwise requested).
   IV. Recordings are copy inhibited (reasonable measures to be taken to prevent copying).
   V. Copyright must be respected.
   VI. Recordings are used strictly for academic and teaching purposes, unless express permission is sought.
Note: These criteria were developed to help assure faculty and students, that recordings would be used in an appropriate fashion during the commissioning of Distributed Education is A226.

**DEFINITIONS**

Lecture capture – Real-time instructor video, audio and presentation.
Presentation Capture – Real-time instructor audio and presentation.
Desktop Capture – Offline instructor audio/video and presentation.

**SERVICE LEVEL EXPECTATIONS**

1. UGME courses and lectures are to be recorded through presentation capture or lecture capture technologies.
2. UGME courses are to be published and distributed through a managed service (i.e. Echo Streaming Server (ESS)) where the media management protects faculty and staff RIGHTS AND PROTECTIONS.
3. Other, non-course based recordings (PGME – rounds, JURSI, Admin) will be managed as appropriate.

**SCOPE AND DURATION**

The scope of this document shall remain within the College of Medicine. The duration of the guidelines should remain in place and periodically reviewed for appropriateness.
Standard Operating Procedures

PROCEDURES
The following service levels apply to the programming of the college:

1. **UGME (Didactic Courses and Lectures – Phases A & B):**
   a. Standard Classroom Service (classroom based delivery, non-distributed mode, live):
      - Mode: Presentation Capture
      - Tool: Echo (Capture and Personal), Smart Capture (instructor audio and presentation are recorded)
      - Stream/Storage: ESS
      - Availability: B3, B6, B10, B450, A226, 1C24\(^6\), 0A18.29\(^6\)
      - Need: Supplement learning.
      - Notes: No camera operator;

   b. Distributed Classroom Service (classroom based delivery, distributed mode, live):
      - Mode: Lecture Capture
      - Tool: Echo360 (instructor video, audio and presentation are recorded)
      - Stream/Storage: ESS
      - Availability: A226, B450, 1C24\(^6\), 0A18.29\(^6\)
      - Need: Supplement learning
      - Notes: Pedagogically valuable to record lecturers for DME for the participating sites.

   c. Desktop Service (flipped classroom, pre-recorded):
      - Mode: Desktop Capture
      - Tool: Echo (Capture and Personal), Smart Capture (instructor video and/or audio and presentation are recorded)
      - Instructor: s/w dependent (some s/w may have video or just audio with presentation)
      - Stream/Storage: ESS
      - Availability: Instructor dependent
      - Need: Provide pre-class learning.
      - Notes: Instructors record to a standard format (see below) and then upload to the ESS.

2. **Other College Programs – (PGME, JURSI)**
   a. **PGME / JURSI (program based)**
      - Mode: USask VC bridge / recorder
      - Tool: VC (instructor video and/or audio with presentation files are posted separately).
      - Stream/Storage: ESS
      - Availability: Portable / select rooms in RUH
- Need: DE program based collaboration
- Notes: May need to create a “Course” for PGME and JURSI to host the files and secure permissions.

3. Admin & Public (non-course related):
- Recording: USask VC bridge / recorder
- Stream/Storage: Medicine Streamer (streamer.usask.ca)
- Availability: Portable
- Need: Recording of administratively or politically significant events
- Notes: non-course related recordings to be hosted on streamer or alternative service.

Other Items:
1. Acceptable file formats: WMV, AVI, mp3, mp4, MOV, m4v
2. Desktop capture standard (included audio enabled PPT): export to supported video format (3.1)
3. Post Processing: Post processing is to be limited to clipping dead space prior to and immediately after a lecture. Must be in acceptable format.

Recommended Desktop Capture:
- Mac: Camtasia, Webex, SmartCapture (avoid tools that produce proprietary formats)
- Windows: Webex, Camtasia, elluminate, SmartCapture, Echo Capture and Echo Personal

APPENDIX A

ESS OPERATING PROCEDURE

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Regina: Auditorium – 1C24; Learning Center Classroom – 0A18.29