

Lecturecast in the MBBS

The main lecture theatres at each of the campuses are now equipped with appropriate recording equipment. In line with the Medical School's E-learning policy and the MBBS new curriculum vision to provide the best possible student experience, all MBBS lectures held in these main theatres (LT1 and 2 Royal Free, Cruciform 1 & 2 Bloomsbury, and U/G Lecture theatre, Whittington, Lecture Theatre at 33 Queen Square and Wolfson Lecture Theatre Queen Square), will be recorded. These recordings will then be made available to UCL medical students online through the UCL virtual learning environment, Moodle.

Lectures will be recorded, based on the timetables supplied to ELE (UCL E-Learning Environments) by the relevant module administrator, and students will have access to the lecture and any associated materials from within Moodle. Evaluation of the use of existing Lecturecast materials suggests students make extensive use of these on line materials both for review during the module and for revision later in the year. There is no evidence that student attendance declines as lectures are made available online.

Recording procedure

Recording of lectures will take place automatically providing ELE have had the relevant timetable submitted to them. Recording is scheduled using a centralised system and requires no active participation by the lecturer. Three separate streams are recorded; the projected slides, the sound from the lecturers microphone, and a view of the lecturer at the lectern.

Advice for lecturers

The system is designed to have minimal impact on the lecturer – there is no visible indication that recording is taking place, and lecturers should not feel they need to adjust their style to accommodate recording.

However there are a few important points to consider

- a) **Sound:** In order to capture sound reliably, the radio lapel microphone should be worn for all lectures (making sure that it is switched on and working), or alternatively the lecturer should stay within close range of the lectern microphone.
- b) **Movement:** Lecturers who move about as part of their lecture style may well move out of the recording field, and so may disappear from parts of the recording. This is not a problem and you should not regard this as inhibiting your normal lecturing behaviour, just be aware that you may not be visible all the time on the recording.
- c) **Interaction:** Where you interact with the audience, or questions are asked, please repeat the question yourself for the audience (and the microphone), so that it is recorded clearly.
- d) **Pointers:** If you use a pointer in conjunction with your slides, it is better to use the mouse, as it will be captured on the recording. Hand-held laser pointers do not show up well.

Uploading of Lectures to Moodle

Once lectures are recorded, they are processed by the Lecturecast system, and are ready to be viewed within about 2 hours. Making the lectures available within Moodle requires a one-

off procedure, using a special link. This will need to be inserted by the relevant Moodle administrator for the module in question. Once completed, all lectures recorded in that module will be available automatically in date order. ELE provides brief orientation sessions for Moodle administrators to insert the relevant link, and to demonstrate how to perform some limited editing of recordings should they wish. These sessions should be arranged by administrators directly with ELE at their mutual convenience.

Lectures can be edited by administrators, or academic staff, for example to remove long gaps at the beginning or end, and ELE can include details on this in the orientation session. However, in the vast majority of cases this is not necessary. Students do not expect professional quality recordings, and can easily navigate to the sections that they wish to review. Academic and administrative staff should be reassured that there is no expectation that they should devote additional time to this.

Access to lectures by students

Once set up, all lectures in a given module will appear automatically in the relevant Moodle course for viewing by students. Only enrolled medical students will have automatic access to the relevant Moodle course, and thus to the recorded lectures. Other UCL Medical students in other years will have guest access should they wish. Other UCL students and staff can view recorded lectures if provided with a direct link, but they do not have automatic access to Medical School Moodle courses. There will be no public access to any recorded lecture material.

To view the recorded lectures, students need to login to Moodle, and then will be required to login separately to the Lecturecast system – this second login cannot be avoided and adds some additional security because it cannot be cached by browsers. Recorded lectures can only be watched as a playable video stream online, they cannot be downloaded as a podcast or video file for 'offline' use and therefore distribution. This makes unauthorised copying and distribution substantially more difficult, although not impossible. The only way this could be done would be to watch the entire lecture, at the same time using video capture software on the local machine.

Lectures will be available until the end of the academic year in which they are recorded, are kept for a further year in archive, and then deleted from the system. Archived lectures can be reinstated on request.

Copyright and performance

Just as with lecture content previously, all material used in lectures that are recorded must comply with copyright rules, and this is the responsibility of the lecturer concerned. Detailed and helpful advice about copyright is available from the UCL library website:

- a) Regarding E-learning materials:

<http://www.ucl.ac.uk/library/copyright/copy-e-learning.shtml>

- b) Regarding recorded lectures:

<http://www.ucl.ac.uk/library/copyright/record-lecture.shtml>

In addition to copyright rules regarding content, recorded lectures include performance copyright issues. For lectures delivered by UCL staff, UCL claims rights to performance copyright under the staff Intellectual Property Rights policy:

<http://www.ucl.ac.uk/library/scholarly-communication/ipr.shtml>.

This means that formal permission does not need to be obtained for recording and showing lectures to students for performance copyright given by UCL staff.

However, lectures given by external lecturers, or where outside contributors are involved e.g. other lecturers, patients, clinicians from outside UCL, explicit permission must be obtained. While verbal consent can be adequate, best practice would recommend obtaining written consent from all outside contributors, preferably well in advance of the lecture. A model form is available to download here:

http://www.ucl.ac.uk/library/copyright/consentform_visitors.pdf

Should consent not be obtained, then the lecture should not be recorded and LTSS should be informed. If consent is withheld just before the lecture or after its recording, the lecture should be made unavailable, and removed from the Lecturecast system. This can be done by the relevant administrator, LTSS, or the E-learning Sub-dean.

Frequently asked questions

My lecture is to be given at a venue other than those listed above. Can my lecture be recorded?

If your lecture is not being delivered in the Cruciform LT1 or 2, the Whittington Undergraduate lecture theatre, or Lecture theatres 1 or 2 at the Royal Free Campus it will not be recorded. Some other central Bloomsbury venues are equipped with the Lecturecast equipment and may be available for your use, but there are presently no alternatives at the Whittington or Royal Free Campuses. Further detail of the locations of Lecturecast equipped rooms can be found at:

<http://www.ucl.ac.uk/isd/staff/e-learning/tools/lecturecast>

I do not object in principle to being recorded, but I have only just discovered that recording of lectures is taking place, and surely you should have asked my permission first?

There has been no wish or intention to record lectures without giving prior notice to all teaching staff who are affected by the policy of MBBS lecture recording. Unfortunately, despite widespread notification and notices in the lecture theatres, some staff may have found out after the event. We apologise for the discourtesy of this, and hope that you will understand this was not deliberate. This in no way limits your ability to discuss future or past recording, but you are reminded that recording is proceeding as a matter of Medical School policy, and that performance copyright to your lectures are included within the staff IPR policy.

What is to stop students from copying the recorded lectures and distributing them to others or uploading them to video sharing sites?

Firstly there is some security in the mechanism by which lectures are distributed: they are not available to be downloaded as a file or podcast, and can only be watched live. However were a student to re-record the live transmission, they could in theory then circulate a copy. This however would require a dedicated and determined effort on the student's part to break copyright rules.

Secondly, medical students are bound by a student agreement and must comply with our fitness to practise rules. Breach of copyright concerning recorded lectures would be considered a very serious offence, and would definitely engage a fitness to practise process for the student concerned. All students will be informed of this explicitly, and so they know that a breach of this sort would put their medical career in substantial jeopardy.

I understand that the policy is for all MBBS lectures to be recorded but none-the-less I do not wish my individual lectures to be recorded for personal reasons.

If you have personal reasons for not wishing your lecture to be recorded, you should discuss this with the Sub-dean for E-Learning. While the recording of lectures is voluntary, it is the reasonable expectation that lecturers will have their lectures recorded, and we would hope that most lecturers would be happy with this. However, if there are clear legal, personal, or other justifiable reasons for not recording a particular lecture, this can of course be accommodated by agreement. Systems have been set up to minimise the intrusion into teaching, and to maximise utility and proportionate security, and academic staff should be reassured that there is no evidence that attendance or the value of face-to-face teaching are affected by the availability of recorded lectures. This will be kept under review.

If individual staff are sufficiently uncomfortable about having their personal features recorded, it is possible to not record the lecturer visually, and to only record the sound and slides. However this should be agreed with the E-learning Sub-dean at least 3 weeks in advance of the lecture so that the recording programme can be adjusted. It is also possible to amend an existing recording to remove the lecturer view if requested. However staff are reminded that this may make the lecture less valuable to the students.

What happens if I discover that I have included copyright material which is not cleared for use in lectures or recorded content?

You should notify your Moodle administrator and LTSS as soon as possible. It may be possible to edit out the section of the lecture which breaches copyright, keeping the remainder of the lecture available. Alternatively, the whole lecture may need to be removed.

I am concerned that some of the material I show in my lectures is very graphic and only suitable for Medical Students. It appears that any UCL student, once given the link to my lecture would have access and I am concerned that this might prove disturbing to them or that the material would be used inappropriately.

Firstly, non-medical students could only have access if directed to a link by a medical student, and this would be a breach of the student contract, just as making a copy and distributing it would be. The potential sanction is likely to be sufficiently serious to be an effective deterrent to this.

Secondly, there is probably nothing that is not already publicly available on the Internet for students who wish to look at shocking or graphic material. Those non-medical students who seek such material will find it much easier to obtain it online on their own, rather than incite a medical student to breach UCL copyright. Considering the risk and proportionality, it is better that our medical students have access to the full range of teaching materials, than be disadvantaged by lecturers removing content on the very small risk of misuse.

Who can I contact if I have any further questions?

If you have a question about access to lectures for students, or availability, you should first contact your Moodle course administrator, who will have control of the lectures. Should you have a technical question or practical query, you should contact LTSS (ltss@ucl.ac.uk) or look at the online resources below. Should you have a question regarding the policy of lecture recording or a request to exclude recording, you should contact the E-learning Sub-dean, Dr Will Coppola (w.coppola@ucl.ac.uk)

Further details and information about the Lecturecast system and its use throughout UCL are available online at:

<http://www.ucl.ac.uk/isd/staff/e-learning/tools/lecturecast>

<http://www.ucl.ac.uk/isd/staff/e-learning/tools/lecturecast/faq>