VStream FAQs

What do I need to do now?

Check that the schedules are set up for your course and check the room, time and consider what room you are in and what is in the room for you to use for teaching (i.e number of screens, document camera, microphones etc.)

Be aware that the recordings are happening and tell your students.

Make sure you don't have any private conversations with students before or after the lecture with the microphones on.

How do I check my scheduled recordings?

- Go to VStream videos link in your Blackboard course.
- Select 'open in Panopto' icon far right top corner (box with arrow in it).
- This opens view of VStream folder in Panopto portal.
- Check the 'show scheduled recordings' option at the top. All recordings will be listed in date order, existing or scheduled. To Change the order, click on the date title, to re-sort.

☑ Show scheduled recordings

What do have to do in class for the recordings to be successful?

When you are teaching make sure you ALWAYS use microphones wherever they are available including using a lapel microphone if you wander around the classroom.

Use the computer in the room and make sure PowerPoint is used in slide view and fills the screen.

How to I control the availability of recordings for students? What settings can I change?

Please be aware of University requirements to get Dean's approval for opt out of recordings or changing availability.

By default recording will be automatically uploaded into you Blackboard course and be available for students to view for the duration of the course. Students will get access to the recordings through the Blackboard course VStream videos link.

If you want to delay student access (for review and editing) or restrict access (to certain recordings or for certain students) you need to change the availability setting for the course folder.

The overall course folder can be set to limit the availability to certain dates or hold back recordings until approved by lecturer.

To change the folder settings:

- Go to VStream videos link in your Blackboard course.
- Select course folder settings far right top corner (cog icon). ⚙
- This opens a pop-up window for course folder settings.
- Select settings from the menu on the left and scroll down to Availability section.
- Here select the 'when approved by a publisher' option.
- Click the X top right to close the window.

Now, once a recording is made it will show in the course VStream folder as waiting for approval. review and editing can be done at this point.
The lecturer needs to go into the settings for that video and select Approve and save, in the Overview section.
the recording will then be visible to students.
For a full break down of availability settings you can look at the Panopto Help pages.

What actually gets recorded?
By default, with scheduled recordings the screens in the room are captured and an audio feed from the microphones in the room. Where is more than one screen, all screens will be recorded.
If a laptop is plugged in to the lectern and is displayed on the main screen for the room it will get captured.
If you use a document camera in the room and display this on the main screen it will get captured.
If you need to use a laptop and document camera, please talk to your CAD adviser about setting up for this scenario to be recorded properly.

By default, there is no video camera being used.
The option to have a video feed from the room as well as the screen capture and audio was removed in most teaching rooms. This is because the value of the video feed for these recordings was found to be very low quality and distracting for the viewers. Having the video there added complexity and more potential for errors and so the decision has been taken to remove the camera from most spaces and just focus the recordings on good sound recording and screen capture of all screens.

How do I know if it is recording during class?
If a recording is happening in a room, you will see the Panopto logo (green hexagon) in the bottom right taskbar with a red dot on it indicating recording.

If the Panopto logo has a yellow exclamation mark, it means there is a warning that something is preventing the recording. Please call ITS 5475 to ask for this to be checked.

How do I get help during class time if something goes wrong?
Sometimes technical issues occur with the recording system, the classroom computer or the microphones. There may be instances where recordings fail in some way. In some instance we can recover content and, in some cases, it is not possible to recover the recording.
If something occurs during teaching that you are aware of please call 5475 from the room (there might be a phone in the lectern) and ITS will respond.
If you notice a problem with a recording after teaching time, please log a call with the Service desk for investigation.

Can I pause or stop the recordings?
If you finish your class early you can stop your automatic recording manually. Alternatively, if there is sensitive content in the middle of a lecture you can select Pause to hide the section of the recording, but don't forget to un-pause the recording.
Both Pause and stop can be accessed by clicking on Panopto icon in the bottom taskbar and selecting stop/pause.

How do I stop the recording from happening at all?
There are two ways to prevent a recording from happening at all:

1. delete the scheduled recording instance from the course folder. See instructions above about how to check your scheduled recordings. Select the specific recording instance you want to remove and click Delete button (Bin icon).

2. when you walk into the class and you see that recording has started, indicated by the panopto icon with a red dot in the computer taskbar bottom right of the screen, you can click on the icon and select stop recording.

If you have set up your folder (as described above) to delay availability of recordings, you can let the recording happen and then delete it afterwards rather than approving it for student availability.

Do I have to edit the recordings? How would I do that?
You do not <u>need</u> to edit recordings.
You may wish to do so if, e.g.:

1. There was a portion of the lecture which included sensitive material, copyright material or private discussion where students were captured.

2. Sections of the recording are of periods of students working during class and therefore no valuable content worth recording.

Select the recording you want to edit and select the edit button (icon of a pen) under the recording title.

In the editor tool you can add contents entries, add a YouTube clip, add a web link, add captions, add specific slides, add quiz questions and make cuts from your recording.

Refer to support information on editing, talk to your CAD adviser or request specific support for VStream editing by contacting ITS Service Desk.

What happens to the recordings if my course changes room or time?
If you change room or class times please log a call with the Service desk for the schedules to be changed for your course.

If my course is not scheduled for automatic recordings or the room is not set up for it, then how can I do manual recordings?
All teaching rooms will have either automatic recordings set up (by the Service Desk for tri 1 2020) and an icon on the desktop for the Web recorder or the desktop manual recorder on computer in the room.

Please check what room you are teaching in, whether you have a schedule set up or not and if you will need to manually record.

If you are uncertain how to manually record look at the support information in the Recording Tab on this page and look at Quickstart. Alternatively contact your CAD adviser to learn how to manually record.

How do I prevent students being able to download the recordings?
The default for the University is to allow students to be able to download a podcast version of recordings so that they can watch the recordings on mobile devices without requiring a continuous Wi-Fi or network connection. You can change this setting for your course though.

To do this:

- Go to Blackboard VStream videos link in course.

- Go to course folder settings (cog icon) on top right side of screen.

- Select Settings from the menu on the right and change the drop-down option for Downloads to be Admins, videographers and Creators only.

How does this work if I'm using zoom in the classroom?
The recorder picks up everything that happens on the screen including the use of Zoom.

If you have a question that wasn't answered by this list, you can try to get an answer from the below places:

1. log a call with the [Staff Service Centre](#).
2. contact your [CAD adviser](#).