Recording of Mathematics and Statistics OU Live Tutorials

The University policy on recording of online tutorials rests with the Education committee, until a decision is reached across the university it has been agreed by the Mathematics and Statistics Board of Studies that the recording facility of OU Live tutorials will be activated for all mathematics and statistics modules, subject to the following:

- The decision to record is at the discretion of the individual tutor.
- If the tutor decides to record some or all the tutorial, they must make all students aware of this at the start and give any student the option of leaving the tutorial at this stage. The tutor should make it clear that the recording will be visible by all students who are eligible to attend the session and will remain available during the module presentation and for the three year post presentation ‘read only’ period.
- The tutor should also make it clear that even when a recording has been made, this will not always result in a recording which can be made visible to students.
- After the tutorial has taken place it is at the discretion of the tutor whether or not to make that recording available.

Students should be made aware that recording using local screen capture is in breach of the code of conduct they signed up to when registering, and data protection regulations. However if the tutor is in agreement then the student is allowed to save the whiteboard presentations.

Online tutorials are still tutorials – often dealing with an individual student’s problems and misconceptions – not lectures, consequently it will not always be appropriate to use the record facility.

Please note the following advice:

- Remember that you do have the ability to pause and re-start the recording at any moment during the tutorial, so general discussion sections can easily be implemented and not recorded if required. Having a period at the beginning of a session which is not recorded for general discussion is also possible.
- In general the expectation is that students attend and participate, and the recordings act as a back-up.
- If a tutorial is recorded, normally on undergraduate modules the recording will be made available to students in your cluster (see below for details on how to do this). For some modules the cluster is all students on the module. On other modules some tutorials take place in the module room and here recordings are available to all students on the module and some modules most notably on post-graduate and mathematics education modules make use of this facility. The important point is that all students attending the tutorial need to be aware who the cohort of students is that will be eligible to view the recording when agreeing to attend the tutorial where the recording takes place.

The University’s general guidance to tutors about recording tutorials is at http://www2.open.ac.uk/tutors/_data/documents/protocols-for-the-recording-of-online-rooms-tutorials-january-2014.pdf?go=1

Making your recording accessible only to your cluster group

Wait until after the session has ended and the recording is showing, you will see some icons to the right hand side of the recording (at the bottom of the screen). There is an edit icon (which can be used to edit the title of the recording) and an eye icon (you need to click on this to open the eye which will then make the recording visible to all the students who can access that OULive room.
Activity Name: M140-16J Online tutorial room - Scotland/Ireland/Roi (11,12) CG [2298] M140-16J
Room Name: M140-16J Online tutorial room
Description: Audio Conferencing session for online cluster group activity.
Session begins: Tuesday, 6 Sep 2016, 00:15
Session ends: Tuesday, 31 Oct 2017, 23:45

Preload file: M140_welcome16j.wbd
Recording is manually controlled

Check for common issues, and verify your setup using the troubleshooting guide

OU Live has a dedicated Launcher to join sessions and view recordings. If you haven't already done so, leave plenty of time to download the ~45MB file and install the Launcher the first time you connect, before joining your first live session. Further guidance is available in the OLS-GUIDE.

Join Session

Play recording - Tuesday, 11 Oct 2016, 21:02 - 19.6MB - Intro and unit 1 (Rachel Hilliam)