Recording of Mathematics and Statistics online Tutorials

The University’s guidance on recording of online tutorials is set out here:

http://www2.open.ac.uk/tutors/tutorials/recording-tutorials

The Mathematics and Statistics Board of Studies agreed the recording facility of online 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.

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 (most notably on post-graduate and mathematics education modules) some tutorials take place in the module room and here recordings are available to all students on the module. 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.
**Making a recording**

1. To start recording go to Meeting > Record Meeting...
2. Add a title/description (note this can be changed or added later)
3. Click OK

When recording starts Hosts will see a red dot at the top right of the screen and a pop-up message.

Participants will also see the red dot and get a similar pop-up message saying that the session is being recorded.
Pausing and stopping a recording
Click on the red dot to open the recording dialogue box. Here you will find Pause Recording and Stop Recording. Pause recording is useful if there are periods of inactivity, such as during breakout activities. ‘Stop recording’ stops this particular recording altogether.

Don’t use ‘Stop recording’ whilst a tutorial is underway. Use ‘Pause Recording’ instead. Remember that Stop Recording ends the recording and makes it immediately available on the VLE Join room page.

The recording table
Recordings will appear almost instantaneously. They can be found at the bottom of the Join Room page. When the recording first appears it is not visible to students. You have to ‘open the eye’ to make it visible, once you are happy with the recording.

Note: Number of views allows you to see a list of names of students who have accessed the recording. You are not able to tell how much of the recording they watched.

It is important to give the recording a name and meaningful description so that students can find it, particularly when there are lot of recordings. Also consider hiding any earlier recordings that are no longer needed, to keep the list short.