

## Staff Guidance – Recording for Blended Learning

This document aims to provide assistance to DMU staff who are preparing teaching materials for blended learning in Semester 1/Term 1.

This support is provided through a series of scenarios and frequently asked questions, which will be updated as further questions and information become available.

This has been informed by the responses to the questionnaire sent out to academic colleagues.

The recording of staff led teaching events is a requirement of the DMU Replay policy. [There is further information about the DMU replay policy and data protection dos and don'ts when recording staff led teaching on the CAI website at this link.](#)

Please note that the Leicester local lockdown restricts any access to campus at present. This guidance will be updated and notification provided once further information is available about access to the campus.

### I have a DMU laptop, what can I record from home?

Most DMU laptops have cameras and microphones, and hence can be used for recording teaching events.

You can record using a voice over PowerPoint in the same way as in teaching classrooms, in which case you don't need the video camera, or a combination of approaches.

DMU Replay is the most common method of recording asynchronous teaching material, and this can be installed on a laptop for use at home. CELT have produced instructions and guidance on the use of DMU Replay, including how to download and run from a DMU laptop.

<https://celt.our.dmu.ac.uk/celt/remote-teaching-2/providing-asynchronous-online-teaching-using-dmu-replay/>

You can use other video recording or video capture devices and software to record your teaching materials, and then save these into an MP4 format to upload into DMU Replay. [The instructions on how to save to MP4 format and upload to DMU Replay are available at this link.](#)

It is possible to merge different video content into a single DMU Replay recording if required, using the instructions on uploading video content.

More specialist advice and assistance are available on recording from the CELT faculty partners. [Contact details for CELT are available at this link.](#)

[Technical assistance with the DMU equipment and software is available through the IT Service Desk at this link.](#)

### I have a DMU MacBook or another Apple PC, how do I record?

DMU Replay works on apple products. The CELT link above provides instructions for downloading and using DMU replay on apple products. The same support options apply for all DMU Laptops.

## **I don't have a DMU laptop, but I do have my own equipment, how can I record from home?**

You can download DMU Replay onto your personal equipment as long as you have administrator access to your equipment. [The instructions on how to download are available on the CELT Hub.](#)

You can access your microphone, camera, files, etc on your device to support your recording.

## **I have internet/wifi connectivity issues, how can I avoid these affecting the quality of recording?**

It is recommended that, wherever possible, you ensure the presentation materials for recording are located on your DMU or personal device to avoid any recording quality issues from localised wifi or connectivity issues.

To reduce the impact of poor connectivity, you can also record in small blocks and then import the individual mp4 video files into a master DMU Replay recording.

Additional AV equipment to support recording is available through the AV Loans service covered below

## **I don't have the capability to record from home, how can I record my teaching materials?**

If you don't have the capability to record at home, for example, you don't have a suitable space to record in, there are background noises, you don't have equipment at home, or you require specialist facilities (such as labs, workshops etc) then the following options exist:

### **1. Using Classrooms in DMU**

Most teaching spaces in DMU have AV and PCs (either through lecterns or all in one devices) included within them, that are suitable for recording through DMU Replay. These can be used once access to campus is available, these can be booked using the [room booking system, available through this link](#).

Instructions on recording using these are usually located in the rooms themselves or [available through the CELT Hub](#).

Please note that many of these spaces do not currently have access to video recording, this will be addressed over the summer.

### **2. Booking recording spaces in DMU**

ITMS and Estates have identified over 60 teaching spaces on campus that currently have the ability to record voice and video. These are available across a number of buildings. Their availability over the summer will vary as rooms near significant Estates works will be removed to avoid the risk of noise disruption to recordings.

Once the campus is available for access, these spaces will be listed on the [room booking system, available through this link](#).

These rooms will contain instructions on how to use the equipment to record, and [support is available from ITMS through this link](#) if you have technical issues, or [support available from CELT through this link](#) if you have questions regarding the best pedagogic and technical approaches to suit your needs.

### **3. Requesting a laptop**

If you do not have IT equipment at home and you need to record, it may be possible for you to borrow a laptop. You can either request one through AV Loans (see the guidance on this) or discuss your needs with your Head of School.

There are limited numbers of laptops available and this is unlikely to change over the summer period. Further guidance on this is being produced.

### **4. Taking your desktop home**

If you have an All in One, it is possible to take this home during the period for social distancing. This will not be possible during the local Leicester Lockdown, and you should discuss this with your Head of School. Should you require a webcam or headset/microphone, these are available through AV Loans (see the guidance on this).

All DMU Laptops are encrypted to protect the personal data accessible through the PC, and ITMS will need to encrypt your All in One before you take it home. Please contact the IT Service Desk to request this, and ensure you give at least one weeks' notice to enable the encryption to be installed prior to you taking this home.

You will need to return your All in One once the social distancing period is over, and any hardware issues can only be resolved at DMU. ITMS staff will not be visiting any staff members homes to undertake any support or repair.

## **I need additional equipment; how can I get this?**

There are four key options available in these circumstances:

### **1. AV Loans**

AV Loans has a large collection of equipment available for staff and students to borrow. This contains items such as sound recording, video recording, lighting, stands and tripods and similar equipment available to support recording teaching materials and events. AV Loans may have some specialist equipment, but please check if they can meet specific requirements by contacting them.

There is typically a high demand for equipment used by students during term-time, loan periods are typically 3 days and is normally by collection only. The service will remain closed during the Leicester lockdown but will be opened when the campus is available.

During the summer, in order to support staff recording, staff will be able to request extended loan periods, and the AV Loans service will use postal services to addresses outside of Leicester where staff members are unable to visit campus.

Information on the AV Loans service is [available through this link](#) and the [AV Loans Portal is accessed through this link](#) to identify equipment required and to arrange a loan. Please contact the AV Loans service with questions through the AV Loans Hub, or via Tel: 0116 257 7460 or email: [avloans@dmu.ac.uk](mailto:avloans@dmu.ac.uk)

## **2. Recording in a case**

A small number of “Recording in a case” packages will be purchased, which will contain a video camera, sound recording equipment, a laptop, tripod and sundry peripherals to support recording of practical classroom sessions, stored within a transportable case.

These will be available during the summer for loan, once campus accessible. These will contain full user instructions. Please contact AV Loans once the campus is available for information on how to access these.

Support will be available through ITMS on setting these up in practical spaces to make effective use, or CELT can provide advice on how these might be used to support blended learning.

To maximise the effective use of this resource it is recommended that these are setup once and used to record multiple teaching interactions in that space over a few days, before return

This is a new service and is being developed to support academic colleagues on campus.

## **3. Buying equipment**

Should individual areas have specialist requirements for recording that is not applicable to multiple scenarios, it is unlikely that this will be made available through AV Loans. Academic colleagues should consider using an alternative approach, or discuss with the Head of School before buying specialist equipment. This will need to be funded through faculty resources.

## **4. Headsets/Microphone**

Should you require a headset/microphone to support recording lectures from home, please raise a call with the IT Service Desk. Please note these will connect to the PC/Laptop using an USB connection so ensure your device has an available USB connection before requesting a headset/microphone.

## **I use specialist teaching rooms/equipment, how can I record teaching materials?**

This could include workshops (crafts, engineering etc), studios (music, TV, dance, architecture etc), laboratories (chemistry, electronics etc), IT Labs and similar types of practical spaces.

The “Recording in a Case” detailed above is particularly pertinent in those spaces, see the guidance provided there. The laptop can record from the camera directly into DMU Replay.

For hand held video cameras, then these can be borrowed from AV Loans. See the [instructions on the CELT Hub available through this link](#) about to upload these into DMU Replay.

For specialist IT Software in student IT Labs, this should be available to staff through the Virtual IT Labs development underway currently. It should be possible to record the use of software through this, and this does not require the device running the virtual lab to be of a specification capable of running that student IT software application, although this will have limitations from peripherals such as Tablets, larger monitors etc that may only be located in the labs. The virtual labs will be available to academic staff later this summer, further guidance on this will be produced as soon as possible.

### **Embedded Links**

If you have problems using the embedded links through this guidance, these are listed in full below

Contacting ITMS Service Desk:

<https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/ITMS/Pages/ITMSServiceDesk.aspx>

Contacting CELT: <https://celt.our.dmu.ac.uk/celt/celt-people/>

CELT Guidance on Recording: <https://celt.our.dmu.ac.uk/celt/remote-teaching-2/providing-asynchronous-online-teaching-using-dmu-replay/>

Uploading Videos to DMU Replay: <https://celt.our.dmu.ac.uk/celt/remote-teaching-2/providing-asynchronous-online-teaching-using-dmu-replay/transferring-a-video-from-a-video-camera-smartphone-or-tablet-into-the-dmu-replay-service/>

Recording Dos and Don'ts: <https://www.dmu.ac.uk/academic/centre-academic-innovation/staff-support-for-remote-teaching/data-protection-guidelines.aspx>

DMU Room Booking System:

<https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/SAAS/Pages/RoomBooking.aspx>

AV Loans Service:

<https://demontfortuniversity.sharepoint.com/sites/DMUHome/org/ITMS/Pages/AVLoans.aspx>

AV Loans Portal: <https://avloans.dmu.ac.uk/>