

FAQ: Jefferson's Classroom Lecture Archive System (CLAS)

1. What software is used to record lectures?

The Panopto lecture recording process uses an integrated system that includes a centralized scheduling database and a screen capture program. Lectures and other requested events are entered into the scheduling database and are sent to the computers installed in auditoria and classrooms on campus. At the scheduled time the screen capture program begins to record screen activity and audio from the presenter's microphone. At the end of the scheduled recording time the computer uploads the captured files to the server and these are then available from Canvas.

Panopto can also live stream the presentation while it is being recorded. If you would like to enable the live stream you must indicate that when you schedule the session or start the session on your own.

Course directors or course faculty need to print and sign the release form indicating they give their permission, and have secured the permission of anyone else teaching in their course, and fax it to the attention of **Gail Leone, Academic Commons (215-923-3203)** or send via campus mail. The lecture schedule should be sent via email to Gail.Leone@jefferson.edu The lecture recording system is automatic and does not require any additional work by the presenters.

2. Where is the system available?

The lecture recording system is available in the teaching spaces that have a permanently installed computer in the podium. This is necessary since the PC has to be on at all times to receive update commands from the scheduling database and to upload the files to the server following the lecture. Lecture capture software is being installed in additional locations as part of the campus classroom upgrade plan.

For a complete, up-to-date list of locations, please consult the [Lecture Capture support page](#) on the AC website.

3. How do recorded lectures benefit students?

Access to recorded lectures may benefit student learning in several ways. It can allow students to give their full attention to the instructor during the lecture rather trying to quickly transcribe what the instructor is saying. Students are able to review the lecture as often as they want to, which can help with difficult content. In addition, students can have access to a lecture they may have missed because of other required academic assignments (such as a community practitioner assignment) or missed due to a religious holiday or family obligation.

4. Who owns the recording?

The University owns the recorded lecture presented to Jefferson's students. Faculty who created a lecture can use that same content to present to other audiences in or outside the University. Use by students or any other persons must be restricted to internal use within the University.

5. Who has access to the recording?

Typically, only students enrolled in the course have access to the recordings. Banner, the University's course registration system, controls who is enrolled in a course. If specifically requested, special presentations can be made available to the public. Any such sessions however must be at the request of the original presenter and include a signed agreement from the presenter granting permission to make it available

6. Will this put me at risk for copyright infringement?

Faculty are not liable for a third party's unauthorized misuse of a presentation that contains an academic "fair use" of copyrighted material.

Faculty can reduce the risk of copyright infringement claims and protect their presentations, by including a copyright statement at the beginning of their presentation disclosing copyright ownership by Thomas Jefferson University. The University's Copyright Policy provides the following recommendation for such statements:

Copyright or © [year] Thomas Jefferson University, All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed below the copyright notice. The date in the notice should be the year in which the work is first fixed in any tangible mode of expression.

Faculty can also protect their presentations by including the statement below at the end of their presentation:

"Use of this presentation and the materials therein is strictly limited to non-commercial, academic use within Thomas Jefferson University. No other use is authorized. This presentation and the materials therein may only be copied for personal, non-commercial, academic reference, with any and all proprietary notices retained, and thereafter may not be recopied, reproduced or otherwise distributed."

If made part of the PowerPoint or PDF files it will appear on any downloaded or distributed copy of that as well.

7. How long is the recording kept?

Typically, recordings and course content in Canvas are kept until that class-year graduates. In most cases that would be a maximum of four years. A recording may be removed from Blackboard Learn at the end of the academic year (following all examinations) during which it was recorded, by the faculty who created the presentation. To do this, a written request must be sent to: EdTech.Support@lists.jefferson.edu. Recordings not removed by request will be made available to the University Archives after 4 years. Any downloaded enhanced podcast files remain on a student's computer until deleted by the student.

8. How do I make sure my lectures are or are not recorded?

In courses with course directors and multiple instructors, the course director is responsible for contacting the instructors to inform them of the option of having their lecture recorded or not. The course director will then forward a schedule and the signed permission form to **Gail Leone, Academic Commons**. Lectures not to be recorded will be indicated as such or just omitted from the schedules sent.

In courses with a single instructor, the instructor should forward the lecture schedule with the signed permission form to **Gail Leone, Academic Commons**. The instructor is responsible for obtaining the permission of any guest presenters in advance and notifying AC's Educational Technologies Support team of sessions that should not be recorded or should be removed from the server. **Course directors and instructors should inform students in advance of changes to the recording schedule.**

If it is later decided by the course director or by an instructor that a particular recording should be removed, they can send a request to EdTech.Support@lists.jefferson.edu and that lecture will be deleted.