Dear colleague,

As you may know, we have been working on a project to provide staff and students with audio and video recording functionality in central teaching spaces and on desk-based computers. I am pleased to inform you that we have selected MediaSite by Sonic Foundry as our preferred supplier for all video capture capability and video management across the University. Detailed work has already started to procure, integrate and implement the system across the campus, and we are working hard to make it available to staff before September 2014.

In summary, this system will allow recording of teaching events in all central teaching spaces, capturing audio, presented screen, and video (where a video camera is available). Staff will be able to easily pause recordings during the session, using a button on the lectern. After the session, staff will be prompted to approve the recording for publication to the relevant VLE module area for students to view, or given the opportunity to review and edit before doing so. Following Senate's approval last month of the Audio and Video Policy for Educational Purposes, staff in Schools and Services will be discussing over the coming months which teaching events will be recorded.

In addition to recordings of scheduled teaching sessions, the system will also allow the ad-hoc recording of research seminars, student presentations, guest lectures and other events that take place in central teaching spaces. Publication of these recordings to internal (e.g. VLE, campus YouTube) or external (e.g. iTunes U, YouTube) digital learning channels will be seamless, subject to the presenter's permission. The system will also allow at-desk content creation allowing staff to easily produce additional multimedia learning resources for students and publish these via the VLE or externally.

There will be a programme of staff training available centrally and within Schools to support staff preparing to use this new system and to help staff think about the best ways to use it within their context.

We are holding a series of open meetings about the project for staff and students. Details are below, and we do encourage you to come along to one of these to find out more:

Wednesday 26 February 12.30-13.30 Roger Stevens LT21
Tuesday 11 March 12.30-13.30 Conference Auditorium 1
Thursday 13 March 12.00-13.00 Chemistry LT A (2.15)
Monday 24 March 13.00-14.00 Roger Stevens LT21 (8M.21)
Access & Inclusion: If you have any requirements such as access to a hearing loop or wheelchair access please contact SDDU on 0113 3434012, email sddu@leeds.ac.uk.

The Audio and Video Recording Policy document is available at: http://www.leeds.ac.uk/secretariat/documents/

Staff and Departmental Development Unit training materials are available at:
http://www.sdduonline.leeds.ac.uk/changinglandscape/training-and-support/

Support and advice for students about this policy is available at: https://www.leedsuniversityunion.org.uk/helpandadvice/academic/

Information about the digital learning programme is available at:
http://www.leeds.ac.uk/forstaff/homepage/381/digital_learning_programme

Best wishes,

Vivien Jones, Pro-Vice Chancellor for Student Education
Neil Morris, Director of Digital Learning

Professor Vivien Jones
Pro Vice Chancellor (Student Education) University of Leeds
Leeds LS2 9JT
Tel: +44 (0)113 343 4121
Fax: +44 (0)113 343 3988