Key Information about Mediasite

1. 69 teaching rooms have been equipped including three with video cameras. Further 6 will be completed in 2017/18. Full information on these rooms is available through the website.

2. **Recording is for lectures only.** Seminars and tutorials will not be recorded. Please note that not all lectures (e.g. those using chalkboards unless cameras are installed) are suitable for recording.

3. Recordings will be automatically scheduled according to teaching timetables in equipped rooms (unless an opt-out is in place).

4. Recordings will automatically start at the scheduled start time for the session and finish 5 minutes to the hour.

5. A solid red light will show when recording is taking place. The recording can be paused and resumed or stopped using the red button (a flashing light means the recording is paused).

6. Recordings are held securely within Blackboard and are only visible to staff and students with access to the unit on Blackboard.

7. As with other services reasonable adjustments will be made for disabled students, including, but not limited to, the provision of close captioning. See website.

8. Lecturing staff are able to edit a recording at any time via Blackboard. Recordings automatically become viewable to students after 48 hours, but can be made ‘private’ again.

9. Lecturing staff are free to choose what style of teaching best suits them and their subject. Examples of how recordings can be used in teaching are available on the TEL website (http://www.bristol.ac.uk/tel/ideas/)

10. The technology is straightforward and intuitive. Guidance is provided via the ‘Mediasite Help’ organisation on Blackboard or through the Help and Support section of the Mediasite website.

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**Need further help or support?** All support and training materials are available on Blackboard, in the organisation ‘Mediasite Help’.

**Contact details:**
- phone: 0117 92 88288 | internal 88288
- email: mediasite-help@bristol.ac.uk
- website: www.bris.ac.uk/mediasite

**TEL** If you are interested in exploring uses of rich media in your teaching, information can be found on the TEL website ‘Ideas for Practice’ pages, or for more help, email tel-help@bristol.ac.uk

**LFM** For help with recording equipment in the room, contact LFM Help Desk: 0117 92 (88288) or email lfm-help@bristol.ac.uk

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bristol.ac.uk/mediasite
Mediasite for LECTURING STAFF:
10 things you need to know

1. Always wear the lapel microphone where available. For those rooms that don’t have a lapel mic, audio will be captured by a boundary mic. Please remember to put the lapel microphone back on the charger at the end of the lecture.

2. There are two template options for recording, the default is slide and the others is screencast or video. Guidance is provided via the ‘Mediasite Help’ organization in Blackboard. Laser pointers will not be captured on the recording in the slide or screencast template.

3. Whilst all staff are encouraged to record their lectures, there is no obligation for any member of staff *. However, inform students that their lecture is or is not being recorded.

4. If you wish to PAUSE a recording for any reason, press the big red button for no more than 2 secs. If you wish to STOP a recording, hold the button down for 5 seconds. To re-start a recording you have accidentally stopped, use the ad-hoc recording app located on the desktop. Guidance is provided via the ‘Mediasite Help’ organisation in Blackboard.

5. You will have to repeat questions asked by students if you want them to be heard on the recording.

6. In Blackboard you’ll get the opportunity to review, edit, approve and make the lecture recording viewable.

7. If you do not publish a recording yourself, it will automatically be published after two working days. You can still edit a lecture or make it private after it has been published, but if you make the recording private please tell your students why.

8. Mediasite has inbuilt analytics which will show you how much your recordings have been viewed and which sections students are focusing on.

9. YOU retain control over your recordings. Whilst all students should be given the opportunity to benefit from the ability to review and re-listen to lectures, if you consistently find that a significant majority of students are using the recordings incorrectly, you can control their availability.

10. The Desktop Recorder is available on request for recording educational materials, snippets etc. There is a substantial but finite funding resource for the University, and we reserve the right to stop making more recordings when this has been used up. To request the desktop recorder please use the request form at www.bristol.ac.uk/mediasite/help-support/formsbank. If you want to find out more about different usages of the desktop recorder, please contact the TEL team (tel-help@bristol.ac.uk).

Disclaimer: As with any technology, failures can happen and there are occasions when it is possible lectures will not be recorded and/or published.