

## **ENCORE – Lecture capture – 2017-18**

From the 2017-18 academic year the University has decided that lecture capture, known as Encore, will be an opt-out service. This means that all teaching which is taking place in rooms which have lecture capture enabled will be recorded for students to revisit and review later. There will no longer be any need to request that teaching in these rooms is recorded.

The current list of rooms with lecture capture enabled is listed below (in this link). All teaching bookings scheduled in these rooms via the timetabling system will be automatically scheduled for recording by lecture capture and then published for students to view.

Academics will however, have the ability to 'opt-out' of recording and will be able to request a delay to publication in order to review the content of a lecture before it is made available to students. Both of these options are controlled via the CMIS timetabling system.

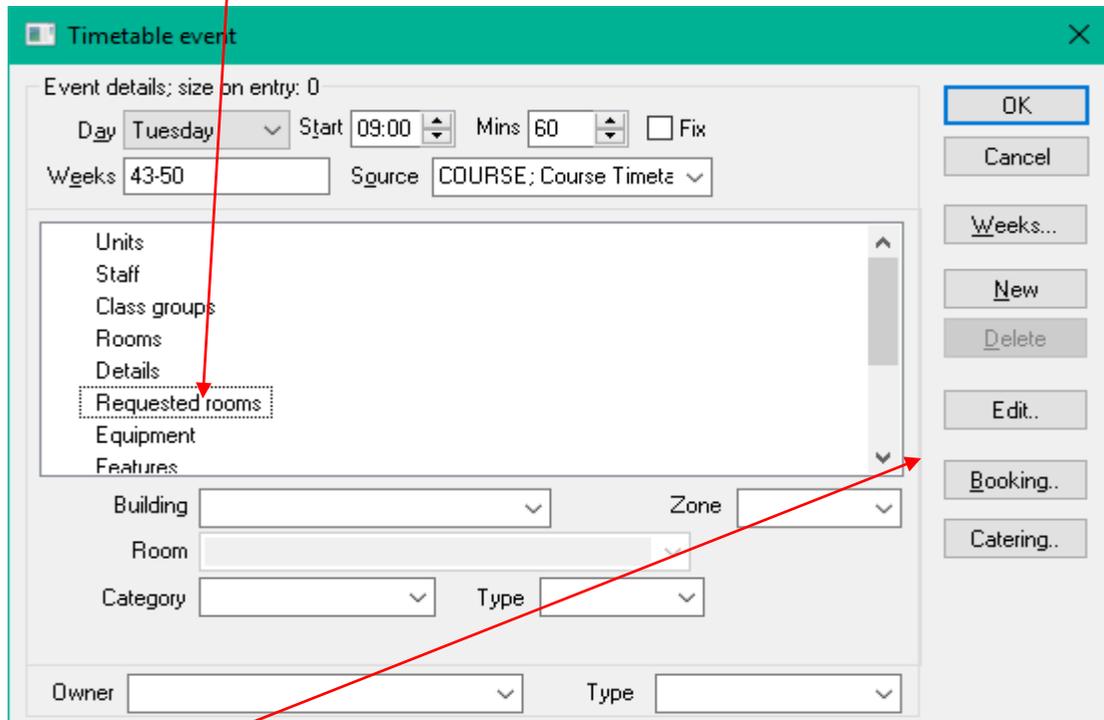
### **Ensuring that my teaching is recorded**

Although there is no longer any need to request recording as all teaching in the designated list of rooms will be captured, how do you ensure that your teaching is in one of those rooms.

To do this in CMIS you will need to ensure that you have requested the use of one of the rooms in the lecture capture enabled 'pool' of rooms.

This is added as a Room request in CMIS. You will still need to add a room request but for a 'Room Pool' as follows:

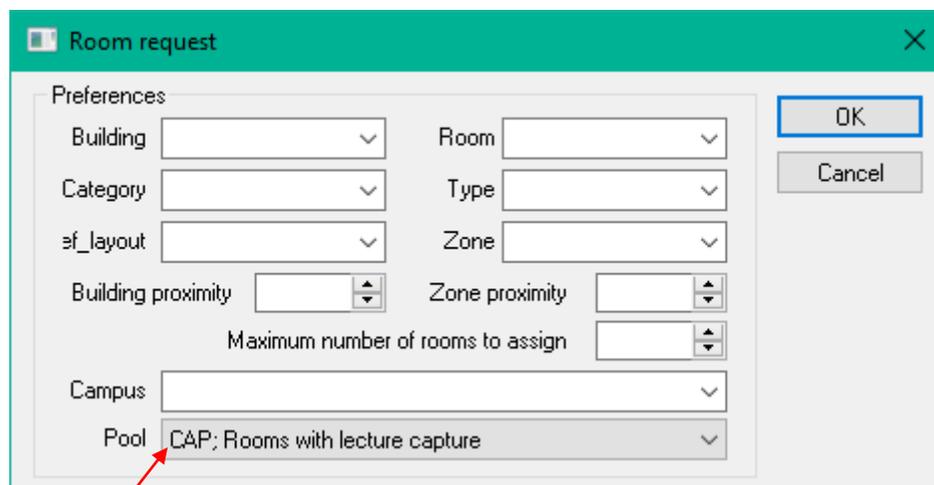
- Select Requested rooms



The screenshot shows the 'Timetable event' window. The left-hand menu has 'Requested rooms' selected. The main area contains fields for 'Event details', 'Day' (Tuesday), 'Start' (09:00), 'Mins' (60), 'Weeks' (43-50), and 'Source' (COURSE; Course Timeta). Below this are fields for 'Building', 'Room', 'Category', 'Type', 'Zone', and 'Owner'. On the right-hand side, there are buttons for 'OK', 'Cancel', 'Weeks...', 'New', 'Delete', 'Edit..', 'Booking..', and 'Catering..'. A red arrow points from the 'Requested rooms' menu item to the 'Edit..' button.

- Click the Edit button

The Room request window opens



The screenshot shows the 'Room request' window. The 'Preferences' section contains fields for 'Building', 'Room', 'Category', 'Type', 'ef\_layout', 'Zone', 'Building proximity', 'Zone proximity', and 'Maximum number of rooms to assign'. The 'Pool' dropdown menu is open, showing 'CAP; Rooms with lecture capture' selected. A red arrow points from the 'CAP' option to the 'OK' button.

- Select 'CAP' in the Pool drop-down
- Click OK

The room request then appears as below

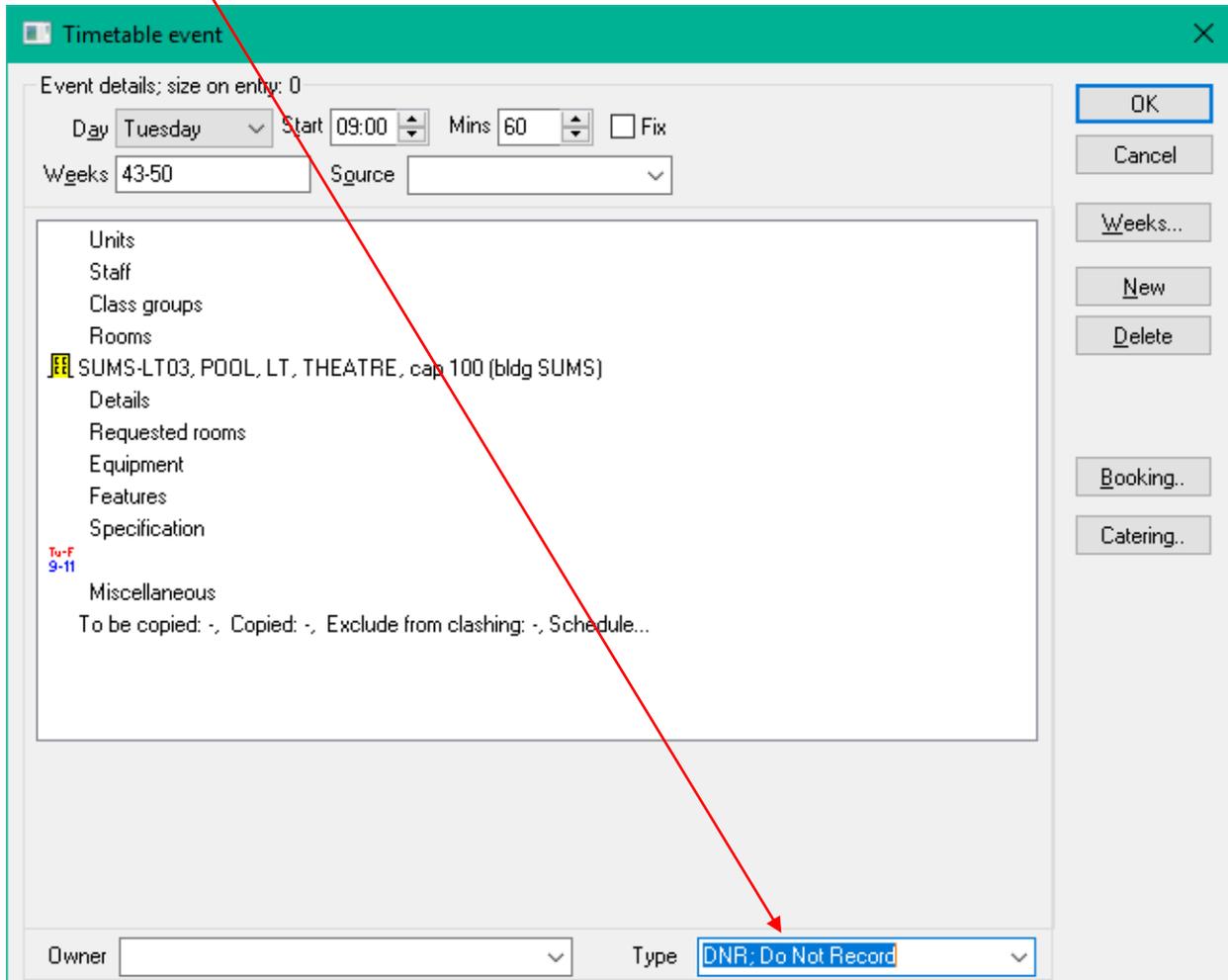
The image shows a 'Timetable event' dialog box with the following fields and options:

- Event details: size on entry: 0
- Day: Tuesday (dropdown)
- Start: 09:00 (time spinner)
- Mins: 60 (time spinner)
- Fix:
- Weeks: 43-50 (text input)
- Source: (dropdown)
- Left-hand menu (scrollable): Units, Staff, Class groups, Rooms, Details, Requested rooms (highlighted with a red arrow), CAP, Equipment, Features, Specification, Miscellaneous, To be copied: -, Copied: -, Exclude from clashing: -, Schedule...
- Right-hand buttons: OK, Cancel, Weeks..., New (highlighted with a blue border), Delete, Edit., Booking., Catering..
- Building: (dropdown)
- Zone: (dropdown)
- Room: (dropdown)
- Category: (dropdown)
- Type: (dropdown)
- Owner: (dropdown)
- Type: (dropdown)

## Do not record

In order to ensure that a timetable event is not recorded then that event will need to be flagged as 'Do not record' in the timetabling system – please see your departmental timetabler to action this.

To apply the Do no record flag, when creating or editing a teaching event in CMIS you will need to select DNR from the CMIS Event type. This will ensure that the event is not passed on to the lecture capture database.



The screenshot shows the 'Timetable event' dialog box. At the top, it says 'Event details; size on entry: 0'. Below this, there are fields for 'Day' (Tuesday), 'Start' (09:00), 'Mins' (60), and a 'Fix' checkbox. There are also fields for 'Weeks' (43-50) and 'Source'. The main area contains a list of options: Units, Staff, Class groups, Rooms, Sums-LT03, POOL, LT, THEATRE, cap 100 (bldg SUMS), Details, Requested rooms, Equipment, Features, Specification, Miscellaneous, and To be copied: -, Copied: -, Exclude from clashing: -, Schedule... The 'Type' dropdown menu at the bottom right is set to 'DNR: Do Not Record'. A red arrow points from the text above to this dropdown menu.

You can change this value up to the day before the teaching is due to take place.

## **Splitting weeks**

You may sometimes want to record some sessions but not others for example, one lecturer is happy to record whilst another has decided to opt-out.

To do this you may need to split the weeks of the event and then change the Event type to DNR for those weeks not to be recorded.

Information about how to split weeks can be found at

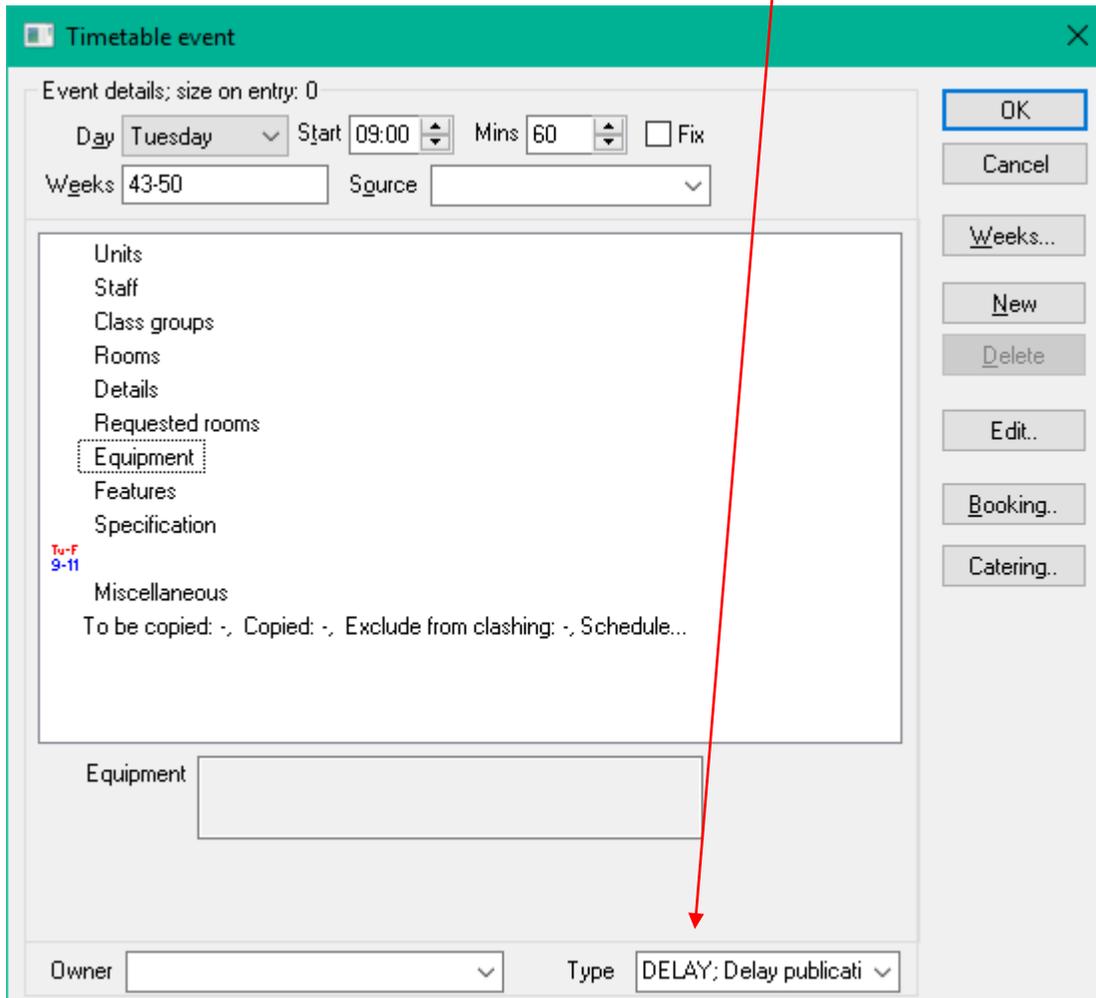
[http://www.sheffield.ac.uk/polopoly\\_fs/1.84521!/file/Splitweeks.pdf](http://www.sheffield.ac.uk/polopoly_fs/1.84521!/file/Splitweeks.pdf)

If a room has already been allocated to an event you will need to contact room bookings and ask for weeks to be split.

## Delay publication

One other option for academic staff is that recordings are made but not automatically published for students, this is to allow time to review and/or edit the content of a recording before it is made available to students.

To do this the Event type will need to be DELAY as shown below



The image shows a screenshot of a software dialog box titled "Timetable event". The dialog box has a green title bar with a close button (X) in the top right corner. Below the title bar, there is a section for "Event details: size on entry: 0". This section contains several input fields: "Day" set to "Tuesday", "Start" set to "09:00", "Mins" set to "60", and a "Fix" checkbox which is unchecked. Below these are "Weeks" set to "43-50" and a "Source" dropdown menu. A large list of options is displayed in the center, including "Units", "Staff", "Class groups", "Rooms", "Details", "Requested rooms", "Equipment" (which is highlighted with a dashed border), "Features", "Specification", "Miscellaneous", and "To be copied: -, Copied: -, Exclude from clashing: -, Schedule...". To the right of the list is a vertical stack of buttons: "OK", "Cancel", "Weeks...", "New", "Delete", "Edit..", "Booking..", and "Catering..". At the bottom of the dialog box, there are two dropdown menus: "Owner" and "Type". The "Type" dropdown is currently set to "DELAY; Delay publicati". A red arrow points from the text above to the "Type" dropdown menu.