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.
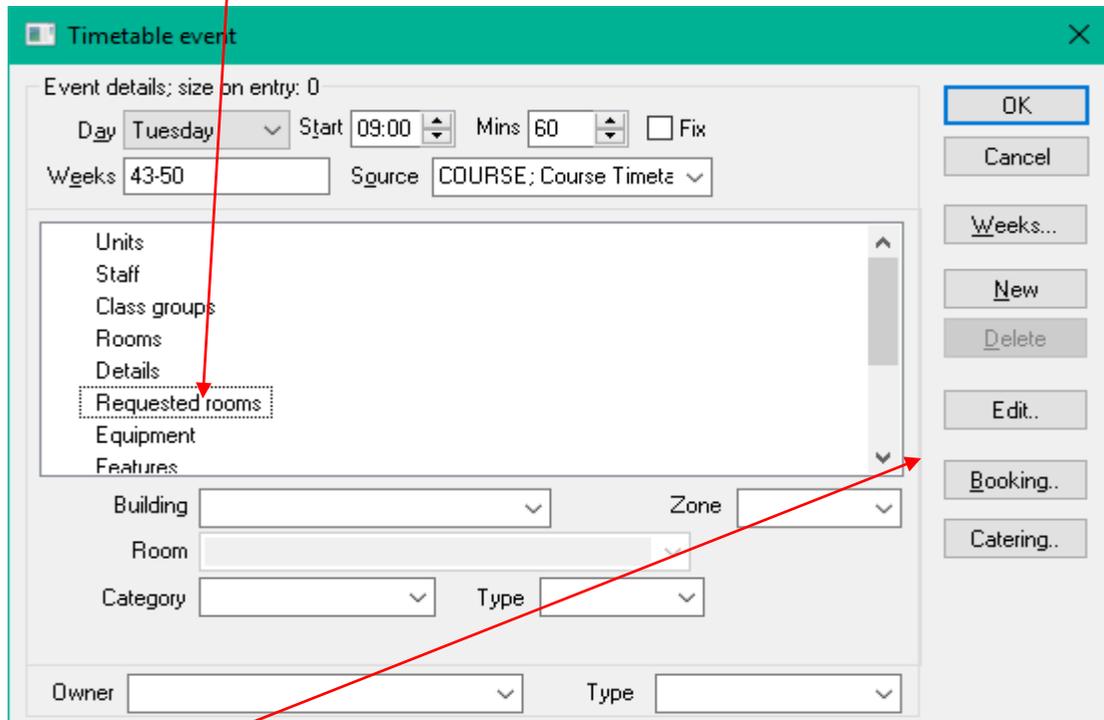
Ensuring that my teaching is recorded

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:
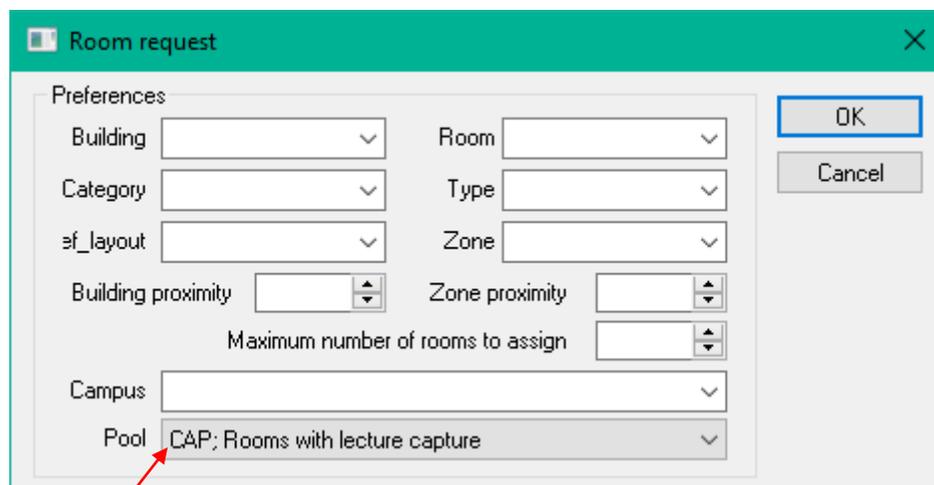
- Select Requested rooms

- Click the Edit button

The Room request window opens

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

The room request then appears as below

Timetable event ✕

Event details; size on entry: 0

Day Tuesday   Start 09:00 ⏶⏷   Mins 60 ⏶⏷   ☐ Fix
Weeks 43-50   Source [⌄]

```
        Units
        Staff
        Class groups
        Rooms
        Details
        Requested rooms
⊞ CAP
        Equipment
🗁▪
        Features
⊞
        Specification
Tu-F
9-11
        Miscellaneous
        To be copied: -,  Copied: -,  Exclude from clashing: -, Schedule...
```

Building [⌄]   Zone [⌄]
Room [⌄]
Category [⌄]   Type [⌄]

Owner [⌄]   Type [⌄]

OK
Cancel

Weeks...
New
Delete

Edit..

Booking..
Catering..

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.

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.

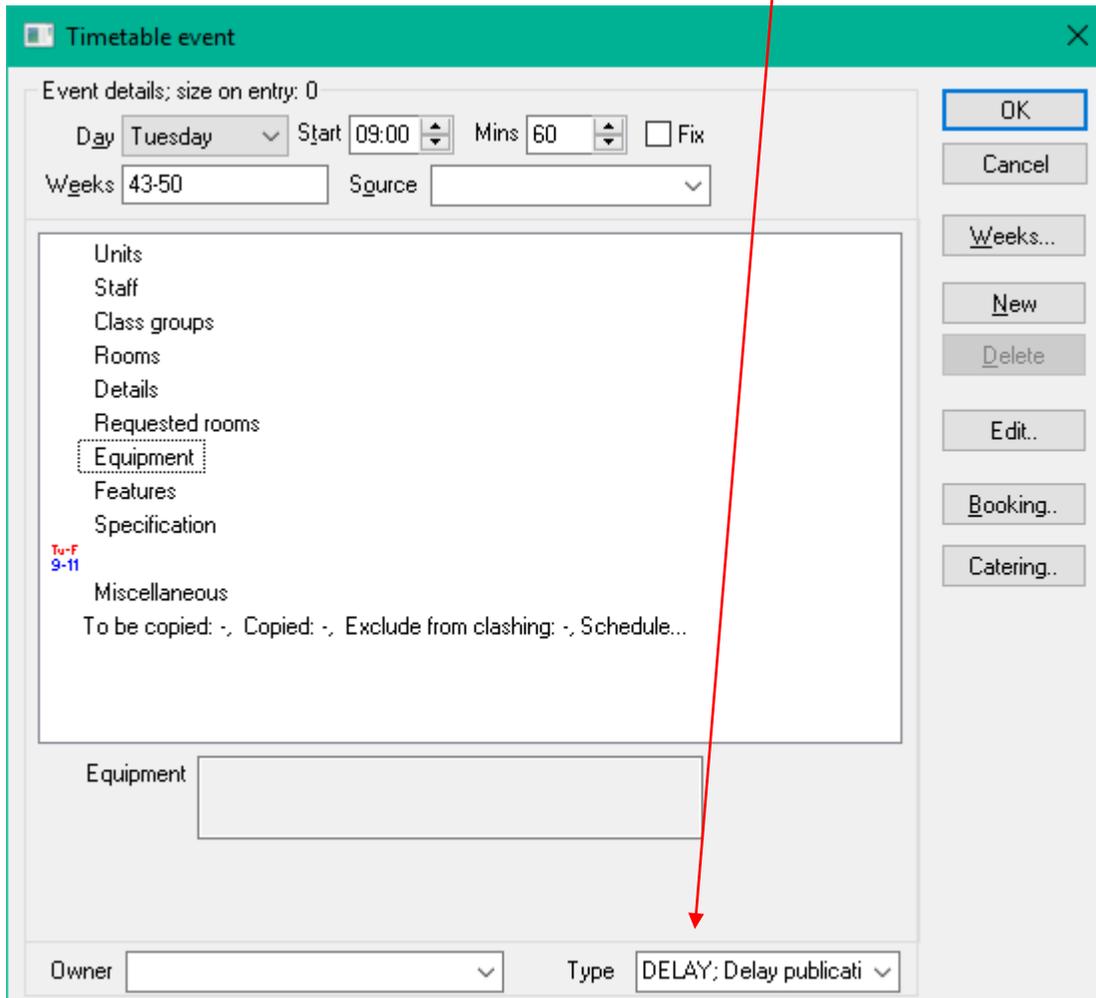Information about how to split weeks can be found at

http://www.sheffield.ac.uk/polopoly_fs/1.84521!/file/Splitweeks.pdf

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