

**Shared teaching space:
IT Services guidance on Lecture Capture (Replay / Panopto) & Microsoft Teams**

Lecture Capture (Replay / Panopto) & Teams Meetings

There are two centrally-supported recording and conferencing solutions: Panopto and Microsoft Teams.

If you have indicated in your booking enquiry form that the teaching session will be recorded and / or need Microsoft Teams for teaching then you will have allocated a room where both Panopto and Teams are installed on the presentation computers. Please specify if you require Panopto to be configured to record automatically the session.

Please also ensure you contact the Replay team via replay@it.ox.ac.uk with the following information:

- Classes to be recorded
- Name(s) of teaching staff if possible
- Venue and room location (e.g. Exam Schools Room 1)
- Canvas course and / or Panopto folder associated with the course

If you have any issues regarding using Teams or Panopto for teaching, please refer to your learning technologist or Canvas implementation co-ordinator and / or the Centre for Teaching and Learning (CTL) via remote@ctl.ox.ac.uk

Centre for Teaching and Learning - <https://www.ctl.ox.ac.uk/teaching-remotely#/>

Hybrid teaching session advice - <https://www.ctl.ox.ac.uk/hybrid-teaching#/>

Lecture capture (Replay service) – <http://help.it.ox.ac.uk/replay>

1. Panopto Lecture Capture

Panopto is used for lecture capture - screen recording and the recording of cameras and audio. It can be configured to record automatically the teaching session from a start time. The recordings are stored in a private folder that can be accessed by course staff. These recordings can later be released to course students through a course in the Canvas VLE. The Panopto tool can be set up for a **Canvas course** via **Settings > Navigation**. If there is no Canvas Course for the paper, or if you have questions regarding the Canvas course, please refer to your local learning technologist or Canvas implementation co-ordinator or contact the Centre for Teaching and Learning (CTL) via remote@ctl.ox.ac.uk

2. MS Teams Meetings

If using Teams for live conferencing, an online meeting or a hybrid teaching session, lecturers may use either the laptop provided in the space or their own device. Lecturers should ensure the Teams session has been scheduled and that all students have received the meeting URL. Lecturers should make sure to logout of any Teams session and logout of their Single Sign-on session (<https://help.it.ox.ac.uk/how-to-logout-of-single-sign-on>).

If the session is to be recorded, in advance of the session the person creating the Teams meeting and the lecturer should ensure that they have full permission to record in Teams via <https://help.it.ox.ac.uk/nexus365/recording-meetings>

After the session, the recording will be saved to the meeting organiser's OneDrive and an automated notification linking to the recording will be added to the meeting chat as well as being sent to the lecturer. It is recommended that this recording is uploaded to Panopto, so that students may access it via the usual Canvas course.