

Faculty Recording Tool Quick Start Guide


Introduction

Since August 2007, lectures delivered in Amphitheaters (1, 2, and 3) and Goff (S1-607 and S1-608) Auditoriums have been recorded digitally and made available for students to view online from their Learning Management System course. Students may access links to the streamed lectures and other curriculum content from each course in BlackBoard Learn. Any browser on any platform may be used to view the streams; the only requirement is a free Flash Player.

In Fall, 2009, the policy was amended to allow students to download an enhanced podcast or mp3 audio file of the lecture (in addition to the stream).

Currently, ECHO360 is used to record lectures. There are no hardware or software requirements for faculty. Anything that is projected via the classroom LCD projector can be captured. Presenters do need to make sure they wear a microphone and that it is turned on.

Faculty Recording Tool Features

Lectures scheduled for recording via the Curriculum Calendar and are identified by the camera icon . You may access the curriculum calendar by clicking on the left nav link on the UMMS Intranet Home Page to access either the SoM or GSBS Curriculum Calendar.

Curriculum Calendar:
GSBS
Curriculum Calendar:
SOM

The Faculty Recording Tool allows you to view which of your lectures are scheduled for recording and allows you to opt out or opt in. Again, on the UMMS Intranet Home Page left nav, click on **Faculty Lecture Recording Tool** (<http://i.umassmed.edu/frectool/schedule.aspx>). In the drop-down list, select your name and click Search. Your upcoming lectures will appear in the table below.

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Facilities
Faculty Affairs
**Faculty Lecture
Recording Tool**
Financial Services
Food and Meeting
Services

IMPORTANT: Read this!

Podcast download permissions(refers to video enhanced podcast): For lectures with multiple faculty, file download links will be available only if ALL of the faculty teaching in that event opt-in to allow video podcast downloads. If you see the notation "Podcast" **denied** by < number > " for a lecture, the number indicates how many faculty must still opt-in to enable downloading.

Search in Faculty:

Default Settings and Opting In/Opting Out

In accordance with [Video and Audio Recording and Distributing of Faculty Lectures to Students policy](#) passed by the Faculty Council, Faculty may opt out of having their lecture recorded for student review. The default settings are as follows:

- Every lecture is automatically recorded and available for an audio download unless otherwise opted out by faculty.
- A Video-Enhanced Podcast default is **opt out** and will not be available for students to download until **ALL of the faculty** teaching chooses to opt in.
- The first two columns of the table indicate the day and time of the recorded lecture and the default settings.

Opting Out

To prevent an individual lecture from being recorded and delivered to student through password-protected Bb Learn, click on the **“block recording now”** link. The schedule is automatically sent to the recording stations every night for the following day.

Note: Faculty must opt out by 4:30 pm on the day prior to any lecture to keep it from being scheduled for recording.

Date/Times	Recordings
08/23/2012 09:45 AM – 11:00 AM	Scheduled to be Recorded block recording now Downloads: Podcast Denied Audio Authorized Click here to allow podcast. Click here to deny audio.

Global Settings

If your lectures are recorded, you may select global settings for audio and podcast availability for ALL of your lectures by selecting the radio buttons which appear above the table.

- ☐ Deliver All my recorded lectures in **audio only** format (MP3)
☐ Deliver All my recorded lectures in **both audio AND video** format (MP3 and M4B)
[Uncheck Above Selection](#)

If you do not wish to apply the global settings, the Faculty Recording interface allows you to select individual settings per lecture. To alter the default settings, click on

- [Click here to allow podcast.](#)
- [Click here to deny audio.](#)

03/07/2012 03:00 PM – 04:00 PM	Recorded Downloads: Podcast Denied by ALL Audio Authorized by ALL Click here to allow podcast. Click here to deny audio.
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A message will appear in red font, indicating that a change has been made and **UPDATED** will appear in the first column:

Event download status for 3/2/2012 11:45:00 AM has been updated. Your personal authorization for this event is to allow both podcast and audio downloads. If any presenter denies a file format, downloading will be denied in that format.	
03/02/2012 11:45 AM – 12:30 PM UPDATED	Recorded Downloads: Podcast Authorized Audio Authorized Click here to deny podcast. Click here to deny audio.

Prior to the date and time of your lecture, you may update this table as frequently as you wish.

Remember: Faculty must opt out by 4:30 pm on the day prior to any lecture to keep it from being scheduled for recording.

Permission to Post Previously Recorded Lectures

If your lecture is not recorded either due to inclement weather or a technical issue with the ECHO360 Lecture Capture system, Information Technology can post the previous year's version of your lecture if it is available.

To authorize Information Technology to automatically post previously recorded versions of your lectures and to identify new lectures which have no previously recorded version to available, please complete this form - <http://edit-inside.umassmed.edu/it/Academic/ECHO-360-Recorded-Lecture-Permission-Form/>.