

FAQ: Jefferson's Lecture Capture System (Panopto)

HOW DO RECORDED LECTURES BENEFIT STUDENTS?

Access to recorded lectures can benefit student learning in several ways. It can allow students to give their full attention to the instructor during the lecture instead of trying to transcribe what the instructor is saying quickly.

Students can review the lecture as often as they want, which can help with challenging content. In addition, students can have access to a lecture they may have missed because of other required academic assignments or missed due to a religious holiday or family obligation.

WHO OWNS THE RECORDING?

Thomas Jefferson University owns the recorded lecture presented to Jefferson students. Faculty who created a lecture can use that same content to deliver to other audiences within or outside the university. Use by students or any other persons must be restricted to internal use within the university.

WHO HAS ACCESS TO THE RECORDING?

Typically, only students enrolled in the course have access to the recordings. Banner, the university's course registration system, controls who is enrolled in a course. If specifically requested, special presentations can be made available to the public. Any such sessions, however, must be at the request of the original presenter and include a signed agreement from the presenter granting permission to make it available.

WILL THIS PUT ME AT RISK FOR COPYRIGHT INFRINGEMENT?

Faculty are not liable for a third party's unauthorized misuse of a presentation that contains an academic "fair use" of copyrighted material.

Faculty can reduce the risk of copyright infringement claims and protect their presentations by including a copyright statement at the beginning of their presentation disclosing copyright ownership by Thomas Jefferson University. The university's Copyright Policy provides the following recommendation for such statements:

Copyright or © [year] Thomas Jefferson University, All Rights Reserved.

No other institutional or departmental name will be used in the copyright notice. However, the name and address of the department to which readers can direct inquiries may be listed below the copyright notice. The date in the notice should be the year in which the work is first fixed in any tangible mode of expression.

Faculty can also protect their presentations by including the statement below at the end of their presentation:

“Use of this presentation and the materials therein is strictly limited to non-commercial, academic use within Thomas Jefferson University. No other use is authorized. This presentation and the materials therein may only be copied for personal, non-commercial, academic reference, with any and all proprietary notices retained, and thereafter may not be recopied, reproduced or otherwise distributed.”

If a presentation is made part of the PowerPoint or PDF files, it will also appear on any downloaded or distributed copy.

HOW LONG IS THE RECORDING KEPT?

Typically, recordings and course content in Canvas are kept until that class-year graduates. In most cases that would be a maximum of four years. A recording may be removed from Canvas at the end of the academic year (following all examinations) during which it was recorded by the faculty who created the presentation. To do this, a written request must be sent to: EdTech.Support@lists.jefferson.edu. Recordings not removed by request will be made available to the University Archives after four years. Any downloaded enhanced podcast files remain on a student's computer until deleted by the student.

HOW DO I MAKE SURE MY LECTURES ARE OR ARE NOT RECORDED?

In courses with course directors and multiple instructors, the course director is responsible for contacting the instructors to inform them of the option of having their lecture recorded or not. The course director will then forward a schedule and the signed permission form to Gail Leone in the Academic Commons.

Lectures not to be recorded will be indicated as such or just omitted from the schedules sent. In courses with a single instructor, the instructor should forward the lecture schedule with the signed permission form to gail.leone@jefferson.edu in the Academic Commons. The instructor is responsible for obtaining the permission of any guest presenters in advance and notifying the Academic Commons' Educational Technologies Support team of sessions that should not be recorded or should be removed from the server. Course directors and instructors should inform students in advance of changes to the recording schedule.

If it is later decided by the course director or by an instructor that a particular recording should be removed, they can send a request to EdTech.Support@lists.jefferson.edu and that lecture will be deleted.