

Weblecture principles

FLO plans and coordinates livestreams and recordings of lectures in rooms with special equipment, according to mytimetable. We call these **weblectures**.

Weblectures in lecture halls

Lectures of the FGGA in lecture halls are recorded by default. The FLO has developed a script that plans FGGA lectures to be recorded to the Mediasite server. This “weblecture” script filters myTimetable for FGGA lectures and workgroups (using course codes) in the locations with the recording equipment: **Wijnhaven 2.01, 2.02, Anna van Bueren 2.21, Schouwburgstraat A0.06**. The recorded videos are kept private, exclusively available to FLO and the Functional Administrators of Mediasite.

Communication

The FLO plans weblecture schedules two weeks before the beginning of each block or once the timetable is confirmed. Instructors who have been scheduled to lecture in the auditoria will receive an email before the start of a block informing them that FLO planned weblectures. The email requests that lecturers let FLO know their preference for livestream and recording via the application form, or per email when this is required incidentally.

At the entrance of an auditorium, with recording equipment, there is a sign that reads that recording will happen in the room and that by entering the room you can be filmed. There is no automated signal (light) available to indicate if recording is happening. Note: The faculty of LAW is working with the UFB on testing a possible solution to this issue, where possibly a text would appear on the touch panel in the room to indicate a recording is in progress. If the solution works favorably, FLO will request the same for the auditoria in The Hague.

Editing

Once the livestream ends, the video content will become unavailable for viewing per default. FLO offers the service to crop and publish the recorded lectures. When instructors have requested recordings, a colleague from FLO edits the videos of the lectures, with focus on cutting out any excess footage. We do so to prevent private or informal conversations between the lecturer and students being shared. We also do this to prevent copyrighted videos and music are shared in the recorded lecture.

Sharing

The edited videos are solely made visible for educational purposes, when the lecturer confirms this is wanted. Lecturers are responsible for sharing the link to the recorded lectures with their students on Brightspace.

Both Livestreams and/or recordings are made available via a **Course channel link**. We share these links with the respective teachers. We would like to emphasize that it is always up to lecturer(s), to decide whether, how and when this link will be shared with the students. The lectures in auditoria are recorded by default, but that does not mean that they will also be shared with the students by default. Until the link is shared by the instructor, the videos

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remain only visible to the instructor, FLO and functional administrators. See our MS-Teams article for more details.

As mentioned, weblecture planning is done four times a year based on the current timetable scheduling. Any changes in the scheduling that take place after the weblecture planning can still be processed but this is manual work and therefore prone to errors. It is therefore advisable to always inform FLO@fgga.leidenuniv.nl of any schedule changes.

Canceling recordings

When a weblecture is planned on Mediasite, by using the PC, microphones and projectors in the room during the lecture, a video will be recorded. Note: when the projectors are off during the session, no recording is made.

If you want no recordings made of your lectures, FLO must be informed on time (at least 3 days prior). In the case you would like to cancel only one recording in your course, this can be done without the approval of the educational director.

FLO requires the formal approval of your institute's educational director when you do not want to have the entire course recorded.

Re-use

The FLO has maintained the principle of asking the instructor or speaker for written permission (via email) when reuse of a recording for education at FGGA is requested. Additionally, FLO would only provide links to (edited) recordings that are not more than 2 years old (because of what is stated here by the university library: <https://www.library.universiteitleiden.nl/researchers/copyright-information-office/copyright-and-web-lectures#how-long-can-i-store-and-re-use-a-web-lecture>).

Archiving

According to the DIA (Documentaire Informatievoorziening en Archiefbeheer) all weblectures that are used as an educational resource must be retained for 7 years. After 7 years, the resource must be destroyed. If a weblecture is (re-)used up to 2 years after actual recording date, then the 7 years rule applies after the final use date.

Recording in other rooms

All other classrooms in campus The Hague are also equipped with recording equipment. However, this equipment can only be managed locally. This means FLO cannot access the webcams or other cameras remotely to plan recordings or livestreams. Only instructors in the room can make use of the equipment for with a video tool (Zoom, Kaltura live room, MS Teams). The cameras should always remain connected to the PC in the room. Please, do not manually disconnect the camera from the PC. The camera and microphone will only be on and working when you allow this by clicking "allow" on the browser when you start your conference call.

If instructors set up recordings themselves (in other classrooms), these videos are not saved to the Mediasite server (with other weblectures). This means FLO has no mandate to check or edit the video for copyright or GDPR. Depending on the tool used, different retention arrangements apply.

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In the FLO Teams environment we shared a table with details about video recording accessibility (who can see the recording). In this table, you will see Zoom and Kaltura videos can be accessed by video coordinators and functional administrators, as these are saved to a server called KMC. This means that the FLO can access these videos, for instance to add another instructor as co-publisher for a video so that he/she/they can place the video on Brightspace.

The videos stored to KMC belong to users who initiate the recording/ upload, and there is no clear archival protocol in place so the video is retained. When a user, for instance, leaves the university, the videos remain on KMC but these cannot be watched if published to Brightspace. We call these “ghost” videos. When the “ghost” video was made for a specific course, and it should be reused the next year(s), then the owner of the video should either delegate a colleague to be “co-publisher” ([see instructions](#)) or provide a written request/confirmation that FLO can process this on their behalf.

Videos made with Microsoft Teams, cannot be accessed by FLO because these videos are not uploaded to KMC automatically. I do not know what the exact retention length is on OneDrive, but what is clear is that users are responsible for keeping, sharing, and destroying their own recordings.

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This document was made in agreement with the educational directors and vice-dean of the FGGA.