Reflect: Lecture capture at the University of Leicester

You can use Reflect to record your teaching and share it with students. By default, recordings are shared in Blackboard. You can also use Reflect to make other recordings to enhance course materials and support your students’ learning.

Automatic Recording

Recordings of timetabled lectures will start and stop automatically as specified in the room booking schedule. These recordings will capture audio and the computer screen only. You can use the indicator light to pause a recording if necessary:

- Green light – recording in progress
- Press the light to pause and resume recording – an Amber light indicates that the recording is paused

Make recordings available

Recordings are not available to students until you choose to publish them. If you feel your recordings are not suitable for publishing, you should agree this with your Head of Department. If you do not publish your recording you will need to provide equivalent academic content, such as lecture notes and slides. You also need to inform your students and explain the decision. All Blackboard course sites have an option on the course menu called ‘Reflect’ Recordings or Panopto Video, so you need to hide this if you are not publishing your recordings.

To make a recording available:

1. Login to Blackboard and open the relevant course site. This must be the Blackboard course that you selected when you made your recording
2. Click the ‘Reflect’ Recordings or Panopto Video link in the course menu on the left
3. Move your mouse over the recording and click the Settings option that appears
4. Scroll down and set the Availability of the recording to Now
5. Close the Settings window (there is no Save button)
Manual recording

If you want to include video from the camera or output from a visualiser (document camera) in your recordings, you need to login to Panopto and start a manual recording. You should also do a manual recording if you are using your own computer (whether at your desk or in a teaching room) and for events other than timetabled teaching.

If you start a manual recording, this will stop any automatic recording currently running on that computer.

Start Panopto

1. Double click the Panopto Recorder desktop shortcut

Choose your Blackboard course

1. Click the arrow to the right of the Folder box
2. Choose your Blackboard course from the list
3. Enter a Name for your recording
4. If you leave the Folder as Offline Recording your recording will not be uploaded

Audio and Video

1. Select your camera from the Video list under Primary Sources. Choose None if you do not wish to record from the camera.
2. Make sure the correct Audio source is selected: the audio bar should light up green with occasional yellow when you speak. Adjust this using the slider
3. Select Ultra from the Quality list
4. Select Capture Computer Audio if you want to record sound coming from the computer. Remember to pull the microphone slider down during playback and back up once playback has finished.
5. To add another video source, such as a Visualiser (Doc Cam), click Add Another Video Source and select the appropriate option.
Record

1. Click **Record** to start recording
2. You may pause the recording, and then resume (but note that the light indicator does not come on for manual recordings)
3. Click **Stop** when you have finished
4. To keep your recording, click **Upload**
5. Close Panopto before you log off the PC

Editing

Whether your recording was automatic or manual, you have the option to edit it before sharing with students if you want to. Recordings don’t need to be perfect; they are intended to support learning and will only be shared with the students on the module. However you may need to remove sections of a recording in some cases, for example if you have accidentally captured a personal conversation or a question from a student who has opted out of being recorded.

Open a recording for editing

1. Log into Blackboard and open your module course site
2. Click the ‘Reflect’ Recordings or Panopto video option in the course menu on the left
3. Move your mouse over a recording and click **Edit** on the options that appear

View your recording

1. Click the **Play** button above the timeline on the bottom right
2. You will see the video on the left of the screen and the recording of the screen on the right. If you have recorded more than one thing, for example both the screen and your PowerPoint slides, you can click on the buttons to switch between them:

Trim the start and end

Click on the scissors above the timeline to start editing.

Click and drag on a section of the recording to hide this from viewers. For example, if you want to hide a portion at the start of a recording when you were setting up, click on the far left of the recording and drag the grey area to the point where you want the recording to start. The area shaded in grey will not be visible to people watching the recording.
Remove a section from the middle

1. Click on the scissors above the timeline
2. Click and drag to select the portion of the recording that you want to hide.
3. The section to be hidden will be shown in grey

If you change your mind...

1. Click on the edge of the grey area and drag it to change the portion of the recording that is hidden.
2. To abandon all your edits, click the Revert button at the top of the screen. This will reverse all edits since the last time you published your recording.

Save your changes

1. Your changes are saved automatically, but are not visible to viewers until you click the Publish button at the top of the screen.
2. The edited video will now be processed and you will receive an email when it is available for use.

To find out more...

For more information on Reflect, see the Reflect website:  www.le.ac.uk/reflect

For urgent problems while you are in a teaching room, call teaching room support on 0116 252 2919. For other technical problems, call the IT Service Desk on 0116 252 2253.

For advice on using Reflect in your teaching, you can email lli@le.ac.uk