



New 'on campus' video recordings

8 July 2020 by Tom Buckley

The Faculty is aware that there is demand to make new video recordings as part of a move towards a 'new normal'. We have specific bandwidth that has been carved out to enable this. The Faculty also recognises that you may be more comfortable filming and editing your own content. We have put in place a workflow for this also.

Before embarking on this journey please decide whether you really need a recording on campus. The initial opportunities to access campus will involve a modicum of risk. This risk will be managed thoroughly however it is not risk neutral. So think carefully if the campus is essential to your recording or whether you can make do with recording at home. The Faculty subscribes to various video services and also shares its previous work. So please check locally whether systems such as 'Skills for Health', 'Jove' or

'Clinical Skills . Net' has the requisite content. **Also check whether you get the content from the Faculties referatory.**

If you definitely need to create new content then consider whether you would prefer to do the recording yourself or whether you would like the Faculty TEL team to manage the recording process. If you would like to record yourself please skip ahead to the section on 'Creating your own recording on campus'. You do not need to liaise with Keith if you are creating your own recording.

Below are the two workflows that enable access to campus for recording.

1. Process for commissioning video work from the TEL team

Complete a project brief for the recordings you are looking to commission with an outline storyboard for each separate video you wish to record. The storyboard refers to the table at the bottom of the brief, you do not have to make separate MS Word documents.

Once these are sketched out send to **Keith Mitchell** and he will reply within 48 hours to initiate a verbal conversation over the aims and objectives of your project. Preferably this would be sent as a link to OneDrive so we can discuss the live document. This discussion will involve tightening the brief(s) so they enable an efficient use of the campus on the day of filming.

Once the brief and overview look viable Keith Mitchell and the building managers will help you complete the relevant Covid Review form [**Frenchay**] [**Glenside**]. This review form provides an audit trail of risk assessments and particular equipment needs. Once submitted to the **repository** an approval process is triggered and on Frenchay it will necessitate additional inductions. This document is your permission to access the campus.

On the day of the filming you will need to follow instructions closely to ensure the filming sticks to the relevant zone of the campus. Participants may receive a telephone call as part of the risk management strategy.

FILMING

You will likely be sent a 'rough cut' within a week of filming. The project lead will manage feeding back edits to the person editing the recording. In times of peak use this might not be Keith which is why the documentation is so important. When all parties are happy Keith will send the final versions via One Drive link with the expectations that they are stored and delivered to students via Panopto.

Documentation

- **Generic version of the project brief document**
- **Example of script**
- **Risk assessments** for filming are T0282 Indoor video recordings during Covid19 Pandemic restrictions and T0283 Outdoor video recordings during Covid19 Pandemic restrictions

2. Creating your own recording on campus

If you wish to record your own content at UWE the process will differ depending on campus. For both campuses there is a requirement to have completed the University **return to campus eLearning package**. Currently we have access to Glenside but only the Labs at Frenchay. Other locations will not be possible at this time.

You will need to complete the relevant campus specific COVID review form [**Frenchay**] [**Glenside**] and return it to

RiskAssessmentsHAS@servers.teams.uwe.ac.uk . There is a further induction at Frenchay to enable access to the laboratories, this will be completed after the approval of your COVID Review Form.

Each activity filmed will need to be risk assessed or have an existing risk assessment that is COVID secure and these need to be itemised in the form. For general advice on Risk Assessments please consult the **Health and Safety pages** and specifically the **Risk Assessment pages**. The risk assessment for this process and / or borrowing a camera is T0284 Self service recording at Frenchay or Glenside using equipment on loan . This will need to be included on the review form.

The process for getting access to campus differs from this point onwards.

Glenside

After your COVID review form is approved your access to campus will be negotiated. This arrangement will be done in conjunction with the Building Liaison Officer. Currently Lauren Davis and Martin Britton hold these roles.

The Buildings Liaison Officer will arrange the loan of equipment needed for filming and technical demonstration. This equipment will have its own COVID security measures that will be outlined at the time of lending.

There are PCs available in teaching spaces and you will be provided with the appropriate leads to upload content from the device to either your One Drive or to Panopto. Otherwise if you have a thumb drive to copy content to please use this. Upload speeds can vary so factor this into your time on campus. Please delete all content from the cameras before returning them.

On the day of recording report directly to / or will be greeted by the Building Liaison Officer on duty, it is vitally important that UWE is aware of who is on campus on the day of filming. Ensure the Building Officer is aware when you are off campus.

Frenchay

After your COVID review form is approved you will be asked to liaise with the relevant lab manager over access to the area. This arrangement will be done in conjunction with the Building Liaison Officer. In this process your additional induction will also be arranged.

On the day of recording report directly to the OK4 office, it is vitally important that UWE is aware of who is on campus on the day of filming. Ensure the Building Officer is aware when you are off campus.

As a preference we would prefer for you use your own kit. Either your phone or other equipment. Please think about this before you visit to campus.

There will be filming 'care packages' available from HAS Science stores in OK block. These will be issued with cleaning material and instructions on the wipe down policy. These kits are not to leave the building so you will need to get all content from the device as part of your days filming.

If you need a filming 'care package' please contact Paul Deane

Paul.Deane@uwe.ac.uk before the day of the recording to ensure availability. Due to the quarantining procedure after use this provision of cameras should not be taken for granted. There is an 'unboxing' film explaining **the content of the care packages**.

There are PCs available in teaching labs and you will be provided with the appropriate leads to upload content from the device to either your One Drive or to Panopto. Otherwise if you have a thumb drive to copy content to please use this. Upload speeds can vary so factor this into your time on campus. Please delete all content from the cameras before returning them.

We cannot guarantee there will be any available in advance but will endeavour to match supply and demand.

Support

All support for using this Camcorder or Panopto will need to be done over the phone as we cannot guarantee someone on site. For support with Panopto or the Camcorder please phone directly one of the Faculty Online Learning Coaches Michael Harris **011732 88205** or Tom Buckley **011732 84207**.

 **Uncategorised**

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