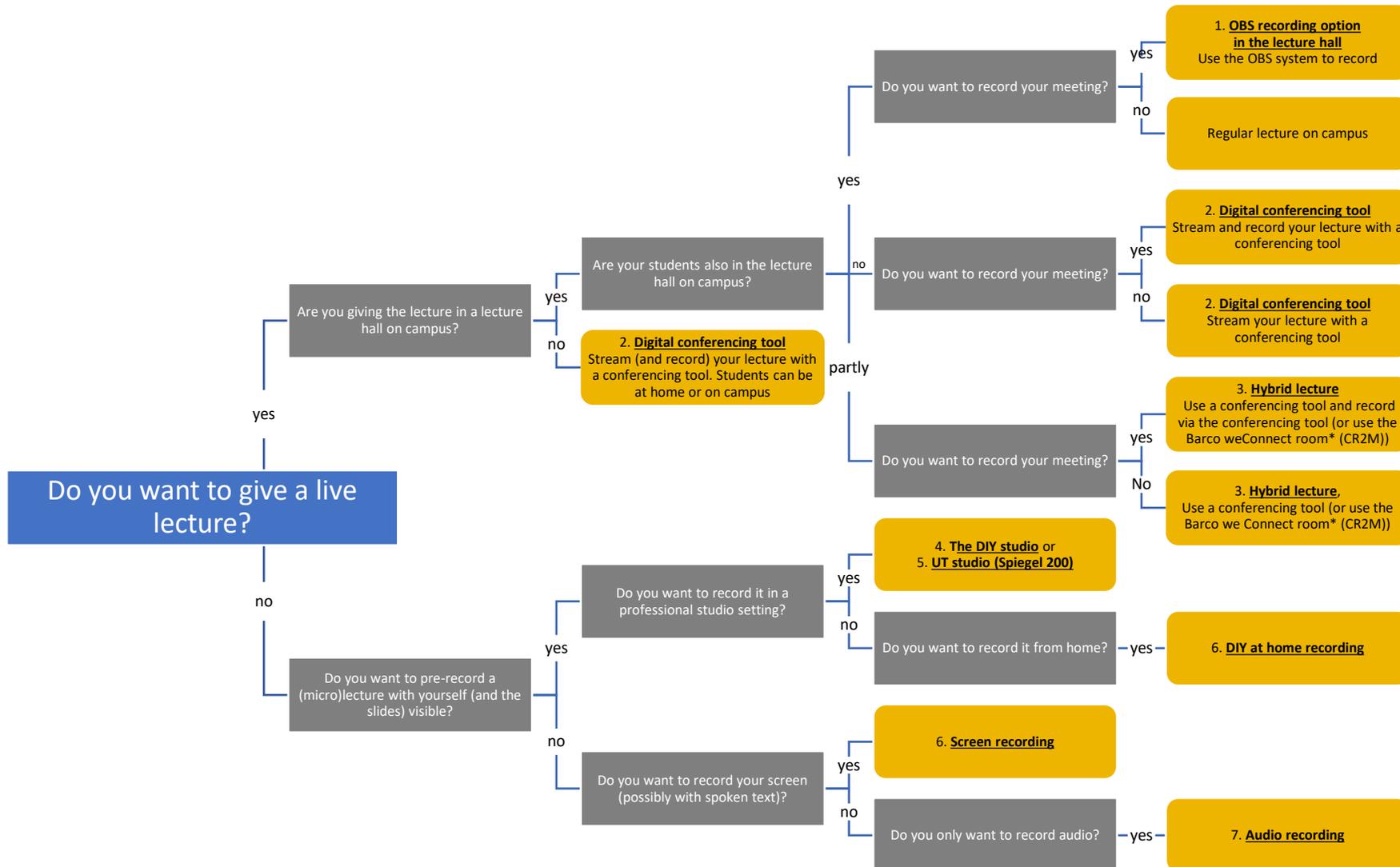


(Live)lecturing and (pre-)recording decision process

Version: August 2021. Contact your e-learning specialists or TELT if you are unsure about a solution, want advice or have any questions.
More information about a solution in the yellow blocks can be found in the table below.



*The Barco Weconnect lecture hall is only suitable for 18 online and 15 to 20 on-campus students.

Overview AV facilities for Education

Nr	Solution	When to use	Availability	Notes	Contact person	Website or more information
1	Recording in the lecture hall	If you are on the campus providing your lecture Face-2-Face with on-campus students you might decide to record your lecture for sharing afterwards with students who weren't there, or if you and/or other people want to use the recording for reflection and evaluation of the meeting.	There are 100 lecture halls equipped with a Logitech webcam on a tripod and a speaker/microphone making it possible to record your lecture with the OBS recording system.	<ul style="list-style-type: none"> - Be aware of the GDPR rules: https://www.utwente.nl/en/cyber-safety/privacy/gdpr/. Place your camera on a spot where students aren't visible. Or ask them for permission. - Place the camera on a spot where you have good light. - Also, the speaker needs to be on the desk near the lecturer to get the best sound for the recording. - There is a small delay between image and sound if you record the session. 	Service desk of the building of the lecture hall https://www.utwente.nl/en/service-portal/services/cfm/about-us-contact/#services-desks-in-buildings	https://www.utwente.nl/en/service-portal/workplace-support/building-caretakers/lecture-halls documentation about the lecture halls and their facilities and a manual for the OBS system will be made available as soon as possible.
2	Digital conference tool (for streaming and recording)	You record your digital conference meeting if you want to share the content of this meeting with someone who wasn't there or if you and/or other people want to watch the meeting again to evaluate or reflect upon it.	<ul style="list-style-type: none"> - Microsoft Teams Meeting - BigBlueButton -BBB (Canvas Conferences) - Zoom 	<ul style="list-style-type: none"> - For TELT support: https://www.utwente.nl/en/telt/on-line-lectures/live-streaming-lectures/ - You can record by using the conference tool's recording button (be aware of the GDPR rules). For better result you can also order a webcam and speaker https://selfservice.utwente.nl/catalog/p/162-online-%20vergader-set 	LISA Service desk or your e-learning specialists	https://www.utwente.nl/en/telt/on-line-lectures/live-streaming-lectures/ BBB: https://www.utwente.nl/en/telt/on-line-lectures/live-streaming-lectures/canvas-conferences/#how-to-start MS teams: https://www.utwente.nl/en/service-portal/workplace-support/phone-services-incl.-teams/microsoft-teams# Zoom: https://www.utwente.nl/en/service-portal/workplace-support/phone-services-incl.-teams/zoom-incl-faq#zoom
3	Hybrid lecture	You want to teach live simultaneously to on-campus students and online students, because recordings doesn't meet the interactive level that you want to reach in your	- You use a conference tool (BBB, Zoom or Teams) to start a meeting and invite the online students to your lecture.	<ul style="list-style-type: none"> - The set-up of the 100 lecture halls with the standard solution of a webcam and speaker is not suitable to see your online students - If you want to record the 	Scheduling team (https://www.utwente.nl/en/ces/planning-schedules/)	https://www.utwente.nl/en/telt/on-line-lectures/Hybrid-education/

		lecture and fully online is not desired.	There are 100 lecture halls equipped with a Logitech webcam on a tripod and a speaker/microphone making it possible to teach hybrid in your lecture hall. - There is also a lecture hall CR2M, with the hybrid Barco weConnect system suitable for 18 online students and 15 on-campus students to teach hybrid.	session you need to use your conferencing tool to record. Take into account the GDPR rules for recording. - It needs some organisational, technical and teaching skills to fully teach hybrid with the standard solution	Servicedesk of the building of the lecture hall (https://www.utwente.nl/en/service-portal/services/cfm/about-us-contact/#servicedesks-in-buildings) Or telt@utwente.nl or your e-learning specialists	
4	DIY-Studio (Spiegel 206)	For professional DIY recording of lectures or microlectures. Audio recording (with PowerPoint) is also possible	https://studio.planner.utwente.nl/	- Plan it yourself and do it yourself, but you can ask for support for first time usage	Video team if there are problems	https://www.utwente.nl/en/service-portal/communication/video-services/creation-animations-illustrations-and-diy-solutions#animation-and-motion-graphics%20
5	UT Studio (Spiegel 200)	For professional recording of lectures or microlectures and live events and podcasts	The studio has an exchange calendar "Spiegel 200 studio"	- Also microlecture training is possible. Click here .	Intake via the webform on the website	https://www.utwente.nl/en/service-portal/communication/video-services/creation-animations-illustrations-and-diy-solutions#animation-and-motion-graphics%20
6	Screen recording/DIY at home	Screen recording is a solution you use when you have concise content that students can process individually before or after a 'live' lecture.	- Powerpoint - Pencil (Explain Everything) - Camtasia - Canvas (Rich Content Editor)	- You can upload your videos files on the UT's Vimeo channel by yourself via the Video Portal: https://video-portal.utwente.nl/	Your faculty's e-learning specialist https://www.utwente.nl/en/telt/who-we-are/elearning-specialists/ or telt@utwente.nl	https://www.utwente.nl/en/telt/online-lectures/pre-recording-lectures/#how-to-store-and-share-my-recordings%20
7	Audio recording	You want to support content with audio, for example your handwritten notes. This can be very useful if you want to create instructions that contain formulas, models or drawings. But also if you want to give students spoken feedback, audio recordings can be very useful (quick and easy).	- Pencil (Explain Everything, iPad, MS Surface, OneNote etc.) - Audio recording (laptop or phone) - DIY studio is also possible	- Pencil quality checklist: https://www.utwente.nl/en/telt/solutions/AdditionalMaterials/pencil-quality-list.pdf	Your faculty's e-learning specialist https://www.utwente.nl/en/telt/who-we-are/elearning-specialists/ or telt@utwente.nl	https://www.utwente.nl/en/telt/solutions/Pencasts/#what-is-a-pencil%20