

Mediasite Guidelines

Regarding regularly scheduled whole class formal lecture presentations in the D.M.D. program, the following guidelines will be followed:

1. Classroom lectures will be recorded via MediaSite or Camtasia Relay. Benefits from this practice include: a) students with excused absences may view missed presentations; b) students may view presentations for study purposes for course examinations and for National and State Board exams; c) a previous year's presentation can be made available when a faculty member is unable to present.
2. Recordings will be located on a secure UFCD video server and accessed via authentication with an active Gatorlink username and password on the UFCD Electronic Curriculum Organizer (ECO) in the associated course document folder or through the UFCD intranet MediaSite catalogue. The recordings are intended for exclusive use by students currently enrolled in the college, faculty, and staff charged with delivering and administering the course.
3. Recordings will be of faculty image, voice, and all images (e.g., documents, PowerPoint slides, videos and AxiUm) displayed by the projector from the selected source (e.g., dedicated PC, laptop, document camera, DVDs, and markings made on the Smart Podium). As an option, faculty can select projector images with audio only, if desired. This selection must be done in advance (3 business days) of the recording. Recorded lectures will be posted and accessed through the designated ECO course after 48 hours of the presentation. Faculty may preview the recording and indicate desired edits prior to its posting by contacting Instructional Support at Instructional_Support@dental.ufl.edu.
4. Recorded lectures will remain accessible to a given cohort on a secure server until students enrolled in the course at the time of the recording graduate from the D.M.D. program (i.e., no longer than four years). This timeframe will allow students to view presentations in studying for National and State Board exams. After the cohort graduates, the recordings will be archived in a secure portion of the Mediasite catalog that will only be accessible by Mediasite Administrators. This is to facilitate future blended course designs wherein the course director may wish to utilize previously recorded lectures of themselves, or others with permission. Archived recordings will only be accessible at the request of the instructor who gave the lecture.
5. While every effort will be made to have quality classroom capture, technical or other issues may prevent the recording from occurring. Students will continue to be held responsible for course material through class attendance, ECO documents, textbooks, etc. Due to lectures being archived as per guideline 4, course directors are able to replace any lectures that were not recorded with the same lecture, given a previous year. Posting a previous semester's recording is at the behest of the course director.
6. Recordings are for educational use only and are to be considered confidential. No recorded lecture material, university maintained or otherwise, may be shared (e.g., copied, displayed, broadcast or published) with any individual or organization within or outside the UFCD without prior written permission from the lecturer and without giving proper attribution. UFCD will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the web site on which the recorded lectures are posted, but cannot guarantee

against possible misuse. This prohibition includes placing the recording on any web page or the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered as unprofessional behavior and appropriate disciplinary action will be taken according to UF policy and procedures.

7. Materials contained within lectures may be subject to copyright protection. Please review the College of Dentistry copyright information.

8. Faculty who do not wish to be audio or video recorded must notify the course director and Associate Dean for Education with rationale for not recording at least 48 hours prior to a scheduled lecture. (Reasons for non-recording include, but are not limited to, patient encounters and some guest lecturers.) If instructional content provided by guest lecturers is needed asynchronously for student use (e.g. rotations) it is the Course Directors responsibility to obtain prior permission from the guest lecturers.

9. Patient privacy standards are the same inside or outside (via video) the classroom. More information is available at the Privacy Office website.

10. As of March 2013 audio podcasts of Mediasite recordings will be available for download. All Mediasite policies apply to these podcasts.

11. *As approved by the Curriculum Committee and the FAB, July 9, 2015*, the amount of time between recording a lecture and posting it in ECO has been changed from 24 hours to lectures ending by 4:00pm, will be posted by close of business that day. Lectures and classes ending after 4:00pm, will be posted first thing on the following business day.

12. *As approved by the Curriculum Committee on June 2, 2016 and shared as an information item with the Faculty Advisory Board on July 22, 2016 and the Faculty Assembly on September 28, 2016.* Mediasite recordings of the current and previous year will be available to each class, unless the discretion of the Course Director indicates otherwise, with the understanding if there is a discrepancy in information the current year recording prevails.