

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Posting of Learning Session Recordings		SOP #: PCE.003.02
Effective Date	9/17/2018	
Last Revision/Review	7/23/19, Reviewed 8/28/19	

1. Purpose

This procedure describes the steps and timing to be followed in the posting of video recordings of learning sessions to the Learning Management System (LMS) for students.

Special Note: SOP's must not conflict with Policies.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Curriculum/Course Coordinators – post video recordings of lecture/learning sessions to the LMS for student use.

Faculty – provide direction to Curriculum/Course Coordinators regarding which sessions recorded videos will be posted to the LMS.

Directors/Pre-Clinical Education Deans — ensure timely compliance with this procedure.

4. Definitions/Abbreviations

Canvas – the LMS currently in use at BCOM.

Panopto – the video recording system currently used at BCOM for in-class recordings and for individual recordings made by faculty for posting as a teaching resource for students.

5. Procedural Steps

Video Recording of Learning Sessions

1. All learning sessions are recorded by IT staff and delivered to the Curriculum/Course Coordinators through shared folders with appropriate permissions.
2. The Coordinators will post approved videos to the learning management system for student access. Video recordings will be posted by the end of the business day on which the session was presented. If possible, posting will occur earlier in the day as possible, and as deemed reasonable and appropriate.
3. No video recording of a course session will be posted as long as any course's learning session(s) is(are) in progress, or has yet to be presented on that day.

Notifications/Annotations Announcing Posting of Recordings (in CANVAS and Outlook)

Learning sessions that are being recorded and that will be **posted** for student viewing will be designated by the word "RECORDED" on the session module title and on the session page in the learning management system, and on the Outlook calendar learning session event (visible in the daily view and usually in the weekly view, but not usually visible in the monthly view).

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Sessions that will not have a video recording posted for student view will have no designation related to recording.

As a correlate, sessions that require mandatory attendance, and may have a video recording, will be designated with the word “MANDATORY”, followed by the type of mandatory session (i.e. TBL, Laboratories [as applicable]) on the session module title and on the session page in the learning management system, and on the Outlook calendar learning session event (can be seen in the daily view and possibly the weekly view, but not usually visible if looking at the monthly view).

Non-mandatory sessions will not carry this designation.

If a learning session is both mandatory and the video recording will be posted, the schedule will carry both the “MANDATORY” and “RECORDED” designations.

Approval of videos for posting:

The only authority that can grant approval to post a video recording is the faculty presenting the material in the learning session. The decision to post videos rests solely with the teaching faculty member.

The category (type) of learning session will influence whether video recordings are posted for each session.

- Active learning sessions are usually not posted to the LMS, although this decision ultimately rests with the teaching faculty;
- Traditional lecture sessions are usually posted to the LMS;
- Recordings of in-class flipped classroom sessions are usually not recorded as they are usually categorized as case-based active learning sessions. Generally, however, the pre-recorded faculty videos are posted and available prior to the associated classroom session.

6. Reports/Charts/Forms/Attachments/Cross References

Cross reference this procedure to the policy on Attendance.

7. Maintenance

The policy will be maintained by the Office of Pre-Clinical Education and reviewed by Curriculum Committee on a regular basis, not to exceed three (3) years between reviews.

8. Signature

Robert J. Ketchum, Ph.D.

8/28/19

Date

9. Distribution List

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Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
9/17/2018		Policy established by Office of Pre-Clinical Education	formally documented	
7/23/19	all	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19