

Captioning Guidelines for Recording Teaching Events

New web accessibility regulations require the university to ensure new and existing content is as accessible as possible, including providing captions for recordings of classes and other teaching content, such as uploaded videos. You can find more information from the JISC website <https://www.jisc.ac.uk/guides/accessibility-regulations-what-you-need-to-know>

These guidelines cover the captioning options for pre-recorded videos in Panopto, and for recording Webex Meetings. Also covered are the post-editing and sharing options, and the arrangements for declared additional needs.

How is a transcript created for my pre-recorded video?

Videos uploaded to a Panopto folder are captioned automatically, whether the recording was created using the Panopto recorder or some other recording software.

Videos uploaded to the [Online Video Server](#) are not captioned. Videos should not be uploaded directly into Moodle because not only are they not captioned, they place Moodle under stress as it is not optimised to deliver videos.

Am I required to edit the transcript?

There is no minimum accuracy requirement and so captions can be left unedited. However colleagues may wish to scan the captions and correct any significant errors. Instructions for editing Panopto captions are available from [the Panopto Support website](#).

Some students, such as those with hearing impairments, might require a fully accurate transcript. The Disability Inclusion team works with specialist agencies and can arrange this. Please contact disabilityandinclusion@napier.ac.uk if you have any queries.

Is there captioning for Webex Meetings?

Recorded Webex Meetings are captioned automatically and further information is available in the [Learning Technology Hub](#).

Live captioning is part of the *Webex Assistant* tool will shortly be available in Webex Meetings. Further information about Webex Assistant can be found on the [Webex Support website](#).

There is no captioning available for live or recorded Webex Trainings.

Can students be identified in a Webex recording?

If the recording is not paused when a student speaks then they can be identified in the recording. Any participant who speaks becomes the focus and so their name is displayed, regardless of whether their camera is enabled or not.

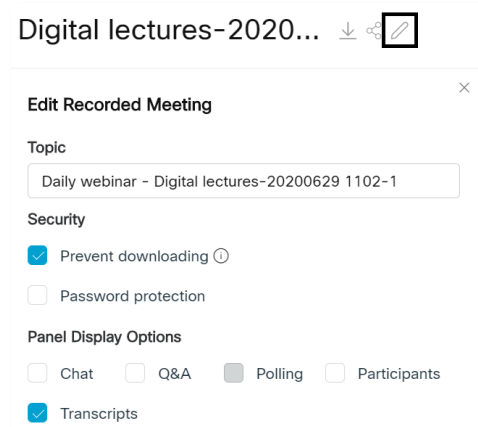
A recording also includes an audio map which displays each Participant's name timestamped when they speak. Both of these are included in the recording and cannot be removed in Webex. A

workaround is to download the recording and upload to Panopto for editing, and to circulate the Panopto URL for students to view, and then deleting the original Webex recording).

If a meeting is video only (ie. no content shared) then the start/end can be trimmed, however sections of a Webex meeting cannot be cut out.

The Participant panel shows the Join/Left times and the Chat panel shows the name and time of posted messages.

Both of these panels can be disabled in the recording by clicking the edit icon.

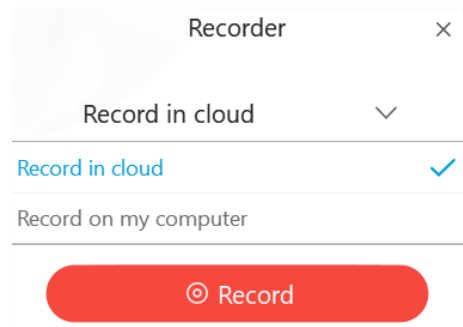


How can I prevent my Webex recordings from being shared?

Recording 'on my computer' will save an mp4 file to a local folder, where it can be uploaded to Panopto and shared with students.

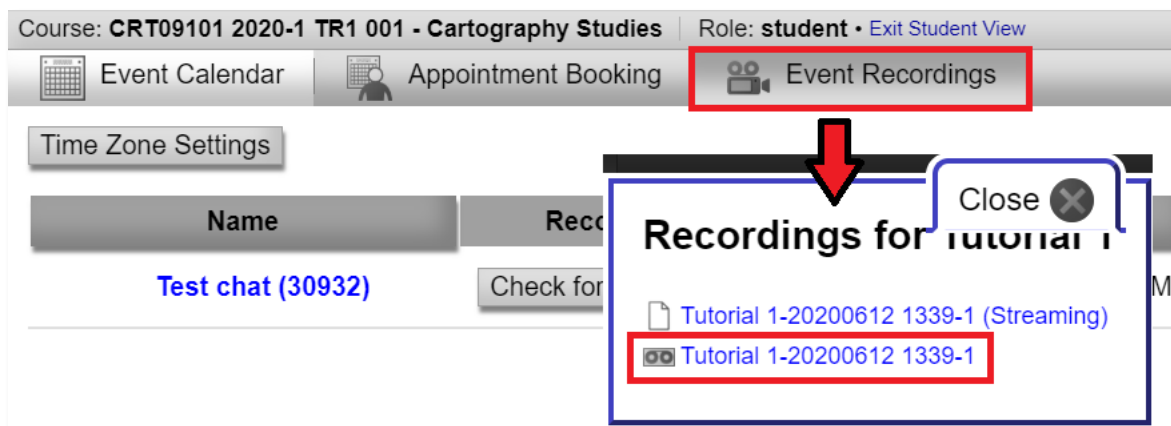
Webex recorded 'in cloud' will play in the browser at <https://edinburghnapier.webex.com>, and is only available to signed in users.

Cloud recordings have a unique URL which can potentially be shared by anyone who has the link.



Recordings are downloadable by default and this can only be prevented for individual recordings scheduled in <https://edinburghnapier.webex.com>.

The recordings of Moodle scheduled meetings are automatically available to all students enrolled on that module from the *Event Recordings* tab (pictured). These recordings are always downloadable.



How should I inform students about Webex recordings

Inform students why you are recording the session, how it can be accessed and who will be able to access it.

Explain the meeting protocols regarding student's contributions, and measures you will take to remove these contributions if requested.