



Technology Enhanced Learning (TEL) resources  
Start of session support pack



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# Start of session preparation



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Before a new term starts, there is plenty to do to prepare your teaching content for the months ahead.

This brief document will signpost you to the University's key TEL resources, so that you can learn more about:

- **Using Panopto**

- Key questions answered around recording, finding and editing your content
- Top tips for getting the most out of the tool

- **Other important tools**

- Staying accessibility compliant with Ally
- How to use Vevox for learning and engagement

# Lecture recording – key queries



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## What is recorded via Panopto?

Panopto automatically records those classes which are designated as 'lectures' in the timetable and recorded on campus. You can request other non-lecture events to be recorded [via our booking form](#). You can also manually record other teaching events, including content you'd like to record in advance; our [quick guide](#) and [Moodle course](#) have information on how to do this.

## How do I find my automated recordings after my lecture?

The quickest route to accessing your recordings after your lecture is via the Course Settings link in a Moodle course's RePlay block. They will be available shortly after your lecture, but can take up to an hour if the recording is long, or during busy periods.

## When are my recordings available for release and edit?

As above, you'll be able to access your recording shortly after your lecture. Find out more about when and how your recordings will be available for release and edit in FAQ 6 on our [lecture recording support page](#). It is important that before the new term, your content is edited and released in good time so that students can access it when they need to.

## How do I record and copy my video content to the right folder?

Lecture recordings are automatically uploaded to the right Panopto folder for those staff who are assigned to a module's Moodle course. Once a recording is set to release, the students who are enrolled on that module will be able to view it.

# Lecture recording – key queries continued



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## How do I edit my recordings?

You can edit your recordings by clicking on the Course Settings link in a Moodle Course's RePlay block. You can find guidance on the best ways to edit your content [via our Moodle page](#), or [contact the E-Learning Team](#) for more guidance.

## How can I reuse a previous year's content?

Most recordings will **not** automatically be rolled over from the previous academic year. In preparation for the next teaching year, you will need to identify the content you want to carry forward, the copy it into the latest year's Panopto folder. Learn how to do this in our [Panopto guide](#).

## Where can I find out more?

- [Our lecture recording intranet page](#): for information on the pedagogical impact of lecture recording, guidance for students, more in depth FAQs and to hear what colleagues say about Panopto
- [Our Moodle course](#): an in-depth resource for all your queries on getting started, video recording and editing, managing assignments through Panopto and more

# Lecture recording – tips and hints



- During your recording
  - Pause and un-pause your recording using 'F9' on your keyboard as needed, to ensure you can release partial recordings where there are sensitive or lengthy issues being discussed in the classroom
- Releasing your recording
  - In courses with multiple convenors, nominate a publisher to ensure releases are managed promptly
  - Visit your course folder regularly to check what has been released – keep an eye out for 'not available to viewers' message against unreleased recordings
- Student expectations
  - Create and copy over content in good time before start of session, so that students don't experience a delay in accessing learning resources
  - Let students know what will be available and when
  - Point students to resources on how to use recorded content effectively, and talk openly about expectations and engagement
- Creating complimentary content
  - Think about alternative resources, such as other video content or reading lists – this is important for inclusivity and accessibility
- See how it's going
  - Use the stats feature in Panopto to monitor student engagement with lecture recordings

For general support, email [e-learning@rhul.ac.uk](mailto:e-learning@rhul.ac.uk)  
For technical support, email [audiovisual@rhul.ac.uk](mailto:audiovisual@rhul.ac.uk)



# Staying accessibility compliant with Ally



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## What is Ally?

Ally is a Moodle plug-in which supports learning accessibility. The use of Ally aligns with the University's commitment to equality, diversity and inclusivity (EDI), and academics are encouraged to use it when creating teaching and learning resources.

## What does Ally do?

- It checks Moodle course materials against international standards as part of the accessibility requirements for public sector bodies
- It provides guidance to teaching and professional services staff on how to improve accessibility of their Moodle course content
- It provides students with Moodle course content in downloadable, portable alternative formats, to increase accessibility and provide choice
- It provides the University with institution- and course-wide accessibility data.

For training videos and documentation on using Ally, visit our E-learning webpages.  
If you have any questions about the tool, email [e-learning@rhul.ac.uk](mailto:e-learning@rhul.ac.uk).

# Using Vevox for learning and engagement



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Vevox is a polling app, supported by the University to help drive engagement in teaching and learning.

## What can Vevox do?

With Vevox, lecturers and learners make use of polls, surveys, quizzes, and tests.

### Lecturers can...

- Provide opportunities for students to interact directly with learning content through specific tasks
- Measure students' comprehension and test their problem-solving skills
- Provide live feedback to students in response to results
- invite, share and display student opinion
- Prompt, moderate and respond to students' questions
- Record and export results for further analysis and/or discussion
- Generate and collect data in support of lecture content, e.g., Psychology lectures on perception.

### Learners can...

- Apply newly acquired knowledge and understanding
- Post moderated questions and feedback to lecturer and classmates
- Receive instant feedback in response to their questions, understanding and performance
- Participate in a game-based environment
- Use any internet-enabled device, e.g., laptop, tablet, or smartphone

For a comprehensive list of Vevox's features, pedagogical benefits and release dates of integrations with different tools, visit the [E-Learning Team's dedicated webpage](#).

Thankyou



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