Lecture Recording Policy

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1 Preamble

Lecture recording is standard practice at QMUL in rooms that are set-up with the equipment to do so. Lecture recording enhances the learning experience for all our students, both during the semester and for revision. All schools, departments and institutes are expected to implement lecture recording as standard practice, with limited exceptions as discussed below..

2 Overview

2.1 Summary

Q-Review is QMUL's lecture capture service. This policy governs the use of Q-Review and covers areas such as consent, ownership, security, copyright, intellectual property and the options available to lecturers, faculties, schools or institutes when using the service.

Q-Review recordings provide accessible versions of live lectures as well as content captured via Universal Capture and as such, their availability to all students helps QMUL to meet its responsibilities under the Equality Act (2010) and the Public Sector Equality Duty to anticipate the requirements of its disabled students. However, this policy does not specifically address the use of Q-Review to meet those obligations. Please see _ for more information.

The contents of this document where relevant, apply to both staff and students of QMUL.

This document does not detail technical processes or instructions on how to interact with the system. The Technology Enhanced Learning Team's website has more detailed information on procedures and
user guides. Links to relevant areas of that site are included in section 8.

Definitions of the terms used in this document are available in section 2.3

2.2 Purpose of this policy

- To ensure all stakeholders understand their responsibilities.
- To prevent unauthorised use of recordings.
- To ensure appropriate permissions are sought when recordings occur.

- To prevent unauthorised use of copyrighted materials in recordings and make staff and students aware of copyright guidance materials and resources in accordance with existing policy such as GDPR and IP laws.

2.3 Definitions

Affiliate – Non QMUL member of staff.

Archive – Q-Review recordings are moved to an archive server (or 'archived') for a period of 12 months before being permanently deleted.

Echo360 Ownership – Ownership of an Echo360 recording as used within the Echo360 system. Not to be confused by the legal owner of the recording or Intellectual Property.

TELT – Technology Enhanced Learning Team

LTI – Learning Tools Interoperability. This allows learning tools to communicate with each other. In this case, Q-Review and other tools such as QMplus.

Opting out – Members of staff may choose not to be recorded by opting out.

Presenter - this refers to both the presenter of the live event and any presenters subsequently added (as meta-data) to a recording.

Published / Unpublished – Q-Review recordings can be rendered 'unpublished' which means that they remain on the system but cannot be viewed.

Q-Review Contact – the person in each School who is responsible for providing information about the School's lecture recording requirements to Timetabling.

Rollover – the annual process each summer through which Q-Review is prepared for the following year's recordings.

Scientia Syllabus Plus – QMUL timetabling system

2.4 Other relevant QMUL documentation

- IT services Policy – DG17 IT User Account Management
- IT Services – Standard Operating Procedures – Acceptable Use of IT
- QMUL Data Protection Policy
- QMUL Archives Appraisal Policy
- Policy on Recording Taught Sessions
- QMUL Policy on Intellectual Property: Summary Statement

3 Introduction

3.1.1 Q-Review is QMUL's lecture recording service. The system is a learning application which uses the ECHO360 service and is made available to members of the institution as a tool to enhance the teaching and learning experience. TELT are the business owners of the service.

3.1.2 A Q-Review recording, or universal capture can consist of the following inputs:

I. the screen
II. the audio
III. the video of the presenter (optional)
IV. the document camera
V. the white or blackboards (in rooms with tracking capability)

3.1.3 In addition to the intended event or lecture, a Q-Review recording may also capture:

- people leaving or entering the room.
- conversations held before or after the main event.
- members of the audience asking questions.
- conversations should rooms be occupied by ad hoc groups when lectures are cancelled or amended via the timetabling system.

3.1.4 Students and staff are made aware of recording states by use of indicator lights attached to the recording equipment. This gives indications of when the system is recording, paused or on standby. Please see 11 for further information.

3.1.6 Recordings can be viewed via module areas within QMplus, directly via the Echo360 website and via a mobile app (available on Android or iOS).

4 Overarching principles of Q-Review

4.1 Q-Review is established as a service which:

4.1.1 captures all timetabled lectures or lecture/seminars taking place in Q-Review rooms by default.

4.1.2 provides lecture recordings for use by QMUL students for review, revision and to support their learning.

4.1.3 provides valuable resources to help students with disabilities and specific learning difficulties engage with standard lectures.

4.1.4 supports international students' learning, particularly those for whom English is a second language.

4.1.5 facilitates the creation of flexible learning resources to further develop the portfolio of QMUL teaching staff and encourage innovative teaching.

4.1.6 promotes excellence in learning and teaching in line with QMUL strategy.

4.1.7 is not used to monitor staff for performance management and quality control.

4.1.8 produces recordings for time-limited use and not for long-term archiving or posterity (see the Archive and Deletion Policy in section 6.8);

4.1.9 allows staff members to opt-out of being recorded if formal procedures are followed (see Section 6.1.4).

5 Q-Review Responsibilities

5.1 Teams involved

5.1.1 Responsibility for various aspects of the Q-Review service is shared between the following:

I. The Technology Enhanced Learning Team (TELT), Academic Development IT Services
II. Academic Applications Team, IT Services
III. Campus Customer Support, IT Services
IV. IT Helpdesk, IT Services
V. Timetabling team, Academic Registry and Council Secretariat
VI. Staff in academic schools/institutes and professional services departments
VII. QMUL Library

5.2 Responsibilities

The section below describes the roles and responsibilities of the different units in relation to Q-Review use and administration.

Area	Responsibilities
Technology Enhanced Learning Team(Business owners)	✓ Staff training and development ✓ Continuous enhancement ✓ Promotion ✓ Stakeholder communications ✓ Development of support materials and training of support staff ✓ Annual processes such as archiving and rollover ✓ Reporting ✓ Policy development
Academic Applications, IT Services	✓ Server-side application support and management; (It is now a SAAS based solution) ✓ Running and developing annual processes such as rollover and archiving ✓ Liaison with external vendor ✓ System monitoring ✓ Capacity planning ✓ Service reviews
Campus Customer Support, IT Services	✓ Hardware maintenance ✓ Troubleshooting in lecture theatres
ITS ServiceDesk	✓ First-line support and initial responses to user queries

Timetabling Team	• Scheduling of recordings and allocation of rooms • Managing opt-out requests
Individual staff members (presenters)	• Editing of recordings • Collection of guest speaker consent (where necessary) • Copyright clearance (where necessary) • Notification to the TELT regarding archiving • Control of publishing/sharing of recordings • Control of adding presenters to sections
Library Services	• Identification of items for long-term archiving • Copyright guidance
School Admins / Q-Review contacts	• Access to Schools' recordings and management of them • Liaison with Timetabling and teaching staff • Liaison with the TELT

5.3 Access

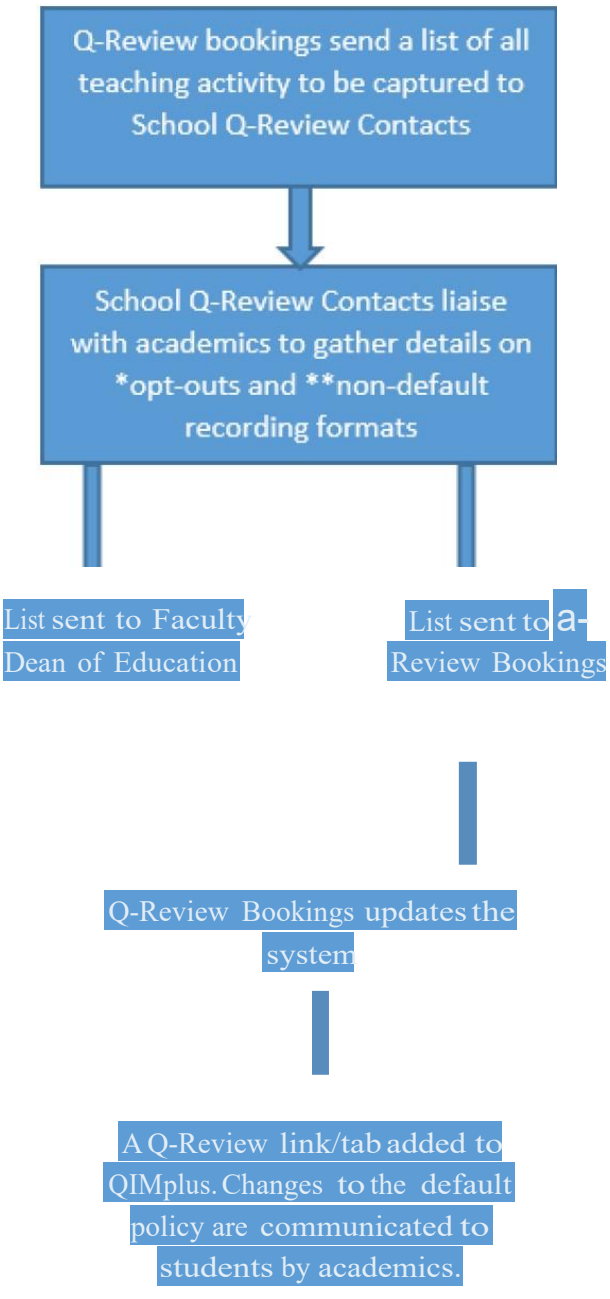
The table below describes the access rights allowed for the different units in relation to Q-Review use and administration.

User Type	Viewing	Sharing	Editing	Publishing	Deleting	Archiving	Restoring
Owner / Primary Presenter	Y	Y	Y	Y	Y		
ITS - ServiceDesk	Y	Y	Y	Y			
ITS - Applications Analyst	Y	Y	Y	Y			
ITS - Campus Customer Support	Y						
Technology Enhanced Learning Team	Y	Y	Y	Y	Y	Y	Y
Timetabling team	Y			Y	Y		
School Admins	Y	Y	Y	Y	Y	Y	Y
Students	Y						

*ITS = IT Services

6 Q-Review Processes, Policies and Guidelines

6.1 Process overview



*A reason for opting out will also need to be recorded

**The default recording format is video+ audio+ screen

6.1.1 At QMUL all timetabled lecture-type teaching activities, which are fully recorded in Scientia Syllabus Plus, occurring within a room with lecture capture capability, are automatically recorded and distributed to students.

6.1.2 This section outlines the guidelines that Schools must follow for the Q-Review service to operate effectively.

6.1.3 All Schools have a named Q-Review Contact. Please contact Q-Review Bookings if you are unsure who has this responsibility in your School.

6.1.4 Approximately 4-5 weeks before the start of term, once the School's teaching timetable has been finalised, the Q-Review Bookings team will contact the Q-Review Contact for each School, providing an Excel spreadsheet of the teaching activities scheduled to take place in Q-Review enabled rooms. Q-Review Contacts will then be expected to provide details of:

- any presenters who do not wish to be recorded (opt-out)
- weeks which are to be omitted
- instances where presenters require audio only, or display and audio be recorded rather than the default of audio/display/video
- whether recordings be set as 'initially unavailable'
- reasons for opting out of recording, setting recordings as unavailable or omitting recording in particular weeks

6.1.5 Q-Review Bookings will stipulate a deadline for this information to be returned to them, as annotation of the spreadsheet. This is typically 1 week before the start of term.

6.1.6 The ELU will keep an up-to-date list of all Q-Review enabled rooms for reference.

6.1.7 .

6.1.8 Q-Review Bookings then updates the system and a Q-Review link/tab is added to QMplus.

6.1.9 All opt-outs must be approved by the relevant Faculty Dean of Education.

6.1.10 Any academics whose teaching is timetabled in Q-Review enabled rooms after this deadline, should be informed that their teaching will be recorded and be informed of the opt out process.

6.1.11 The School's Q-Review processes should be outlined in any induction material targeted at new staff. This should include:

I. Who the Q-Review Contact is
II. How teaching staff can 'opt out' - the process to follow if they do not want to be recorded
III. How consent should be gained from guest speakers (see 6.4)
IV. How students have been informed or will be informed (see 6.5)
V. Links to relevant Q-Review material and guidelines (see useful links in section 8)

6.1.12 A reminder of the School's Q-Review process should be emailed to staff at the beginning of every academic year (though every semester is preferred).

6.2 Consent for recordings

6.2.1 Presenter's consent

6.2.1.1 Permission must be obtained and recorded from anyone presenting (including students) where they have been directly or deliberately recorded, i.e. where they are formally presenting to the audience, not speaking as part of that audience.

6.2.1.2 Where a student has taken the role of a primary presenter, they will be considered a 'Presenter' as defined by this document and will have the same rights over the content as a staff member.

6.2.1.3 Consent may be assumed from teaching staff who do not formally opt-out, but not from students or external/guest presenters and must be explicitly sought in these cases (see section for recommendations on guest presenters).

6.2.1.4 Where a booking is made directly by the presenter and this person is the only speaker to be recorded, there is no requirement to secure written consent.

6.2.1.5 The TELT provides a pro forma document that may be used to record permission from external (non-QMUL) speakers.

6.2.1.6 It is the responsibility of the School/Department/Institute to store guest presenter or student consent and make it available on request.

6.2.1.7 The TELT reserves the right to make recordings unavailable until such evidence of consent can be provided, where it is believed to be missing.

6.2.1.8 The TELT reserves the right to delete recordings in the event that evidence of consent cannot be produced by a School.

6.2.2 Audience consent

6.2.2.1 Presenters of ad hoc recordings are obliged to inform the audience that an event is being recorded and that their voice, asking questions or making comments, is likely to be captured. This may be done in the first recording in the series and does not need to be repeated in each recording in the series.

6.2.2.2 The TELT reserves the right to restrict access to or delete recordings where this evidence cannot be produced.

6.2.3 Guest speakers

6.2.3.1 It can be assumed that consent is given by those teaching staff who have not opted out and whose lectures are being captured by default. However, it cannot be assumed that guest speakers have given their consent.

6.2.3.2 The School should clarify for lecturers how consent should be obtained for invited speakers.

6.2.4 Recommendations for Guest speakers

6.2.4.1 The individual lecturer should inform the central administration team that they have a guest speaker scheduled for a particular event, and the School's Q-Review Contact should gain consent from the guest speaker to be recorded.

6.2.4.2 Alternatively, lecturers can seek this consent themselves and should forward this to the central administrative team for record keeping purposes.

6.2.4.3 Where consent has not been received, or has been withdrawn, the central administrators should inform Q-Review Bookings at qreviewbookings@qmul.ac.uk with at least 5 days' notice, so that the scheduled recording can be cancelled. If consent is withdrawn after the event, the individual lecturer should remove the recording.

6.2.4.4 Please also refer to item 6.2.1 of this policy on Presenter's Consent.

6.2.5 Notifying students

6.2.5.1 Responsibility to notify students rests with the School and not the individual presenter.

6.2.5.2 The following information should be included in a student handbook or within other prominent student material e.g. the QMplus School landing page and/or individual course areas:

6.2.5.2.1 That the University operates a lecture recording policy which means that all lectures in Q-Review enabled rooms will be recorded unless their lecturer has chosen to 'opt out'.

6.2.5.2.2 If their lecturer has opted out of recording some but not all lectures for that module or has chosen to release the recordings in different ways than the default as set out in this policy, then information and a rationale for this decision will be provided via QMplus.

6.2.5.2.3 That their voices may be captured.

6.2.5.2.4 That the video camera is not set up to capture the faces of the audience, but it may inadvertently capture the back of the heads of those sitting in the front of the class.

6.2.5.2.5 Indicator lights installed in the Q-Review enabled rooms will demonstrate when a Q-Review recording is taking place. See Appendix 2 for further details.

6.2.5.3 Any changes (such as changes to the room, the teacher, the day/time etc.) must be communicated to the Timetabling Team (timetabling@qmul.ac.uk) as soon as possible so that the schedule can be updated accordingly.

6.2.5.4 This change should be communicated with at least 5 days' notice. If less than 5 days' notice is given, the Timetabling Team cannot guarantee that recordings will be scheduled correctly. Further details of issues that may arise can be read in Appendix 2.

6.2.5.5 Changes required after a recording has been processed should be raised as a ticket on the IT ServiceDesk(or by emailing servicedesk@qmul.ac.uk).

6.3 Authority over recordings

6.3.1 QMUL staff primary presenters have full performance rights over the recordings of their lectures and can edit, make unavailable or delete them through the Q-Review interface (see College IP policy section 4.2). If a recording is part of a lecture 'series' then students should be informed of any deletion through the QMplus interface, ideally in the 'Announcements' section of the module's QMplus page.

6.3.2 The owner of a recording can also add presenters who will also receive the same editing rights over the recording.

6.3.3 All recordings must be scheduled with the name of a member of QMUL staff even if they are booked on behalf of a guest presenter or a student presenter. This member of staff will also be listed as a presenter within Q-Review and will be given access to edit, make unavailable or delete recordings made using their name.

6.3.4 When a member of staff leaves QMUL, they can assign Echo360 ownership of their Q-Review recordings to colleagues/successors, should they wish their recordings to be managed (e.g., deletion, sharing, reassignment, editing, etc) once they have left.

6.3.5 If the owner of a recording leaves the institution without assigning ownership to another member of staff, the TELT will administer the recording and the recording will be archived and deleted as per the policy stated in section 6.8

6.3.6 Any requests to administer recordings before archiving while the recording is in the system (e.g., to reassign the ownership of the recording) would require the consent of the person who holds the performance rights.

6.4 Data Protection and Confidentiality

6.4.1 QMUL's Data Protection Policy applies to Q-Review. In order to comply with the policy all data must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The policy states in clause 2.4 that it:

> *'shall guide all who process data in the College to ensure that these principles are followed and any breach, whether deliberate or through negligence, may lead to disciplinary action being taken.'*

6.4.2 In the case of a breach of either Data Protection or Confidentiality (e.g. where a patient's identity or other sensitive data is revealed) during a recorded lecture, the presenter should immediately make the recording unavailable, then edit the recording to remove the breach to ensure that data confidentiality is maintained.

6.4.3 Where the ELU is made aware of any breach of either Data protection or Confidentiality within a lecture recording, it will immediately make the recording unavailable, then contact the presenter to correct the content matter as outlined above.

6.4.4 Echo 360's Privacy and GDPR policy also applies to Q-Review use. Further information regarding this can be read on the Echo 360 website.

6.5 Intellectual property rights

6.5.1 The document "Queen Mary Policy on Intellectual Property: Summary Statement" details the rights QMUL has to teaching materials created by members of staff, including "video or other recording of a QMUL employee's lectures or presentations".

6.5.2 The policy states that:

> *4.2 QMUL agrees and acknowledges that all performer's rights in any Teaching Materials, including any video or other recording of a QMUL employee's lectures or presentations, or similar works which are performances in IP terms, are owned by the employee. Each employee grants QMUL rights to use such materials, and their recordings, for Academic purposes.*
>
> *4.3 QMUL owns the IP rights to Teaching Materials and Administrative Materials, whilst granting the use of those materials by their creator for any purposes consonant with their QMUL employment.*

6.6 Copyright

6.6.1 Where the recorded lecture or event shows work for which a third party owns the copyright, it is important to check whether this is compliant with the copyright licences which Queen Mary hold or the exceptions under copyright law before distributing the recording unedited. Please see section 6.6.8 of this policy for details of how to do this. It should be noted that publishers may own the copyright of content created by presenters.

6.6.2 It should be noted that some copyright licences and legal exceptions will not apply when a recording is published on the open web or a QMplus area is publicly available.

6.6.3 Where third-party material has been recorded which infringes copyright, the recording should be edited to remove the material before being made available to students. (See user guide: Editing Your Recording).

6.6.4 Should copyrighted content be used, it should be referenced appropriately.

6.6.5 Resources that are copyright free should still be referenced when used. (Such as Creative Commons content.)

6.6.6 To reference content appropriately please do one of the following:

- If a presentation is used (such as PowerPoint), place references to all materials within the presentation slides and ensure they are shown.
- Place references in the description section within the media info of the Q-Review recording (see user guide: How do I add references to my recording).

6.6.7 Where the ELU is made aware of any breach of copyright within a lecture recording, it will immediately make the recording unavailable and then contact the presenter to correct the matter as outlined above. (See also section 6.9 Take-down policy)

6.6.8 Further advice on copyright compliance in lecture capture should be sought from the copyright section of the QMUL Library website.

6.7 Security and Access

6.7.1 All recordings made using Q-Review are password protected by default and only allow authorised access.

6.7.2 Staff can distribute their recordings via email, QMplus or on an external website. Access via email link or external website may still require QMUL login to be entered before the material can be viewed.

6.7.3 To restrict access to Q-Review recordings to those studying on a particular module or programme, it is recommended that recordings are released via QMplus and a request made for the appropriate security setting to be enabled in Q-Review. Requests are made via the IT helpdesk on helpdesk@qmul.ac.uk.

6.7.4 Individuals may choose to distribute lecture recordings via email or a particular website and allow any member of the public to view the recording. In order to allow

public access in this way, instructors can create public links to either individual recordings or groups of recordings. It should be noted that in these cases, the recordings will be openly available on the web and may be shared with those outside of QMUL which might allow access to unintended audiences, and could possibly be a breach of copyright. See the user guide: Publish, Share, Playback for information on managing distribution of recordings.

6.7.5 Individuals are advised to make recordings available to students registered with the university's Disability and Dyslexia Service (information on which students are registered can be found using the Student Course Data resource on MySIS). Making recordings available can be achieved by creating links in QMplus or directly via Q-Review, in both video and audio only format. Further guidance on supporting students and ensuring learning material is accessible can be found via the Disability and Dyslexia Service website.

6.7.6 Recordings can also be viewed via the Echo360 app for Android and iOS devices. Once the app is downloaded, QMUL login details will be required to view content.

6.8 Archiving and deletion of recordings

Archiving

6.8.1 It is a principle of the Q-Review service that recordings are not created for long-term use, therefore, older content is deleted at regular intervals.

6.8.2 Recordings will be available for 2 years following the end of the academic year in which they were created.

6.8.3 If a presenter wishes to extend the availability of their recordings beyond 2 years they should do so by raising a Helpdesk ticket providing details of those recordings.

6.8.4 Recordings, which in August are older than 36 months, and that have not been requested to be retained, will be archived for one year before being completely removed from the system. The archiving process will take place in August each year. Archived recordings are not viewable but can be reinstated to a viewable state by the presenter at any time by raising a helpdesk ticket.

6.8.5 If any School/Department/ Institute wishes to extend the availability of recordings more generally, this can be done by raising this with their faculty E-learning User group first for discussion before actioning by the ELU. E.g. if SMD wanted to extend the period to 5 years instead of 3.

Deletion

6.8.6 A presenter can make a request for any of their recordings to be retained on the live system indefinitely. This can be done via a Helpdesk ticket.

6.8.7 If no request is received all recordings more than four years old will be deleted permanently at a scheduled archiving date in August of that year.

Long-term archiving

6.8.8 The above (6.8.1 to 6.8.7) do not apply to recordings of special events such as inaugural lectures, lectures by external speakers, guest lectures, conferences and major corporate events. These recordings have 'archival value', i.e. long-term evidential, informational and cultural value, as outlined in the QMUL Archives Appraisal Policy.

6.9 Take-down policy

6.9.1 Where the ELU is informed of breaches of copyright, inappropriate recording, absences of consent etc., the following steps will be followed:

I. The affected recording will be made inaccessible immediately.

II. The ELU will inform the recording owner of the reason it has been taken down and the steps the owner needs to follow to correct the breach.

III. Where copyright issues are corrected (e.g. consent obtained or offending content removed) the recording will then be reinstated.

IV. Where consent is unobtainable the recording will be permanently deleted.

6.9.2 Presenters have a responsibility to review and edit or delete their recordings where they are informed of a breach.

6.9.3 Where an individual staff member or student has been recorded without their permission, they should contact the ELU who will apply the above take-down policy or remove the content from the Q-Review recording.

6.9.4 Any unauthorised copying, access or dissemination of Q-Review recordings by students will constitute a breach of Q MU L's Code of Student Discipline (see sections
17a,17m) and will be dealt with accordingly.

7 Useful links

7.1 Q-Review Use

- About Q-Review: https://www.elearning.capd.qmul.ac.uk/learning-applications/q-review/
- List of Q-Review enabled rooms: https://www.elearning.capd.qmul.ac.uk/q-review-enabled-rooms/
- Guide to recording lectures: https://www.elearning.capd.qmul.ac.uk/guide/lecture-capture/
- How to edit a recording: https://www.elearning.capd.qmul.ac.uk/guide/editing-your-recording/
- Restricting Access to QMUL Students: https://www.elearning.capd.qmul.ac.uk/announcements/q-review-upgrade/#security
- Q-Review Help & Support: https://www.elearning.capd.qmul.ac.uk/application/qreview/

7.2 Consent Form

- External Presenter Consent Form: https://www.elearning.capd.qmul.ac.uk/wp-content/uploads/2014/03/Q-Review-consent-form-for-non-standard-recordings-V.2.doc

7.3 Copyright

- Copyright guidance: http://library.qmul.ac.uk/research/copyright/

8 Contact information

Have we missed something? Do you have any queries or concerns about the policy? Please contact the ELU: elearning@qmul.ac.uk with any questions or comments.

Other Useful Contacts

Q-Review Bookings: qreviewbookings@qmul.ac.uk
ITS Helpdesk: helpdesk@qmul.ac.uk

9 Policy Review cycle

- This policy will be reviewed periodically and updated as appropriate.

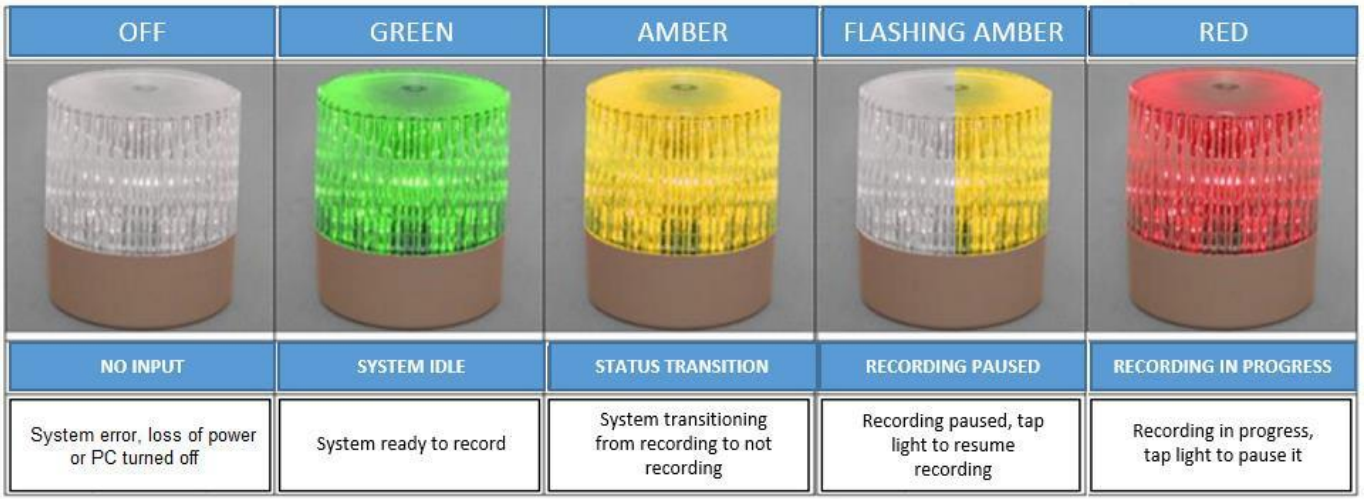
10 Policy document revision history

Version	Date	Author	Comments
1.0	08/05/2009	E McDonnell	First draft for consultation with team
1.1	05/09/2009	E McDonnell	Comments are taken into account
1.6	15/11/2009	Eoin McDonnell	Comments from LTAC are taken into account
2.1	1 May 2014	Manoj Singh	Revised following expansion in service.
2.2	1 Oct 2014	Stella Ekebuisi	Revised following comments from E-Learning Steering Group.
2.3	31 Oct 2014	Stella Ekebuisi	Revised following comments from VPTLAG
3.0	14 Aug 2015	Alysa Bramble	Opt-Out Guidelines added.
3.1	16 Sept 2015	Brett Lucas	Revised and expanded following comments from various QMUL constituencies.
3.2	05 October 2015	Brett Lucas	Revised following feedback.
3.3	27 October 2015	Brett Lucas	Revised after feedback from user groups
3.6	9 March 2016	Stella Ekebuisi	Revised following comments from Education Quality Board.
3.6	9 June 2016	Stella Ekebuisi	Approved by Senate.
4.0	July 2018	Kwabena Adjei-Owusu, Brett Lucas, Richard Chantler, Manoj Singh	Revised following migration to SaaS platform, queries regarding misconduct & installation of indicator lights
4.1	September 2018	Brett Lucas, Richard Chantler, Manoj Singh	Revised following consultation with E-learning Steering Group, QMUCU and QMSU
4.2	October 2018	Brett Lucas	Approved by E-Learning Steering Group
4.3	April 2019	Brett Lucas	Revised following recommendations of EQSB
4.4	May 2019	Brett Lucas	Approved by EQSB

11 Q-Review Indicator Lights

Indicator lights are currently installed in all rooms where Q-Review recordings are possible.

The indicator lights display the status of the Q-Review recording, shown via the colours below:



The pause/resume recording functionality allows presenters to pause lecture captures when:

- there is sensitive content
- questions are raised by the audience
- copyrighted material is being used
- there is a break between lectures (e.g. a 5-10 minute break between two 1 hour lectures)

Red – recording in progress

To pause a recording, simply press the top of the light when a lecture capture is taking place – the light will then change from red, to flashing amber. The recording will resume when the light is next pressed, changing back to a red colour to indicate the recording is live once more.

Amber – recording transitioning from one status to another

The solid amber status is likely to display briefly when the Q-Review lecture capture transitions from 'recording' to 'idle' or vice versa.

Flashing Amber – recording is paused

Flashing amber indicates that the Q-Review recording is currently paused. To resume the lecture capture, press down on the top of the light and the light will then change colour to red, to show that the recording is live once more.

Green – system idle (system ready to record)

When the light shows as green, the system is idle, ready to record the next lecture in the timetabling system which has been scheduled to be recorded.

Should the indicator light display as green when you expect the system to be recording, then the following reasons may apply:

- timetable data may be incorrect within Scientia Syllabus Plus and need updating in order for the Q-Review system to record it. (If so, please contact timetabling@qmul.ac.uk to update the data)
- the presenter may have opted out from being recorded
- the lecture activity may have been scheduled <30 minutes ago (resulting in it not being automatically scheduled to be recorded)

Light appears as 'off'

Should the indicator light appear as 'off', with no colour displayed, then the system may have failed and need investigation, there may be a loss of power or the resident PC may be off. Should you ever see this in one of the Q-Review enabled rooms when the PC is in fact on, please notify us via The Helpdesk so that it can be looked into as a matter of urgency, so that the impact can be minimised.