

# Q-Review Policy and Guidelines (DRAFT 3)

Francis Wright, 05 May 2016

## Background

According to Queen Mary [Q-Review Policy](#), Q-Review:

- provides lecture recordings for use by all QMUL students for review, revision and to support their learning;
- provides valuable resources to help students with disabilities and learning difficulties engage with standard lectures;
- facilitates the creation of flexible learning resources to further develop the portfolio of QMUL teaching staff and encourage innovative teaching;
- promotes excellence in learning and teaching.

## Policy

In accordance with Science and Engineering Faculty policy, the School of Mathematical Sciences is a [Q-Review School](#), meaning that **all** the lectures within the school (including revision lectures in week 7 and revision week) are recorded automatically by default as long as they take place in [Q-Review enabled rooms](#). Lecturers can opt out of this default process.

A Q-Review link should appear on all QMplus module areas to enable student to access recordings once they are published (unless all lectures are opted out in which case the Q-Review link should be deleted).

The School Q-Review contact is the Education Manager, [Mr Norman McBreen](#). To opt out of a Q-Review recording, you must contact Norman at least a week before the first lecture with the information below:

- the module code(s);
- the presenter's/lecturer's name;
- if the request is for an individual session rather than an entire module then also the location, date and time of the session;
- the reason why you would like to opt out.

## Guidelines for using Q-Review

You are advised to do the following.

- Consider wearing a lapel microphone if one is available since the podium microphone may not produce adequate sound quality.
- Consider using a document camera if one is available rather than the whiteboards, since the document camera can be captured readably by Q-Review whereas the whiteboards cannot.
- Report any problems to the School Q-Review contact.
- Inform your students that you are using Q-Review in your first lecture and ask them to report any problems to the School Q-Review contact as early as possible, pointing out that it may not be possible to correct problems that are not reported immediately.
- Check at least the first recording **via QMplus** yourself.

A lot of [online guidance in the use of Q-Review](#) is available.

By default, Q-Review records audio and video of the presenter (at the front of the room) as well as whatever is being projected onto the screen from the projector – the right hand projector, usually number 1, if there is more than one projector. The projector that is captured would most commonly be used to display pre-prepared lecture slides but can also be set up using the A/V console to capture an interactive computer display, the document camera or the feed from the presenter's laptop. Check the instructions on the A/V console and make sure you display the most important information using the projector that is captured by Q-Review.

Possible alternative uses of Q-Review are to capture audio only, audio and screen only, or audio and video only. You can request an alternative capture through Norman.

Online facilities are available to perform simple editing of Q-Review recordings **within 14 days of your recording**; see [Editing your recording](#). **Editing is entirely optional**. The most generally useful editing is to remove the first and last five minutes or so before the lecture begins and after it ends, and a break during a two-hour lecture. This does not take long to do.

It is possible to hide or delete a recording; see [How do I stop students from seeing a recording?](#) It is also possible to hide or delete the Q-Review link in QMplus. But please don't do any of these without very good reason.

Recordings should be accessible for one academic year. They will then be archived and deleted at the end of the following year. If you wish for them to be held for longer, please raise a ticket through the IT Services Helpdesk. For full details please see [Will the recording\(s\) be available indefinitely?](#)

The default security setting for Q-Review is that user authentication is required before recordings can be viewed. Should the recordings be embedded or their URLs shared, those accessing them will need to login using their standard QM username and password. Should you choose to use the Q-Review block in QMplus, users will have already been authenticated by having been prompted to login via that platform; guests cannot access the Q-Review block in QMplus. For full details please see [Are my lecture recordings secure?](#)

The image of the presenter is very small! Whilst a student could in principle copy a static image from their computer screen, I doubt that it would be clear who the presenter is, so I don't think there is any significant risk of these images being misused.