



Scenario 1: On-campus lecture with recording

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This scenario, on-campus lecture with recording, is appropriate for courses with large groups and a low degree of interaction.

- The in-person course in the physical classroom is recorded and promptly put on ADAM for students who cannot participate.
- The AV media kit is available to improve the audio and video quality of the recording.
- Use Panopto or Zoom to make the recordings.
- Make the recording available through ADAM either directly by using the Panopto Video module or via a web link to SWITCHtube.
- Students on campus ask their questions in the physical classroom. Make sure that the questions are clearly audible on the recording.
- Ideally, you should offer students who were not present and who have watched the recording the opportunity to discuss and ask questions in an extra session via Zoom.

Recommendation:

Questions from the two groups can also be collected between class sessions via a Forum or Etherpad on ADAM, or even by email, and then answered at the beginning of the next class.

Possible difficulties:

The discussion/question session for students who could not attend the class on campus requires additional time and effort.

Familiarize yourself with the technology in the classroom to ensure the recording has good audio and video quality.

Further information:

- Instructions on online courses:
<https://tales.nmc.unibas.ch/en/online-lehrveranstaltungen-17/> (in particular, sections 5 and 6)
- Panopto - instructions for installation and use:
<https://tales.nmc.unibas.ch/en/panopto-anleitung-zur-installation-und-verwendung-21/>
- Panopto: Instructions for use in the lecture hall
<https://edutools.unibas.ch/en/instructions/>

- Regulation for audio and video recordings of teaching sessions at the University of Basel:
https://www.unibas.ch/dam/jcr:2a883fa4-082e-4899-b1f0-4a77fe877d65/R_Ton-Bildaufnahmen_Lehre_EN_00.pdf
- Recommendations for recording courses via video conference systems, particularly Zoom:
https://www.unibas.ch/dam/jcr:4eded214-f2b0-4c22-bd08-1313bfa75699/20200331_Recommendations-for-recording-events-via-video.pdf