

# Live Streaming

Live streaming is the act of delivering face-to-face teaching to students in the physical classroom as well as simultaneously allowing those students who may be self-isolating to join digitally via Collaborate (or other technology).

Although this is technically possible, and that some staff are already doing this, it is not a recommended approach and you should consider the advice below if they plan to deliver teaching in this way.

Please be aware that Live Streaming from the classroom is not currently supported by LTE & IT Services.

## Considerations

You need to feel technically confident when embarking to live stream.

### Technical Considerations / Possible Issues

#### Microphone

- Is the Collaborate session connecting to the correct podium microphone?
  - To use the podium microphone you need to select:

**Microphone (USB audio CODEC)**

- Is the microphone sensitive enough to pick up student questions from the back of the room so that students in the digital environment can hear?
  - Good practice is for the lecturer to repeat student questions before answering

#### Webcam (if using)

- Does the podium PC have a webcam?
  - If so, it should be listed as:

**Logitech Webcam C930e**

- Consider what your Collaborate students will be able to see. Does the camera show a view of the room you wish the students in the digital environment to see? If not, are you able to move the camera to point to what it is you wish to show?
- Is the camera able to connect to the Collaborate session?

#### Speakers

- Does the campus room have speakers?
- Are the speakers working correctly?
- If students in the digital environment speak, they may hear an echo of themselves as the podium microphone picks up the audio from the room speakers. Is the speaker volume adjustable so the in-class students can hear what students in the digital environment are saying, but not too high for it to cause this echo for the students attending in the digital environment?
  - Good practice is to advise online students to mute their microphones when not speaking.
  - You may also want to mute the classroom microphone when asking a student attending digitally to speak but remember to un-mute it again when physically-attending students and staff need to talk.

## Student Experience/Expectations

- You must remind students in the room that the session is being broadcast to others through “live streaming”.
- Consider who will support the student(s) in the digital environment that may be experiencing sound/connectivity issues. If it is the lecturer, how much will this impact upon classroom time for other students (in both the physical and digital environments)?
- When undertaking group work, if a single student is attending via the digital environment (or a very small number of student), consider how they will be included in a group.
- Can parity of experience be given to both those attending in the classroom and those attending via the digital environment?
- Consider how you make a reasonable argument against pure digital attendance to those students who attend on-campus teaching reluctantly.

## Network Capacity

- Although the campus network provides resilient and high-speed internet connectivity there are many competing demands on its resources so the level of activity could potentially impact performance with up to 250 teaching rooms all live streaming simultaneously, which in turn could impact upon the student experience.

## Displaying/Sharing Content

- To share / display content, e.g., PowerPoint presentation, websites, software etc. to both students in the physical and digital environments, the content would need to be shared via the Collaborate environment which in turn would be displayed on the main screen within the room. This would mean that the face-to-face students would view the full moderator interface of the Collaborate environment and potentially see any private messages the staff member receives from a student attending in the digital environment.

## Staff Experience

- Staff will be limited to standing at the podium, not only to provide the best audio to those students attending via the digital environment but also to control their presentations as Collaborate does not work with clickers.

## Recording the Session

- Recordings of live sessions may be beneficial for those unable to attend.
- Recordings must be made available in ReCap to provide auto-captioning for all students, under government accessibility legislation. This must be provided in a timely manner, usually within 48 hours of the class, in line with the [University Digital Learning Capture policy](#).
- If you are live streaming via Collaborate, please use Collaborate’s recording facility, and after the session [transfer the recording into ReCap](#) for students to view back.
  - Recording via ReCap would mean that those watching back the recording would view the full moderator interface of the Collaborate environment and potentially see any private messages the staff member receives from a student attending in the digital environment.
  - If you are recording via Collaborate, the podium recording light will not turn on. You must remember to alert your students (in both the physical and digital classrooms) to the fact that you are recording the session.
- If you are **not** live streaming, recordings can be made directly via ReCap.

The University approach towards live streaming aims to provide the best experience possible for both our digital online-only and on-site face-to-face students. We know there will be exceptions where live streaming may be the best approach and have factored that into this guidance. To use live streaming of the physical classroom as the standard approach, however, cannot be viewed as the best experience for students, and the guidance has been written to highlight this.

The guidance and related support documents can be found on the [Blended Learning](#) web pages.