



## Video in Brightspace

Please note that this document is a summary of current guidelines for the use of video at AU, which describes the use in Brightspace and Panopto. Reservations to changes and possible local guidelines that deviate from this.

What type of video is it?	Placement in Brightspace	Placement in Panopto	Who is responsible for deletion? (housekeeping)	How can I reuse the video for the next semester?	What happens if the students interact with the video (e.g., notes, quiz, discussion, etc.)
<p>For streaming and recordings where only, the teacher participates.</p> <p>Or where explicit consent has been obtained from all participants.</p> <p>If the teacher streams and/or records lessons where no one or only the person himself appears in the picture, it is the teacher himself who decides how the material is used. But beyond that, the teacher has full control over the streamed or recorded materials.</p> <p>NOTE: Some video recordings require so-called informed consent (e.g., recordings of patients): in such cases, you must give those appearing in the video sufficient information about how the video will be used (and you must not subsequently use the video in other contexts other than those for which consent has been given).</p>	<p>In the course folder via LTI integration Look for the icon:</p> 	Course folder (It always has the name of the course)	<p>Panopto automatically deletes the video when the Brightspace course is deleted.</p> <p>The video must be deleted manually, e.g., if consent is withdrawn before the automatic deletion.</p>	<p>If you want to reuse the video, you can copy it to next semester's course folder.</p> <p>Copy via Panopto.au.dk - and be careful not to move, as former students still use it.</p>	Students' notes, discussions, etc. deleted together with the video by automatic housekeeping.
		Personal folder	<p>The teacher is responsible for deleting the material considering GDPR and/or Copyright.</p> <p>Please note that the video becomes unavailable if the teacher leaves AU</p>	<p>The link to the video is updated in Brightspace when the old course is copied. Pay attention to copying both Content and External Tool Activity.</p>	<p>Students' notes, discussions, etc. deleted together with the video when the teacher/institute deletes the video.</p> <p>Please note that if the same video is used in several courses, the students' discussions/activities on the video risk being shared with other teams. Instead, make a copy of the video and remember to update "Insert stuff" with the new link.</p> <p>However, the video can remain in the course longer when.</p>
		Institute folder*	<p>The institute is responsible for deleting the material considering GDPR and/or Copyright.</p>		
<p>For streaming and recordings where others perform</p> <p>If the teaching is part of an organized teaching course, and recordings and streaming thereof are placed in the associated course room in Brightspace, where only the students on the course and the teacher have access, consent must not be obtained from the students to stream or record the teaching. On the other hand, the recordings must not be made available to anyone other than the participants in the team in the course room at Brightspace. Furthermore, the video must be deleted after the end of the semester unless explicit consent is obtained from the performers for further use in the course.</p> <p>As a teacher, you must always make the students aware that the lesson is recorded. It is a requirement in the GDPR regulations, which was met in the spring of 2021 via a joint message on the front page of Blackboard.</p>	<p>In the course folder via LTI integration Look for the icon:</p> 	Course folder (It always has the name of the course)	<p>Panopto automatically deletes the video when the Brightspace course is deleted.</p>	<p>The video may not be reused outside of the semester in which it was recorded without specific consent.</p>	Students' notes, discussions, etc. deleted together with the video by automatic housekeeping.
		Personal folder	<p>The teacher is responsible for deleting the material considering GDPR and/or Copyright.</p>	<p>The video may not be reused outside of the semester in which it was recorded without specific consent.</p> <p>Please note that the link to the video in Brightspace becomes inactive when the video is deleted</p>	<p>Students' notes, discussions, etc. will be deleted along with the video</p>
		Institute folder*	<p>The institute is responsible for deleting the material considering GDPR and/or Copyright.</p>		
Course folder	<p>Panopto automatically deletes the video when the Brightspace course is deleted.</p>	<p>The video may not be reused outside of the semester in which it was recorded without specific consent.</p> <p>Please note that the link to the video in Brightspace becomes inactive when the video is deleted</p>	Students' notes, discussions, etc. deleted together with the video by automatic housekeeping.		

\*) It is up to the individual institute to appoint one or more persons responsible for housekeeping and maintenance.

\*\*) Note that if Panopto videos are placed in Unit/Lesson/Folder, they will currently not be visible in the PULSE app.

For more information:

[Guidelines for streaming and recording classes at Aarhus University](#)

AU Library: <https://library.au.dk/en/teachers/copyright>

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