



## Requesting In-Room Recording and/or Live Streaming in FSC Classrooms

In classrooms with updated streaming and recording equipment (i.e. FSC 1001, 1003, 1005, 1221), instructors (or TAs) can request lecture capture with UBC AV services. Below will show the steps on how to fill out the request form for in-room recording and/or live streaming.

If you need a demo session of using AV systems in FSC classrooms, please contact the Forestry Teaching and Learning Support Team ([forestry.tls@ubc.ca](mailto:forestry.tls@ubc.ca)).

Please note that:

- It will take **at least 2 business days** for UBC AV services to reserve the system for lecture capture. Therefore, it is better to put in the request early.
- The link for viewing the recording and live streaming has **no** password. You can request to download the recordings and upload them to Canvas so that only the students of the course can watch them.
- One request form is for one course in one classroom. If you need to record lectures for several courses, you need to submit requests for each of the courses. If you need to record lectures in multiple classrooms, you also need to submit requests for each of the classrooms.

### A. Filling out the request form

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1. Please use this [link](#) to fill out the requesting form. (You can find this link on the website of UBC Learning Spaces.)
2. Click on Next and fill in the required information

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## UBC Audio Visual Recording Request

Please use this form to request pre-scheduling recordings in rooms you are booked to teach in. For a full list of classrooms where recording is available, please visit [Learning Spaces Recording Page](#).

Requests must be submitted at least 48 hours in advance of the initial recording.

Next

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Full Name\*

UBC Email Address\*

Phone Number (XXX-XXX-XXXX)\*

CWL Username

Type of Recording\*

- Single session (one time or multiple times)  
 Recurring

For a class that will be occurring throughout the year, it is recommended to choose "Recurring" for "Types of Recording".



3. If you choose a **single session**, you will see the following section.

Recording Location (Building & Room number)\*

One of FSC 1001, 1003, 1005, 1221 (Note: one request form is for one classroom)

Course Section (Short code Course number Section number)\*

Note: Please submit separate recording requests for each course.

Recording Date(s)\*

Recording Start Time (ie: 10:30AM)\*

Recording End Time (ie: 1:50PM)\*

Note: For the recording END time, the system will end 10 minutes BEFORE the noted time. Therefore, it is important to note that students who are viewing the recording and livestream will not see what was said past that time (e.g. a recording end time set at 11:00 AM will finish at 10:50 AM).

What device(s) would you like to record?

Note: Some rooms may have limitations on what device(s) you can record. Please refer to the [Classroom Recording Feature Matrix](#).

- Instructor Camera
- BYOD (laptop, tablet, etc.)
- Lectern PC
- Document Camera

Note: You only choose **ONE** device for all rooms EXCEPT FSC 1005 for which you can choose ALL devices.

If you plan to use laptop for showing presentations, please choose BYOD. If you choose PC here but use a laptop for presentations, no signals will be recorded.

Does this recording require webcast (live streaming)?

- Yes
- No

Note: It is recommended to choose **Yes** even if you don't offer students live streaming options. With live streaming, you can monitor the system in advance to make sure that the signal is being recorded.

Any additional comments (ie: Special requests, Support needs, etc.)

If you need to download the recording or need on-site support, please specify it here.

4. If you choose the recording to be **recurring**, you will see the following section.

Recording Location (Building & Room number)\*

One of FSC 1001, 1003, 1005, 1221 (Note: one request form is for one classroom)

Course Section (Short code Course number Section number)\*

Note: Please submit separate recording requests for each course.

Recording Start Date (ie: Sep 7)\*

Recording End Date (ie: Dec 7)\*

Recurring Day(s)\*

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Recording Start Time (ie: 10:30AM)\*

Recording End Time (ie: 1:50PM)\*

Note: For the recording END time, the system will end 10 minutes BEFORE the noted time. Therefore, it is important to note that students who are viewing the recording and livestream will not see what was said past that time (e.g. a recording end time set at 11:00 AM will finish at 10:50 AM).

What device(s) would you like to record?

Note: Some rooms may have limitations on what device(s) you can record. Please refer to the [Classroom Recording Feature Matrix](#).

- Instructor Camera
- BYOD (laptop, tablet, etc.)
- Lectern PC
- Document Camera

Note: You only choose **ONE** device for all rooms EXCEPT FSC 1005 for which you can choose ALL devices.

If you plan to use laptop for showing presentations, please choose BYOD. If you choose PC here but use a laptop for presentations, no signals will be recorded.

Does this recording require webcast (live streaming)?

- Yes
- No

Note: It is recommended to choose **Yes** even if you don't offer students live streaming options. With live streaming, you can monitor the system in advance to make sure that the signal is being recorded.

Any additional comments (ie: Special requests, Support needs, etc.)

If you need to download the recording or need on-site support, please specify it here.

## B. After submitting the request form

1. After the recording is scheduled by UBC AV services, you should receive an email from them with a link for the live streaming and recordings.
2. During the class, the link is for live streaming. After the class, the same link is for viewing recordings. It could take a while for UBC AV services to process the recording files.

Thank you for submitting your recording request. I have scheduled the recorder in FSC 1005 to record on \_\_\_\_\_ from \_\_\_\_\_

A folder for all viewing links has also been set up at the following URL. Recordings will show up automatically when they are ready:  
<https://ubc.ca.panopto.com/Panopto/Pages/Viewer.aspx?id=7fe4d8c6-8ab2-4e4c-bc95-ad8a017cac16>

Please make sure the content source you would like to be captured is on Projector 1 at all times. If you can hear the audio through the room speakers, audio will be captured in the recording. Please also note the instructor camera can only capture the front of the room, not the side or the back of the classroom.

3. When you click on the link, you will be directed to a page where you should be able to see the live streaming or recording.

The screenshot shows a Panopto interface for a folder named '2021W1'. The header includes the UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA', 'Powered by Panopto', and a search bar. The left sidebar has 'Home', 'Everything', and 'Browse' options. The main area shows a folder view with a 'Refresh' button, a 'Filter by date' button, and a 'Sort by' dropdown set to 'Name'. A single video recording is displayed, highlighted with a red box. The recording is titled 'FSC' and has a duration of '44:13'. The folder name '2021W1' is also visible in the top right of the main area.

4. All recordings for the course will be in the same folder. If you do not prefer students to access all previous recordings, please download them and upload them to Canvas.
5. You can reply to the email from UBC AV services to request the download.
6. If you have any questions, feel free to contact [forestry.tls@ubc.ca](mailto:forestry.tls@ubc.ca).