

# LECTURE CAPTURE

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MBKU uses a Lecture Capture (LC) system to record presentations and other content. LC can be a powerful tool in the learning process; it offers an opportunity to deliver course content in new ways and/or to make content available for students after class and to meet a variety of learning needs. Recordings are viewed as a study aid and should not be used in lieu of attending class.

LC technology is automatically scheduled to record course lectures in the classrooms. This policy is implemented to all Program courses, as well as continuing education. All invited/guest lecturers should be notified in advance that their lecture presentation may be captured. Recorded lectures are accessible via Moodle to students currently enrolled in the class. LC recordings associated with courses are stored for the entire quarter. Exceptions to this may be considered on a need basis.

Every effort is made to record each lecture, however, there may be occasions when a lecture does not record or is delayed in its publishing – for this reason we remind students this is a supplemental study tool and not to be used in lieu of attending class.

Lecture capture is permitted to be streamed and viewed by students currently enrolled in the class for which the recording was made. In all cases, duplication or redistribution by students is strictly prohibited. It is not permissible to download, record, share, or duplicate any lecture capture recording in part or whole. Unauthorized duplication or dissemination of lecture capture materials may violate University policy and may result in disciplinary action. Students wishing to prepare summaries of LC material may do so provided they are not sold to others.