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Document Owners: Associate University Librarian and LMS Administrator

Panopto is the Lincoln University video content management platform. This is a cloud-based system that houses all the University's video content, including teaching materials. This is also the platform from which students access their relevant course videos and onto which they can record material.

Operational changes in response to the global pandemic have meant that the University is far more reliant on video content than ever before, both in the ways it is created by staff and accessed by students. The efficient and timely management of such content is important in optimising teaching delivery and the student experience, along with maximising the University's organisational and fiscal opportunities.

The term 'content' refers to video and/or audio recordings created and stored within the Panopto system. This document sets out the protocols for content retention on the Panopto platform.

Panopto platform areas

There are two key areas of Panopto with broad operational relevance.

Learn@Lincoln videos:

Stored in the Learn@Lincoln area of Panopto are folders that were created when an Akoraka | Learn course was provisioned from the Panopto Block on the course page. These folders are mapped to the specific course pages and named according to the Akoraka | Learn course short name, such as PLSC104_S2; SOCI116_S1; or COMM602_ONS.

The purpose of these folders is to house videos that are **available to be viewed by students** enrolled in the course to which the folders are provisioned. Students enrolled in a provisioned course get viewing permissions to access any of the folder's content, based on their Akoraka | Learn enrolment status. This is dictated by the SMS. There is no need to 'grant access' to students, as this is inherited directly from the course page.

Consequently, the course folders in the Learn@Lincoln area of Panopto are for the storage of **current, 'live' content** that examiners, lecturers, or tutors want students enrolled in a course having access to.

Users:

All staff and students' personal Panopto folders are located in the Users section of Panopto. These folders have no automatic rights granted to anyone else except the owner, and this is where **personal content** is to be stored.

As a course examiner, tutor, or lecturer, you may want to use your personal folder to hold and edit some videos *before* shifting them to a course folder.

This is also the place that you should **save any older course videos** you wish to keep. For example, if you there are videos from a past course that you do not want current students having access to, store these in your personal Panopto folder.

A handy tip for organising old course videos is to create a folder inside your personal folder, give this a meaningful name, such as the course code and year, then move the videos you wish to save into this.

Any video stored in your personal **My Folder** and subfolders cannot be viewed by other users. Your personal folder is where videos that need to be retained for longer periods should be kept. This contrasts with any video stored in a Learn@Lincoln folder (or subfolder). Videos in these folders *are viewable* by any student currently enrolled in the respective course.

Non-course specific videos:

A third area in Panopto is 'Non-course specific videos'. This is where video content is stored for various stakeholders, such as Marketing, Student Experience, and Learning, Teaching and Library.

Access to these videos is strictly at the discretion of the stakeholders. The retention protocols pertaining to these folders are on a use-case basis, and always in negotiation with the content owners.

Content

Content on the Panopto platform is the responsibility of the person who created it. The exception is where content was 'commissioned' and created for a project, course, or group. In this case, the responsibility for the content passes to the commissioner. It is the responsibility of any respective project, department, division, or group to identify a person or persons to manage this content. If you are creating content for someone else, please confirm with the new content 'owner' that they are responsible for this.

It is expected that all creators and commissioners of content will do so in accordance with Lincoln University policies, whilst meeting all the institution's obligations, such as copyright compliance. Content should be created and/or stored with the documented retention protocols in mind.

Retention of content

The following parameters for retention have been set on **all folders** within the respective Panopto areas:

➤ **Learn@Lincoln videos** (Akoraka | Learn course folders):

All content in **Learn@Lincoln videos** folders will be archived **21 months** after last being viewed by any user.

This being one academic year plus one semester after last access, allowing for a Semester One course to be taught in Semester Two the following year.

➤ **Users** (personal folders):

All content in **Users** folders will be archived **five years (60 months)** after last being viewed by any user.

This is to allow the long-term storage of videos outside of 'live' course folders, along with other content that is pertinent to Panopto users' work.

➤ **Archived content:**

Videos that have gone to archive can be restored. This process will take up to 48 hours and users will be notified via email when this restoration is complete.

If a video remains in the Panopto archives, it will be **deleted after 6 months**.

It has been decided not to impose limits as to users' volume of content, such as a maximum number of hours stored. It is expected that users of Panopto will pragmatically oversee their own video storage and that the documented retention durations will suffice as a content management tool.

The University will be charged for any overuse of Panopto's storage capacity and, if this becomes an issue, volume limits may be imposed on review of our retention protocols.