# Information School Course and Event Capture Information Sheet

We are a school of multiple programs with multiple delivery modes. Our students, and for that matter the broader iSchool community, is made up of individuals with competing priorities related to academics, work, and family life. Yet our culture in presenting various academic events: speaker series, research talks, career panels – the sharing of ideas and the work of the academy - is still very traditional. It is mostly bricks-and-mortar in location and oriented toward the traditional, full-time student who is campus-based. We need a slight shift in our idea-sharing culture, one where all members of our community are included even if they cannot always be physically collocated at a specific time and place for a speaker series, research talk, job talk, etc.

Students from all programs are constantly asking if events advertised to them via our various communication channels will be available in recorded form after the fact and too often we are forced to say no.

#### Inclusion of all iSchool students

Of the 693 students enrolled in iSchool programs as of autumn, 2009, 210 can be considered <u>formally</u> remote. In addition to this group there are Executive MSIM students and those students who live locally but can't make it to events due to work, family or other responsibilities. In all, a <u>conservative</u> estimate of nearly 40% of students may not have the option of attending on-campus events.

As you plan an event, the Online Learning Team as well as the Communications Manager would like you to consider how it can be made available to the remote audience. Ask yourself the following questions as a simply way to identify the intended audience:

- Is your event aimed at a single iSchool program or multiple programs?
- Is your event aimed at the entire iSchool community?
- Would this event have impact on future students?

Providing students with the option of attending remotely or viewing a recording helps them feel connected to the school and to their individual programs.

# **Course Capture**

The UW provides a number of ways to records your class or perhaps just a part of one class for later consumption or review by your students. A common request received by the Online Learning Team is to have a guest speaker or panel recorded for later review or use within the course.

At the end of this document is a flow chart to assist faculty as they look to capture all or part of their face to face classes.

### **Guest Speakers or Interviews**

Many opportunities abound to interview experts in the fields related to iSchool curriculum and research. A simple phone recorder and interview request at a conference or other engagements attended by faculty can yield rich content for students.

The iSchool "Voices From The Field" project used by LIS 596: Professional Portfolio is an example of interviews arranged for a particular course [ <a href="https://courses.washington.edu/lis596/voices.shtml">https://courses.washington.edu/lis596/voices.shtml</a> ], but any faculty member with access to software or hardware can gather valuable content, either on the fly or through dedicated scheduling of guest speakers and assistance from the Online Learning Team.

#### **Contact:**

Contact the Online Learning Team early in the event planning process for consultation on the best resource to meet your needs: <a href="mailto:ihelp@uw.edu">ihelp@uw.edu</a>. We may also direct you to David Shepard [<a href="mailto:shepard1@uw.edu">shepard1@uw.edu</a>], Communications Manager, as a resource for placement and marketing of your event.

# **Marketing/Promotion:**

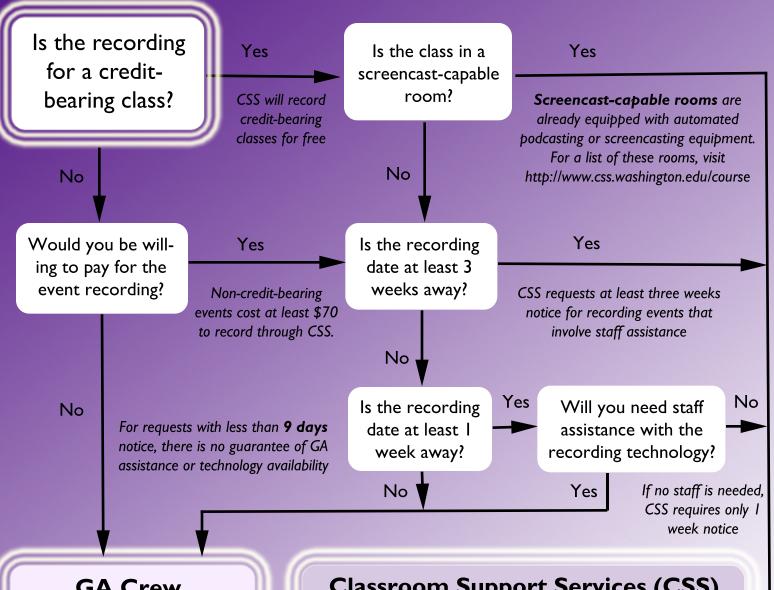
The OL Team can also promote your event via Facebook <a href="http://www.facebook.com/ischool.online.learning">[http://www.facebook.com/ischool.online.learning</a>] and Twitter [ <a href="http://twitter.com/ischoolonline">http://twitter.com/ischoolonline</a>].

Even if you use other resources for event capture, keep us in the loop to market the event through these and future communication channels.



# iSchool Event & Class Recording Information

\*For online events and classes, please contact iSchool Online Learning at ihelp@uw.edu



## **GA** Crew

As soon as possible, please send an email with details regarding your iSchool event or class to:

gahelp@uw.edu

iSchool GAs are not guaranteed to be available to record events or classes, particularly with regard to last minute recording requests.

iSchool GAs do not charge fees for their assistance. However, GAs are not necessarily trained on the use of CSSowned recording equipment.

# Classroom Support Services (CSS)

As soon as possible, please contact CSS with details regrading your iSchool event or class:

> Classroom Support Servies 035 Kane Hall classrm@uw.edu 206.543.9900

http://www.css.washington.edu

CSS options for recording include (1) screencasting; (2) podcasting; and (3) video capture, with assitance from a CSS technician. CSS does not charge for recording credit-generating classes, assuming proper notice. All other event recordings are subject to equipment rental and/or labor charges. Please contact CSS for further details.