# Requirements for Moodle video plugin – June 2017

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|  | **Requirement** | **Priority** | **Details/Notes** |
| 1 | The solution should provide a way for staff to easily upload media so that it sits outside Moodle. | High | Directly embedded? How does this compare with just using Lecturecast? Easily – does this include processing time? (What would be the acceptable limit on processing time?) |
| 2 | The solution will clearly define if, and be consistent with regards to, the ability of users to browse and add content from existing repositories such as MediaCentral. |  | Preferable to not have duplication of content and to allow full browsing from existing repositories. If not, then at least behaviour needs to be consistent. |
| 3 | The solution should allow staff to restrict viewing access to those on Moodle course(s), making permissions options clear. | High | How does this work with Guest access? |
| 4 | The solution should allow for staff to control whether or not media content uploaded is downloadable by students. | High | This must be unticked by default. |
| 5 | The solution should allow staff to set up assignments where students can submit media, with the same group, cut off date etc… functionality as with a text/document upload assignment. | High |  |
| 6 | The solution should allow staff to mark student media submissions using as much of Moodle’s marking and feedback tools as with a text or document upload assignment. | High |  |
| 7 | The solution should be compatible for viewing and upload across a variety of devices, operating systems, and browsers. | High | This should include mobile devices – including Android & iOS, and modern browsers, e.g. Chrome, FFX, Edge. Should by default work in HTML5, not Flash. |
| 8 | The solution should allow students to submit a piece of media in an assignment set up for that purpose, and for this to remain private and only visible to tutors and other students if in a group. | High |  |
| 9 | The solution should ensure that students are not able to edit media submissions after the due date has passed, be this in MediaCentral or through Moodle. | High | How would this work with late submission and extension functionality on Moodle assignment? MC gives a new ID to each upload, but this is not sufficient to guarantee non-editing after due date etc… |
| 10 | The solution should allow students to view any feedback on a media assignment/submission in MyFeedback, as with all other submissions. | High | How would this work with current MyFeedback config/feedback viewing options? (C.f. Turnitin?) |
| 11 | The solution should ensure that student submissions are kept within UCL systems for the same duration as that expected for text based submissions of course work. | High | May be defined by policy more than technical process. Can this be set for the MC Moodle silo only, or would this need to apply to all of MC? What happens if student changes course/is unenrolled and wants to review past uploaded content? (Is content still visible within personal upload section of Moodle?) Current guideline is 7 years of kept assignments /materials but you may want to check with Registry for official requirements. |
| 12 | The solution should have the ability to support the recording of content from webcam, for staff and students, and for this to be visible in context within Moodle. E.g. As part of post on forum by tutor. | Medium | How would this work? Is this e.g. via button in text editor? |
| 13 | The solution should allow students to upload media through Moodle, so that it is viewable by other students on the course – eg in Forum etc… | High | This could be done through the direct MC interface, with category of UCL Staff and Students set, and then an embed code. However, in many ways this provides little more functionality than YouTube or similar would offer them, and does seem to introduce the potential for error (wrong permissions, - staff cannot view, or too public – course based material set to public). |
| 14 | The solution should provide clear confirmation to users who have uploaded media that their upload has been successful or failed. | Medium | Preference for in-context notification in context on Moodle that this has been submitted (is the file held within MC before processing?) and advise on processing so users know what to expect. Emails are sent within MC, which could be amended but cannot be made specific to Moodle upload. Copy of emails to be sent to Digi Ed by DM, for review and suggested edits. |
| 15 | The solution should be integrated with Moodle in such a way as to allow later viewing in the Moodle archive, and to ensure that all submitted student material is cleared when the course is reset. | High | DM and Clare/Tony to talk to LTA about Archiving and Reset, and how this might work technically. |
| 16 | The permissible file types for upload should be clearly defined to the user. | High | Link to guidance on acceptable file types to be added in context to plugin (language string?) We need to confirm if plugin will actually reject inappropriate file types – else could be used to get round uploa­d limits in Moodle. Can a clear message be displayed if file type is rejected? |
| 17 | The current file size limitation is set at 10GB, the user should not be able to upload a file over this size – they should receive a message to state why the upload process has failed. | Medium | This should be clearly signposted as an exception to the 160MB Moodle upload limit. |
| 18 | Please note any accessibility issues that you are aware of. Beyond specific accessibility needs, the plugin should be user friendly in terms of uploading as well as viewing – navigation, clear signposting etc…? |  | Can DM/CD advise what parts of the system have been reviewed by Michelle Farmer (Disability IT Support Analyst). See also questions of devices and browsers supported. Captioning is part of expected plugin functionality. |
| 19 | Sensitive data (e.g. Medical) to be restricted to individual users and groups and not to be shared beyond those who have permission. |  | Is this covered by item number 3 – if not please define how it is different? |
| 20 | Solution must be able to inform users and allow them to sign up to UCL usage terms and conditions. I.e. not for inappropriate content delivery. |  | What exact ‘UCL usage terms’ does this refer to? Or is this something specific to MC? Currently users must agree to something every time they upload content – what is it they are agreeing to? Does this also include a formally defined deletion policy – see item 11? |
| 21 | Workflow and access to be governed by UCL Computer Security policies - Terms and Conditions of use of the system and contents must be agreed to (i.e. tick box facility). |  | How does this fit with item 20 above? |
| 22 | Users should be made aware of asset quality required for viewing. |  | This to be done largely through guidance around MC – but linking to this help in context may be necessary. |
| 23 | The system should support closed caption support with a preference for multiple language caption on a per video basis. |  |  |
| 24 | Metadata will be captured as part of upload, the system will ensure user completes required fields before asset can be made available. |  | What kind of metadata is required to be captured? Could this be defined in detail? (E.g. see item 25?) |
| 25 | Metadata field to give users and viewers the copyright status and further knowledge if a file can be repurposed (e.g. Creative Commons licensing) |  |  |
| 26 | The solution should ensure that adequate backups are regularly made of student work etc… to ensure ability to retain key assessment material. Comparable to Moodle internal storage/back up of assessment data. | High |  |
| 27 | The solution will be accompanied by a clear path of escalation for issues logged by users, and any technical issues emerging. | Medium |  |
| 28 | The solution should allow staff to have equal permissions on uploaded media in a Moodle course, in line with existing access and permissions for the same role to other materials uploaded on the Moodle course. | Medium | Roles and permissions will need to be defined/discussed – e.g. What can non-editing Tutors see/do? |
| 29 | The solution must allow for interactions with the plugin within Moodle to be logged with Moodle’s logging functionality. E.g. viewing, upload to course, upload to assignment, grading, deletion. | High | This is crucial for both support and some of the underlying processes and notifications triggering in Moodle. |
| 30 | The solution must be committed to support/compatibility of upcoming Moodle releases and versions. |  | For instance, support and development for plugin version compatible with Moodle 3.3 which we will be upgrading to in 2018. |