

Live-Class Recording Pipeline Checklist

Turn a live class into a real catalog asset: pressure-test capture mode, storage, post-processing, accessibility, and tracking before you ship the recording.

A. Capture & recording mode

- Composite (final replay) or per-track (re-editable catalog asset) decided before the class
- Recording runs server-side, so a dropped laptop never loses the session
- Screen-share captured as its own track for clean re-layout later

B. Storage & retention

- Raw recording written to object storage with a clear retention policy
- Recording notice and learner consent handled before capture starts
- Access controls and signed URLs protect private class recordings

C. Post-processing

- Lobby, dead air, and goodbye trimmed to the real start and end
- Transcoded into an adaptive (ABR) package for mixed devices and networks
- Chapters (WebVTT) added so learners can jump to a topic

D. Accessibility (prerecorded)

- Live auto-captions corrected into accurate prerecorded captions (WCAG 1.2.2)
- Audio description added for visual-only content (WCAG 1.2.5, Level AA)
- Player controls and any on-screen text meet WCAG 2.1 AA contrast

E. Catalog & tracking

- xAPI Video Profile statements (played, seeked, completed) sent to the LRS
- Completion rule defined on purpose - not just 100% watched
- Title, summary, and metadata added so the asset is findable in the catalog