

Webex

Faculty Lecture Capture Guidelines

Introduction

Faculty who intend to use instructional capture resources supported by Towson University are to adhere to the following requirements to ensure that FERPA regulations are not violated.

Category 1: Use of Recordings Only within the Course Section Recorded

If the recordings will be seen and/or used only by students enrolled within the specific course section being recorded, and the recordings will be discarded after the end of that semester, you are not required to obtain release forms from your students. Please note that you may not redistribute the recordings to others not currently enrolled within the identified course. To meet this requirement, students must gain access via the Blackboard course site or authenticate using secure credentials.

You are required to inform students of your intentions to record instructional interactions before the actual recordings commence. Please note that if you intend to capture documents created by your students you should only include documents relevant to the class presentations. It is recommended that you inform your students via your syllabus, through your Blackboard course site or through email.

Please feel free to use or modify the below message:

This notice is to inform you that some or all of our instructional interactions within the classroom or synchronous online meetings may be recorded. These recordings will be shared only with others enrolled in the same section of the course and will be discarded at the conclusion of the semester. If you have any concern regarding your voice, image, or materials being captured please contact me as soon as possible.

If a student expresses concerns regarding being recorded, you can provide the below alternatives.

If using Webex

1. Instruct students to sign into the meeting using a pseudonym.
2. Do not require that they use video and/or voice to participate, but instead to communicate via the chat feature.
3. If students are required to present as part of class participation, pause the recorder when students who opt out are presenting.
4. Avoid recording private conversations between students and yourself.

If using Panopto

1. Instruct students to sit outside of the capture view of camera. If this is not possible, locate seating that will ensure that the student is not captured or do not capture video.
2. If students are required to present as part of class participation, pause the recorder when students who opt out are presenting.
3. Avoid recording private conversations between students and yourself.

Category 2: Faculty who Intend to Reuse Recordings

If you intend to reuse recordings where the image, voice or materials of students are captured, you are required to obtain authorization to do so via the Instructional Lecture Capture release form. Please note that this form includes form fields that must be completed and then printed out for signatures. The recordings may be reused as long as the authorization is accessible. Please note that you may not redistribute the recordings to others not currently enrolled in a Towson University course or affiliated with the university. To meet this requirement, students must gain access via the Blackboard course site or authenticate using secure credentials. Additionally, the recordings are to be used for academic purposes only.

You are required to inform students of your intentions to record and/or reuse instructional interactions before the actual recordings commence. Please note that if you intend to capture documents created by your students you should only include documents relevant to the class presentations. It is recommended that you inform your students via your syllabus, through your Blackboard course site or through email.

Please feel free to use or modify the below message:

This notice is to inform you that some or all of our instructional interactions within the classroom or synchronous online meetings may be recorded and reused. If you have any concerns regarding your voice, image, or materials being captured please contact me as soon as possible.

If a student expresses concerns regarding being recorded you can provide the below alternatives.

If using Webex

1. Instruct students to sign into the meeting using a pseudonym.
2. Do not require that they use video and/or voice to participate, but instead to communicate via the chat feature.
3. If students are required to present as part of class participation, pause the recorder when students who opt out are presenting.
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If using Panopto

1. Instruct students to sit outside of the capture view of camera. If this is not possible, locate seating that will ensure that the student is not captured or do not capture video
2. If students are required to present as part of class participation pause the recorder when students who opt out are presenting.
3. Avoid recording private conversations between yourself and students.

Recordings Created by Students

Faculty who intend to have students record presentations for instructional purposes should take precautions to ensure that the folders containing student recordings remain private and unavailable to the public. If the recording(s) are to be shared with others, the permission of the student must be obtained via the release form. However, if the recording is to be shared within the registered Blackboard course site for the section in which the student is enrolled, the student is not required to complete the release form.

Process for Obtaining and Maintaining Student Releases

1. As the instructor, you are responsible for maintaining these records. Instructors should retain a copy of the form for a total of three years after the last time the recording is viewed for legal purposes.
2. Faculty are to distribute the link to the form to students via their blackboard course site if their intended use falls into category 2.
3. Please note that this form includes form fields that must be completed and then printed out for signatures.