**Recording Lectures**

We encourage you to record lectures and class sessions if it will assist with student learning or if it will provide greater access to students who may be in different time zones or who may have trouble with their technology. At the same time, we want to make you aware of things you can do to mitigate concerns around student privacy.

1. By virtue of registering for your class, students have agreed to be known to you and to the other students in your class.
2. If you intend to use your recorded lectures for another purpose (e.g., for another offering of the same class) then students cannot appear (i.e., they cannot be seen, heard or have their names revealed) in your recording unless they have provided their consent (see FAQ below).
3. If your recorded lecture or class session involves a class discussion, and you are concerned that the recording may be viewed by others outside your class, we recommend that you:
* Provide instructions for students to protect their identity by disabling their video.
* Provide instructions for students to change how their name appears in Zoom (be sure to direct students to inform you of the pseudonym they choose for your attendance and participation purposes).
* Provide options for students to ”opt out” of being on camera or speaking:

You must communicate this information using Canvas tools and at the beginning of each recording.

1. If a student wants to discuss something that involves their participation and progress in a class, ensure that the conversation is not being recorded. You can accomplish this a few ways:
	* If you are recording the class, [pause or stop](https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=76597) the recording.
	* If you are recording the class to the cloud, you can [create a breakout room](https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms) and the breakout room will not be recorded. \*\*However, if you are creating a local recording, it will record the room you are in, so please stop the recording. [This link](https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=76597) describes the different recording modes.\*\*
2. For office hour appointments, using a [waiting room](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room) for students ensures that students do not interrupt an appointment with another student.
3. **If you have a confidential student in your class, which you may find in your “Summary Faculty Class List” in Online Services, you must take extra precaution to ensure your recorded video cannot be accessed by other students if the recording includes any information about the confidential student(s).**

*FAQs*

**Can I use Zoom for office hours?**

*Updated June 5, 2020*

Yes, you may use Zoom for office hours. To ensure that your office hours conversations with individual students do not become accessible to other students in the class, be sure that the session is not being recorded (especially if you enabled [automatic recording](https://support.zoom.us/hc/en-us/articles/202921119-Automatic-Recording) for your class sessions). If you wish to record the session, please be sure you schedule the Zoom appointment outside Canvas, making it an individual meeting instead of a recurring meeting.

**Can I record my lecture to show in other classes?**

*Updated April 17, 2020*

If you have students participating in the lecture (e.g. via Zoom), their names nor faces cannot be displayed to other classes without students’ express written consent (or for spring 2020 only, electronically obtained via authentication). Alternatively, you may edit your recording to remove student information.

**Can I record my lecture for students enrolled in the class where it was recorded to view at a later date?**

*Updated April 17, 2020*

Yes, you may. If student interaction occurs during the recording, you must ensure that the recording can only be accessed by those students enrolled in the class.

Some students may stay on the video after class is done to ask some questions. If this occurs, please either:

* Stop or pause the recording so no student data becomes a part of the recording; or
* Create a breakout session

**What if I teach several sections of the same class—may I record the lecture for one section and post to other sections?**

*Updated April 17, 2020*

OSU’s interpretation of FERPA sees students in combined sections of the same course **and** the same learning modality (e.g. on-campus/remote; Ecampus) as being enrolled in the same course. If possible, we advise you to edit out student information.

**How do I edit out student information?**

*Updated April 17, 2020*

[Kaltura](https://learn.oregonstate.edu/kaltura/tools-resources) allows instructors to capture lectures and edit videos before posting. Please consult [Academic Technology](https://is.oregonstate.edu/academic-technology) for assistance with Kaltura.

**Where can I learn more about how to instruct students on turning off their video or changing their name on video platforms?**

*Updated April 17, 2020*

[Academic Technology](https://is.oregonstate.edu/academic-technology) provides support for video platforms.

**Can I record my virtual classroom activities for research?**

*Updated April 17, 2020*

Research involving capturing audio/visual information requires review from the Human Research Protection Program.  Please consult with Allyson Dean in the Office of the Registrar to determine what FERPA requirements might apply to your research.

**Who should I contact if I have questions about FERPA rights in my virtual classroom?**

*Updated April 17, 2020*

You may contact Allyson Dean in the Office of the Registrar with FERPA questions.