Suggestions for Recording Classes Sessions

Faculty may choose to record their class sessions offered in various modalities (in-person, synchronous remote, hybrid, simulcast). Recordings can be captured over multiple technologies (e.g., Microsoft Teams, MediaSite, or Zoom). Students are not permitted to record class sessions and distribute class recordings unless given permission by the University’s Office of Disability Services or Learning Support Services.

Recording of Class Sessions by Instructors

- Faculty may record class sessions as the recordings allow students to review content after class and provide an opportunity for students who are unable to attend class to view the course session, keep up with the work, and contact faculty for clarification/questions.
- While student consent is not needed to record classes in which they are enrolled, faculty are encouraged to notify the students when classes are being recorded (e.g., Zoom provides an on-screen notification to participants when a session is being recorded).
- Recording of sessions that include student discussion should be given special consideration: Faculty may choose to turn off the recording at certain points of the class to protect student privacy and eliminate the possibility that recording might stifle discussion, particularly if sensitive content is included in the discussion. Note. MediaSite recordings are automated, i.e., recordings cannot be stopped during class.
- Should faculty plan to reuse portions of their recorded class sessions beyond the current term, please consult with UNIT-CIT.

Faculty who plan to record their entire course or portions of their class sessions are encouraged to communicate this to the students in the syllabus. See sample syllabus statements below, for reference.

Sample statement 1: Adapted from Northwestern University, Office of the Provost

This in-person/synchronous remote class or portions of this in-person/synchronous remote class will be recorded by the faculty for educational purposes and available to the class during the semester. Students may access the recorded class sessions in the Blackboard LMS. The recording will allow students to review content after class and provide an opportunity for students who are unable to attend class to view the course session. During class discussion and at other appropriate times, the recording might be stopped by the faculty depending on the nature of the discussion to ensure student privacy and support free-flowing participation.

Students are not permitted to record synchronous remote class sessions, including office hours, and to distribute or post the recordings. Students requesting the use of assistive technology as an accommodation should contact Learning Support Services and/or the Office of Disability Services.
Sample statement 2: Randy Weinstein, Professor, Chemical & Biological Engineering, with permission

Online/Recording Expectations
To foster a professional environment, please mute if you are not talking to cut down on background noise and select an appropriate setting when we are meeting online. Please display your name when on Zoom and have your camera on. The camera may be turned off at times for privacy reasons such as roommates in the room. Online portions of this class may be recorded so that students that are absent may view the content later.

Students are prohibited from making any audio or visual recordings (including taking photographs) of lectures, discussions, or other classroom activities, unless a student (1) has written permission in advance from the instructor, or (2) is permitted to record under terms and conditions as approved by the University’s Office of Disability Services or Learning Support Services. Students who have received approval to record classes as an academic accommodation must provide supporting documentation from the respective offices in advance of any recording. Students may use authorized recordings only for the purposes of individual study in the course and may not disseminate or share them with a wider audience without explicit permission.

Sample statement 3: Steven L. Chanenson, Professor of Law, Charles Widger School of Law, with permission

Class Recordings
To assist those students who are remote or ill, all classes will be recorded. Those recordings will only be available for excused absences. Please email me if you require a link to a recorded class.

As noted in the Student Handbook: “Any authorized course recording is solely for the student’s educational use for personal study for the course; a course recording may not be 1) reproduced or uploaded to publicly or privately accessible web environments or networks; 2) shared with others; or 3) exchanged or distributed for commercial or non-commercial purposes, with or without compensation, for any purpose.” Any violation of this rule will be treated as an Honor Code violation.

Developed by VITAL in partnership with UNIT-CIT, UNIT Multimedia Technologies, Vice Provost for Teaching & Learning, and the Associate Provost for Online Programs February 2021