



## Mays Guidance for Student Related Recordings

### Recording Synchronous Class Sessions

Synchronous class recordings include recording class sessions when students are present (on Zoom or in-person). A signed permission from students to record your class (i.e., a release form) is not required for class recordings. If desired for pedagogical reasons, faculty may record synchronous class sessions. However, Texas A&M University and Mays Business School neither encourages nor requires recording online class sessions. If you did not record your in-person class sessions, you likely do not need to record your synchronous, online class sessions.

Any class recordings that includes student participation (video, audio, chat) are considered education records and thereby subject to restrictions under the Federal Educational Rights and Privacy Act (FERPA). If you choose to record a class session, and the video shows students, then the faculty member should take the following measures:

- The faculty member should only share the recording with the students enrolled in the course.
- The faculty member should not share or use the recording in future semesters.
- The faculty member should state in the syllabus and in class that students should not share the recording with anyone not enrolled in the course (see sample syllabus statement below).
- Under record retention policy, the faculty members should retain the recording for one year after the course completion.

Additionally, the faculty member should update the following settings in their Zoom account to adhere to best practices for recording synchronous class sessions (see Appendix for detailed instructions for updating Zoom settings).

- Disable the “Display participants’ names in the recording” setting
- Enable the “Ask participants for consent when recording starts” setting
- Enable the “Ask host to confirm before starting a recording” setting

### Recording Asynchronous Class Sessions

Asynchronous class recordings include recording class content when students are not present (e.g., recording yourself giving a lecture). Faculty members may record asynchronous class sessions and post the content to their students. When creating and posting asynchronous content for classes, the faculty member should use a method that captures captions to ensure recorded content meets accessibility requirements. See additional information for using automated closed captioning in the next section, “Posting Class Recordings for Students.”

### Posting Class Recordings for Current Students

As stated, any class recordings that include students are considered education records and thereby subject to FERPA. Recording a class, in the normal course of a teaching, does not violate FERPA. The

faculty member may release the recorded video to students currently enrolled in the course. Below are two methods for distributing synchronous course recordings:

Post the link from Zoom in your the Learning Management System (LMS).

- Note: If you choose this option, turn on Live Transcript in Zoom, so your videos will include captions as required by [by law](#).

Upload the video to YouTube, using the unlisted or private option, and then post the link to the Learning Management System (LMS).

- Unlisted option: Only individuals with the link can access the video. The video is not searchable or publically available. This should be sufficient security.
- Private option: Individuals must have a password to access the video. A student could still share the password, just as they could share the link with the unlisted option.

Regardless of which posting method you use, there is a possibility a student could share the link and/or password with someone outside of a course. If a student sends a recording to someone outside of a course, then the student – not the faculty member – is violating FERPA.

### Recording Proctored Exams

The following recommendations are from the [TAMU Keep Teaching](#) website (see “recommendations when recording students for live online proctoring using Zoom”). We recommend reviewing the website for any updated guidance prior to offering an online, proctored exam.

- The faculty member should add verbiage to exam guidelines distributed to students ahead of the exam to disclose that the faculty member/TA will be recording the proctored exams.
- The faculty member should repeat this information at the start of the exam session once the recording has been turned on.
- Additionally, when students register for the exam via Zoom, faculty may add a disclaimer that the session will be recorded.
- If the students are recorded and they can be identified, the portion that shows the student(s) are considered to be an educational record under FERPA.
- Only the instructor and/or TAs should have access to the recording.
- The faculty member should retain the recordings for one year from the date of the exam.

### Informing Students about Recording (Classes and Exams)

Mays recommends faculty notify students in advance if they plan to record class sessions. You may do so by including one or both of the following statements in your syllabus, as applicable. Further, Zoom will automatically notify participants they are being recorded if Zoom settings are enabled as described in the Appendix.

### Recommended Syllabus Statement for Recording Class Sessions in Zoom

I will record class sessions and distribute them to the class via eCampus [or Canvas]. I will only share class recordings with the students registered for this course at the time of distribution. I will not use the recordings for future semesters. As a student in this course, you should not distribute the recording to anyone.

Class recordings will capture the following:

- Students' faces, if your camera is on.
- Students' verbal responses.
- Any chat comments made to everyone.

### Recommended Syllabus Statement for Recording Proctored Exams

Your exams will be proctored via Zoom. The exam session will be recorded and reviewed for any violations of the Aggie Honor Code. Only [my teaching/graduate assistant and] I will have access to the recording. The recording will be stored in a password-protected location.

### Zoom Notification

Zoom includes a notice at the top of the screen that a session is being recorded. If a faculty member records a session, they should notify the participants. If a participant joins the session after the recording has started, the participant has to opt-in to the recording in the Zoom meeting, which is considered a best practice. (See Appendix for details on configuring Zoom settings to ensure students are asked for consent when recording starts.)

## Appendix

Faculty members should update the following settings in their Zoom account to adhere to best practices for recording synchronous class.

- Disable the “Display participants’ names in the recording” setting
- Enable the “Ask participants for consent when recording starts” setting
- Enable the “Ask host to confirm before starting a recording” setting

### Steps to Update Zoom Recording Settings

1. Go to [tamuzoom.us](https://tamuzoom.us)
2. Click the “Sign In” button.
3. Enter your NetID and password if prompted.
4. Choose Settings from the left hand menu (see Figure 1)
5. Choose the “Recording” tab at the top of the settings window (see Figure 1)

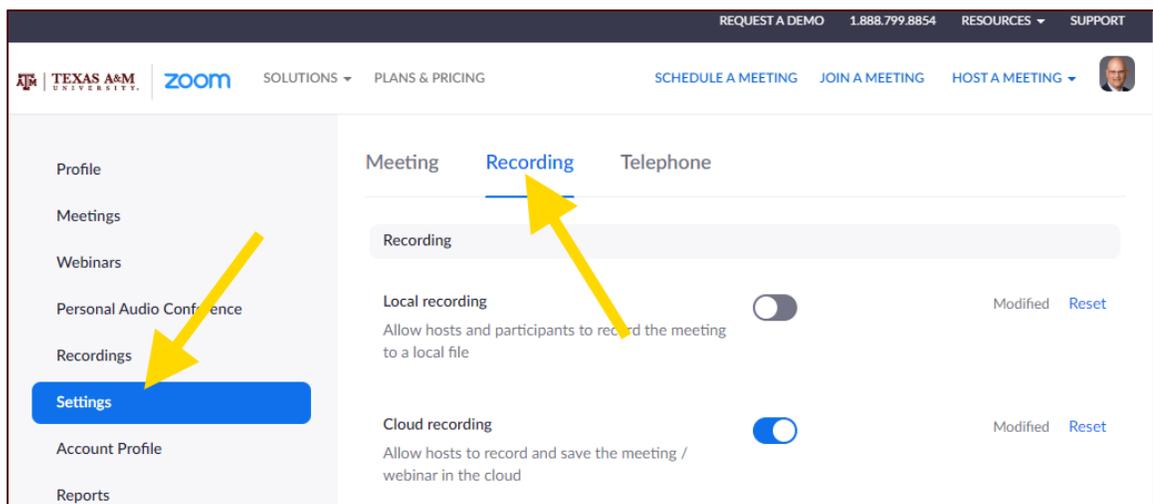


Figure 1

6. Scroll down to locate the “Display participants’ names in the recording” setting and make sure it is DISABLED by unchecking the box (see Figure 2)

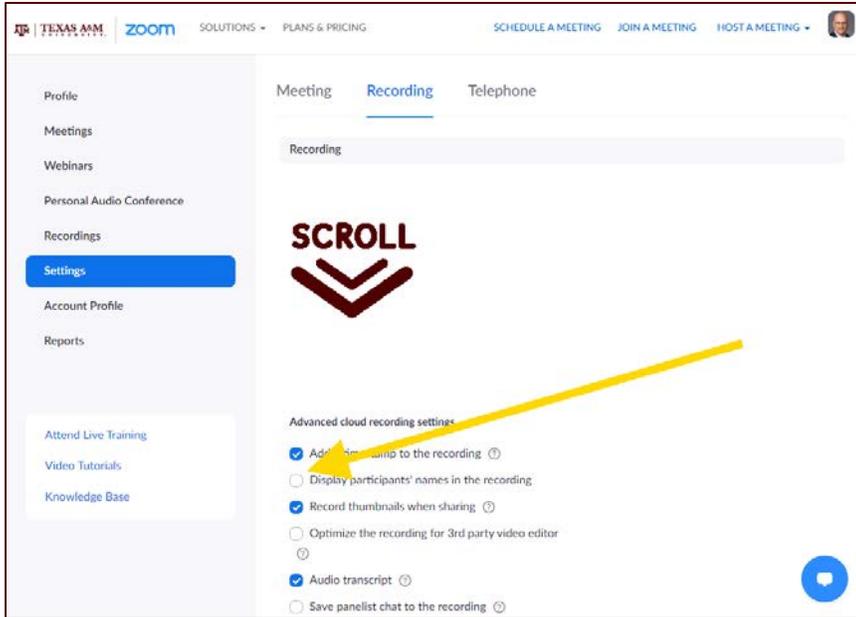


Figure 2

7. Scroll down to locate the “Ask participants for consent when recording starts” setting and make sure it is ENABLED by checking the box ( see )
8. Scroll down to locate the “Ask host to confirm before starting a recording” setting and make sure it is ENABLED by checking the box ( see )

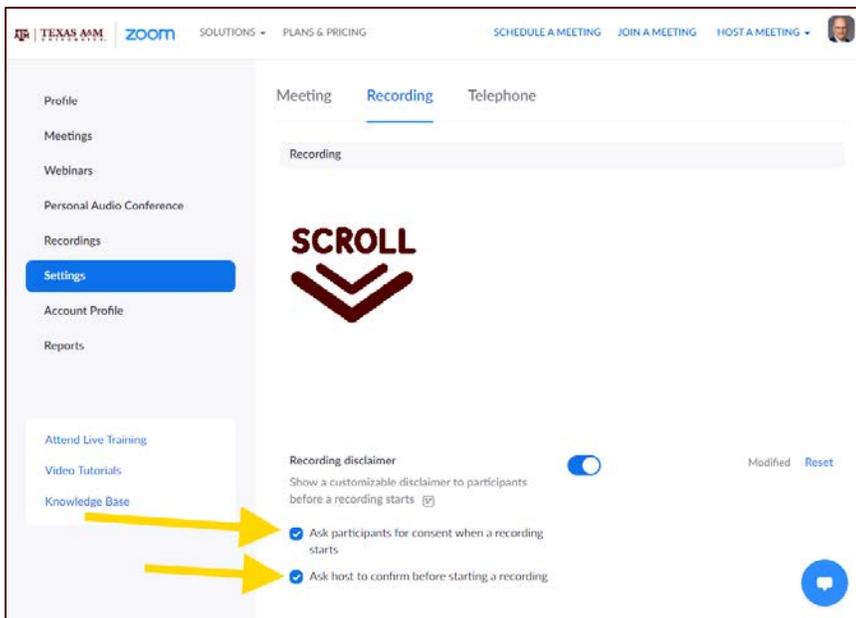


Figure 3