

Guidance for Synchronous Classes at College of the Canyons

(Adapted from [Guidance for Recording Class Sessions with TechConnect \(\) Zoom by Michelle Pacansky-Brock and CVC-OEI](#), licensed under [Creative Commons Attribution 4.0.](#))

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Developed in collaboration amongst:

- Academic Senate
- COC Faculty Association
- Enrollment Services
- Instruction Office
- Online Education

The first part of this guidance recommends practices for making and using instructional video and audio recordings. The second part of this guidance describes best practices around recording class sessions and asking students to use a camera during live class sessions. Appendix 1 includes a student consent form you may wish to use.

Instructors sometimes record live class sessions in Zoom so that students can watch a missed class session or review an earlier session, or for the instructor to share with a future class. Depending on who is identifiable in the recording, the recordings may constitute educational records that are protected under the Family Educational Rights and Privacy Act (FERPA) — the federal student privacy law.

Additional information about photos, video, and audio recording under FERPA can be found in the US Department of Education [FAQs on Photos and Videos under FERPA](#).

While this document refers to Zoom as the most commonly used platform for synchronous classes, the guidance here also applies to other platforms, such as [Microsoft Teams](#).

If you have questions about how FERPA relates to your specific situation at College of the Canyons, contact Jasmine Ruys, Associate Vice President, Enrollment Services or Steve Erwin, Director of Admissions and Records.

I don't record classes when I teach on-campus. Do I need to record Zoom sessions?

As a general rule, no, you don't need to record Zoom class sessions. Your department or your external accrediting body might have established new requirements during times when classes can't be offered on-campus. However, there is no College requirement that you record Zoom class sessions.

If I want to hold synchronous sessions with students, do I have to use Zoom?

You're not required to use Zoom. However, it is free for California Community College staff and students. It is also based on the commercial product Zoom, which is the most widely used web

conferencing tools in the US. Another option is [Microsoft Teams](#); for information on this tool, please contact the [IT Helpdesk](#).

Are video or audio recordings of lectures protected student records?

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students asking questions, making presentations or leading a class, and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records. Educational records can only be used as permitted by FERPA or in a manner allowed by a written consent from the student.

What recording settings should I select in my Zoom account to best ensure students are not recorded in the archive?

Before you schedule your meetings:

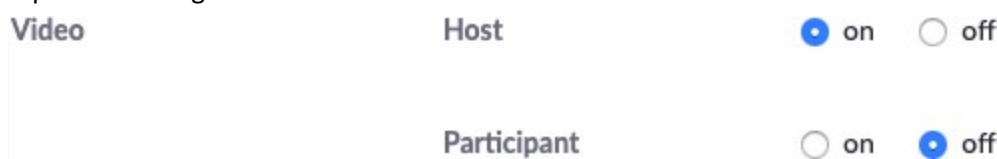
1. Go to Zoom.us and log into your Zoom account.
2. Click on **My Account** (upper right)
3. In the left column, select **Settings**
4. Select the **Recording** tab and choose the following settings:
5. Disable *Local Recording*. For most instructors, recordings should be kept in the cloud and not downloaded to a local computer.
6. If you wish to have a video of the speaker recorded during screensharing, *enable Record active speaker with shared screen*
7. Disable *Record gallery view with shared screen*
8. Disable *Display participants' names* in the recording
9. Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

When your meeting starts, keep your Zoom view set to Speaker View (as opposed to Gallery View). This ensures that only the person who is speaking appears on the screen, as opposed to recording a grid view of all attendees with webcams enabled.

- For student support with Zoom, please see [Online Education Student Support](#).
- For faculty support with Zoom, please see [Online Education Instructional Continuity Faculty Support](#), and scroll down to Zoom information.

How can I set my Zoom account so that students turn on their videos only when they choose to do so?

When you schedule your meeting, you are advised to set Participant Video to Off to allow students to opt into sharing their video.



Can I publicly share a screen capture of a Zoom session or recording that shows one or more identifiable students?

You should share a screen capture or recording of a student only with that student's consent in order to comply with FERPA. Students should not record you without your permission. Likewise, we encourage you to model informed consent with your students by asking them if and when you can record. In short, we discourage you from making or sharing screenshots of students.

Should I require students to turn on their video during a live Zoom session?

No. This is problematic for several reasons.

- Students might not have a webcam and owning a webcam was not a condition for them to register for your course.
- Students might not want to show where they are located. If a student is couch surfing or homeless, and you force them to reveal this to class, this might negatively impact their motivation and the way the rest of the class perceives them. (A [2019 survey of California Community College](#) students found that 60% were housing insecure in the previous year, and 19% were homeless in the previous year. And this was before the pandemic!)
- Students might be living with minors or others who are not able to provide informed consent to being viewed or recorded by others.
- Students might have a disability that they do not wish to display. In fact, they might have chosen a distance education class so that they would not be subject to stares and whispers of other students.
- Students might have experienced adverse childhood experiences, and being forced to stare at themselves in a camera can be a triggering experience. (The Centers for Disease Control estimate that [60% of US adults had an adverse childhood experience](#).)

For more on the potential negative impacts of cameras in class, and ideas for alternative ways to engage students, see: [Karen Costa, "Cameras Be Damned."](#)

Can students publicly share class recordings or screen captures of a Zoom session or recording that show one or more identifiable students?

No. Instructors should tell students that they should not share the link to any class sessions, or take screen captures of Zoom sessions. Students that violate this request may be subject to the student code of conduct for disrupting class, especially if you include this in your syllabus. It's more likely that students will respect your instructions in this regard if you model informed consent before recording them or forcing them to turn on their cameras.

Can I show recordings from last year's class to the current class?

Under FERPA, this situation should be treated as if the recordings were being shown to a third-party audience, which requires FERPA compliance through use of consents from identifiable students or by editing out those students from the video.

If I want to allow access to a video (that shows students participating) to others outside of the class, is this permitted?

Possibly. There are a couple of ways to use recordings that show students participating.

1. The instructor may obtain individualized written FERPA consents from the students shown in the recording. This type of consent can be obtained on a case-by-case basis or from all the students at the outset of a class. (See Appendix 1.)
2. Recordings can be edited to remove portions of the video that show students who have not consented to the use of their voice and/or image (simply blurring a student's image and removing their name is not sufficient, as the student may still be identified).

What is the easiest way to comply with FERPA if I am video recording my class sessions, students will be asking questions/doing presentations, and I wish to share the recording with a future class?

- Overall, plan your live Zoom session as carefully as you plan your face-to-face classes.
- Record only the parts of your session that show you. Plan to hold specific Q&A periods during the session and when you get to one, click **Pause** recording.
- When you are ready to present again, **Resume** recording.
- Don't refer to students by name (de-identifying the students removes the need for a specific consent from each student depicted). If a student happens to appear on camera, their identity can be edited out or written consent can be obtained.
- Videos of students giving presentations and student-generated video projects are covered by FERPA and copyright (students own the copyright of their work, just as any other author/creator). Therefore, written permission to use these digital works must be obtained by the student.

What happens once I record a session?

As the meeting host, you decide when to record a session. Once you record a session, an archived session is created. As of Fall 2020, the archive is hosted by [CCC TechConnect](#). You receive a link to the archive session. You decide whether to share the link or not.

If you choose to download the recording of your session, you likewise will be the one to decide whether to share the recording or not. In short, you are responsible for sharing or not sharing the recording.

What if my course activities require student demonstrations or recordings?

The course outline of record for some courses requires students to perform certain activities or demonstrate skills in order to meet course objectives. Examples might include *COMS 105: Fundamentals of Public Speaking* or *SIGN 111: Fingerspelling*. In these cases, instructors should strive to disclose to

students what will be required **before the start of class**. This might occur via the instructor orientation letter, printed comments in the schedule of classes, and/or a department or instructor website.

How do I obtain written consent from a student?

To obtain written FERPA consent from students for instructional video recordings, see Appendix 1 below. Please retain the consent form so long as you intend to use the recording.

How do I accommodate students with disabilities who need to view a recording of class with captions?

As suggested above, plan your class session so that you are recording only the parts of class that show you or your instructional material.

Also, note that not all live class sessions, e.g., via Zoom, need to be captioned. The state Chancellor's Office clarified responsibilities for meeting the needs of students with disabilities in [Memorandum ES 20-16](#). Live class sessions need to be captioned when a student is present who has an Academic Accommodation Plan developed with DSPS that identifies captions as an accommodation.

Even if there's no student with disabilities, all pre-recorded videos do need to be captioned, in order to make them accessible to all students (aka Section 508 compliance).

Some students will have developed an Academic Accommodation Plan with DSPS that identifies specific accommodations. For questions about how to support students with disabilities at College of the Canyons, please contact [DSPS](#).

What are some teaching tips for when using Zoom?

You can see our [FAQs for teaching with Zoom](#).

What if I have questions or suggestions about the information here?

Please contact James Glapa-Grossklag, Dean of Educational Technology, Learning Resources, and Distance Learning, at james.glapa-grossklag@canyons.edu.

Appendix 1



Permission to record – Online course recordings

Student Name _____ **ID#** _____
Last First

The Family Educational Rights and Privacy Act (FERPA) regulates the disclosure of educational information. FERPA states “when a student becomes an eligible student (18 years of age **or is attending an institution of postsecondary education**), the rights accorded to, and consent required of, parents under this part transfer from the parents to the student.

I understand that my instructor will record our synchronous online sessions for myself and other students in course to view at a later time. I understand the instructor will notify the students when a session is being recorded. I understand the recording of the video will not be used for other purposes outside of this course.

BY SIGNING THIS FORM, I waive my FERPA rights for the instructor to use my voice, name, questions I ask during the recording, my video, etc., that is recorded during the course session, for use within the classroom.

Student Signature _____ **Date** _____

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To rescind the Release of Information, contact your instructor.

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