Quinsigamond Community College
Distance Learning & Center for Academic Excellence

Class Recordings Decision Tree, ADA & FERPA

Do you have any students working through our Disability Access Center, who have been granted ADA accommodations that include access to a recording of each class?

If YES

If NO

ADA requires that those accommodations be made. Recording classes for accommodation purposes and sharing those recordings with the student who was granted accommodations does not invoke FERPA, and getting consent from others in the class is not necessary.

You do not need to record classes but may do so for other purposes.

Will you be recording classes for purposes other than meeting ADA requirements for accommodating students with disabilities.

If YES **If NO**

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

Will your recorded classes include the recorded participation of students?

If YES **If NO**

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

Will the students participating be personally identified in the recording?

If YES **If NO**

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

Review the privacy aspects of your chosen method for recording and sharing.

Having reviewed the technological choices available at QCC for recording classes, will you be using one of the options that restricts access to the recordings exclusively to students within the class that was recorded?

✔ *Remember that multiple sections of a class that share a Blackboard site are still different classes.*

If no one outside of the specific class that was recorded may access the recording, you do not need to get consent from the students who are personally identifiable in the recording.

Get Consent. If anyone outside of the specific class that was recorded may acquire access to the recording, you must have consent from all students who are personally identifiable on the recording.

If YES **If NO**

Adapted with permission from Western Washington University (2020).