



FAQ for Faculty: Online Class Recordings

This document includes common questions with answers related to methods for sharing recordings of online class sessions.

1. A student in my class is approved for audio recording through the Student Accessibility Services (SAS) office. How should I proceed if another student does not consent?

Refer to the [Class Recordings Decision Tree: ADA & FERPA](#).

If you have any students working through our Student Accessibility Services (SAS) Office who have been granted ADA accommodations that include access to a recording of each class, the ADA requires that those accommodations be made. Recording classes for accommodation purposes and sharing those recordings with the student who was granted the accommodation does not invoke FERPA, and getting consent from others in the class is not necessary.

2. If a student says no to being recorded during live online class sessions (or later revokes consent)...

a. *Can this impact their grade if they don't attend the sessions?*

That is not advised; ensure that an alternative option is made available.

b. *If they don't attend the sessions, it could impact their learning; how might I address this?*

If recorded, the recording can be made available in Blackboard for later review with an alternative option, such as in a discussion board.

c. *Can the student still attend the sessions?*

Yes. See also the answers to d. and e. below.

d. *How can I ensure that a student who does not consent to being recorded does not end up in the recording?*

It is highly advisable that you provide detailed instructions for how students can maintain anonymity if you are recording the classes. The default settings for Zoom meetings allow for students to enter sessions with their audio muted and video off. Students can enter with a pseudonym by either renaming themselves (if enabled) or you can rename the students manually to hide their identity. You may wish to remind students of that at the beginning of class. You may post information from this site to your Blackboard course or your syllabus: [How to Participate in Zoom Privately](#).



FAQ for Faculty: Online Class Recordings (cont.)

3. What if I don't record my live online class sessions?

Ensure you are in compliance with any accommodation requests made by the Student Accessibility Services Office. Ensure you are creating alternative learning materials so that all students can fully participate in the class.

4. If I don't record my live online class sessions, do I still need to do a consent form?

No. Refer to the [Class Recordings Decision Tree: ADA & FERPA](#).

5. What if I share a recording that does not include the personally identifiable information of any student with other sections of a course or a different Blackboard course?

The video recording may be shared without obtaining consent under certain conditions. Refer to the [Class Recordings Decision Tree: ADA & FERPA](#).

6. If I use Zoom's automatic setting that notifies participants they are being recorded, will that suffice?

Notifications are useful and advisable, along with instructions telling students how to ensure that they are not personally identifiable in the recording. Giving notice does not replace the need for consent. To determine if consent is required, refer to the [Class Recordings Decision Tree: ADA & FERPA](#).

Resources

- Accessible UDL Online Course Design, information available in the “[Instructional Continuity](#)” course in Blackboard
- [Class Recordings Decision Tree: ADA & FERPA](#) Office of Distance Learning & CAE
- [FERPA & Virtual Learning During COVID-19](#), 3/30/20, webinar by Student Privacy Policy Office, U.S. Department of Education

Contacts

- **FERPA Questions:** Kristine Campbell, Coordinator of Records and Registration, kncampbell@qcc.mass.edu
- **Accommodations & Accessibility Questions:** Kristine Proctor, Director of Disability Services / Adjunct Faculty, kproctor@qcc.mass.edu