# Guidelines for recording in the classroom

This document was created after receiving questions from a faculty member about student privacy and recording in the classroom. Since many faculty are planning to record class lectures, the following information is intended to provide explanation to help guide that process.

## Protecting Student Privacy

* **Keep the focus on the instructor**. The camera should stay focused on the instructor and not include visible students; pieces of the video can be edited out if necessary.
* **Keep the focus on the lecture, not discussion**. If possible, focus the recording on the lecture (maybe 20 – 30 minutes) and do not record audible student discussion.
* **Tell students they will be recorded**. You may even want to record yourself telling the class that you will be recording them so that it’s documented. Additionally, if you plan to record on a regular schedule, you may want to add a statement to your syllabus about classes being recorded. An added layer would be to have students sign that section of the syllabus to confirm knowledge of class recordings and agreeing to be on video.
* **Limit access to other students in the class**. FERPA does not limit or prevent the use of a recording and does not require prior written consent if access is limited to students in the class to watch or re-watch past class sessions. If students can be seen or heard in the video, it should NOT be used in courses in future semesters. **NOTE**: the first two bullets would allow for the same videos to be shared in future courses.

## Using Google Meet to Record

* **Recordings are stored in Google Drive**. The recording of your Google Meet session is stored within the Google Drive associated with your student Google account (ending in @my.src.edu). Depending on the length of the video, you may not be able to record your entire lecture before running out of file space. Video files are very large and you are limited to 5 GB of video per day. Overall, you will have 5 TB of storage.
* **Transfer video files to YouTube**. It is recommended that video files are download from Google Drive and then uploaded to YouTube. Once a video file is finished loading in YouTube, you can then remove the file from Google Drive to allow for space to record another session, if necessary.
* **Live captioning available**. Google Meet provides live captioning and it’s surprisingly accurate! If you turn it on while in a session, the captioning does not display for everyone, just you. Each participant controls it from their own screen. It can be turned on by clicking “Turn on Captions” at the bottom of the screen.