

Guidelines for In-class Recording Options and Capabilities

Need	LRS Availability	Solution	Central Support	Complexity	Sources Captured	Screen Quality	Audio Quality	Video Quality	Resources Required
Record instructor using computer only	Yes	Use LRS	Yes	Low	<ul style="list-style-type: none"> • Computer • Instructor audio • Instructor video (fixed camera in back) 	High	High	Low	<ul style="list-style-type: none"> • Room must have LRS
	No	Use Zoom to record	Yes	Med	<ul style="list-style-type: none"> • Computer • Instructor audio • Instructor video (fixed camera position) 	High	Low	Low	<ul style="list-style-type: none"> • RLA could support; leverages Zoom knowledge
	No	Use external camera/microphone kit	No	High	<ul style="list-style-type: none"> • Screen • Instructor audio • Instructor video 	High	High	High	<ul style="list-style-type: none"> • Dept provides kit (~\$3-4k each) • RLA could support, with training • Student consent likely required
Record instructor using computer AND other AV tools such as document camera	Yes	Use LRS	Yes	Low	<ul style="list-style-type: none"> • Any source on screen • Instructor audio • Instructor video (fixed camera in back) 	High	High	Low	<ul style="list-style-type: none"> • Room must have LRS
	No	Use external camera/microphone kit	No	High	<ul style="list-style-type: none"> • Any source on screen • Instructor audio • Instructor video 	High	High	High	<ul style="list-style-type: none"> • Dept provides kit (~\$3-4k each) • RLA could support, with training • Student consent likely required
Record instructor using chalkboard/whiteboard	N/A	Use external camera/microphone kit	No	High	<ul style="list-style-type: none"> • Chalkboard/whiteboard • Instructor audio • Instructor video 	Low	High	High	<ul style="list-style-type: none"> • Dept provides kit (~\$3-4k each) • RLA could support, with training • Student consent likely required
Record instructor and student discussion	N/A	Book Media Technician (limited resources and scale)	Yes	Low	<ul style="list-style-type: none"> • All audio • All video • Instructor screen 	N/A	High	High	<ul style="list-style-type: none"> • Must be coordinated with Multimedia Services • Student consent likely required

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Important considerations regarding in-person recording in rooms not equipped with the Lecture Recording System (LRS)

1. Recordings with Zoom/external camera kit that only point at instructor or instructor materials (no capture of students)

Measures to put in place:

- Instructors should orally repeat questions from students so that they are clearly captured in the recording.
- Instructors should avoid articulating information that might identify students. For example, instead of naming students, one might say, “Yes, you by the door” or “the student in the front row wearing the blue top.” Instructors may also use students’ first names if they know them; however, it is important to be aware that less common names may identify students.
- A disclaimer that academic activities will be recorded and that students’ voices and first names may be recorded and viewed by other students should be communicated to the class. The disclaimer can be included in the course outline. Example disclaimer: *Your instructor will notify students if any components of the class will be recorded. Students must consent to being recorded. By staying in class and participating in in-class activities, you consent to being recorded. Alternatively, students who are uncomfortable being recorded can choose not to engage with the instructor during the recording or not to attend class and instead view the recording later.*
- Instructors should remind students each time recording is turned on.
- Recordings should only be made with McGill or instructor-owned equipment. RLAs and TAs should not do any recording on their personal devices (e.g., smartphones, tablets).

2. Recordings that include student characteristics (such as name, voice, image) that might make it possible to identify them

Measures to put in place:

- A disclaimer that academic activities will be recorded, and that students’ voice and first name may be recorded and viewed by other students should be shared with the class. The disclaimer can be included in the course outline. Example disclaimer: *Your instructor will notify students if any components of the class will be recorded. Students must consent to being recorded. By staying in class and participating in in-class activities, you consent to being recorded. Alternatively, students who are uncomfortable being recorded can choose not to attend class and instead view the recording later.*
- A disclaimer and consent form should be available for students to sign when they enter the classroom to indicate they accept the recording conditions. (Alternatives to this manual system are acceptable as long as students somehow acknowledge having read the disclaimer and can indicate consent.) The instructor, TA, or RLA who oversees the recording should store the consent form in a secure location so that access is limited to the instructor and TAs. Instructors are advised to remind students each time recording is turned on.
- Students who do not wish to consent to being recorded can absent themselves from the class and instead view the recording.
- Recordings should only be made with McGill or instructor-owned equipment. RLAs or TAs should not do any recording on their personal devices (e.g., smartphones, tablets).