

GUIDELINES ON THE RECORDING OF ZOOM TEACHING SESSIONS

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Guidelines on the recording of Zoom teaching sessions

- These guidelines apply to the use of Zoom for teaching purposes, for example online lectures, seminars and tutorials.
- These guidelines *do not* apply to one-to-one meetings with students or meetings between members of staff.
- [Public Task and Contract](#) are the relevant lawful basis for undertaking recordings of teaching activities in Zoom.
- The [Guide to Copyright for Staff](#) provides information on the use of copyrighted materials in teaching activities
- Instructions on how to use Zoom in teaching are available on the [Academic Continuity Guidance webpage](#).

Recording Zoom teaching sessions

Zoom teaching sessions are not automatically recorded. Staff *may* choose to record such sessions and make the recordings available to the students of that class only. [Support is available for this](#).

The recording of Zoom lectures, seminars and tutorials might be considered useful when;

- some students are absent due to, for example, ill health, caring responsibilities or lack of access to suitable IT facilities at the time of the session.
- the member of staff wishes to provide a recording of all or part of a session for revision purposes for the class.

Recording should be used with caution when;

- recording might inhibit student contribution
- subjects of a sensitive nature are being discussed, e.g. discipline specific case studies.

Managing Zoom recordings

Zoom class recordings should only be linked from the class's Myplace page. This ensures recordings are available only to students of that class. [Support is available for this](#).

The member of staff who instigated the recording can choose to delete the recording at any time at their own discretion. [Support is available for this](#).



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