

Checklist: Considerations when recording webinars/virtual classes

Recording virtual classes can provide universities with valuable learning resources which have many advantages for remote learning, accessibility, revision and re-use of materials. Recordings ensure that class content is available to students who are unable to attend the live class. (For example, those in international time zones, unwell students etc.) For those students who experience technical issues during the live webinar, they will be able to catch up on missed content afterwards. Making recordings available also allows students to review, revise and reflect on teaching materials, thereby supporting self-paced learning. Recordings give you (the lecturer) the opportunity to review class participation after the event.



However, it is also worth considering that recording the class may impact on class attendance and/or participation. For example:

- Some students may feel more inhibited in their contributions if they are being recorded. To reassure students, clearly communicate (a) they the webinar is being recorded, (b) who it will be shared with (preferably only with the existing class) and (c) where it will be stored and (d) how long it will be retained for.

As with face-to-face classes, it is important to clearly communicate your expectations and requirements around attendance and participation.

If you do decide to record your virtual class, there are various issues which must be taken into consideration beforehand. This checklist is a list of key questions that TU Dublin staff should consider before recording a virtual classes/webinar. The aim of this checklist is to ensure that relevant legal and ethical issues are recognised and addressed in order to minimise risk.

Do you have permission to use all of the content included?

This question relates to copyright ownership and permissions.

- If the materials have been created by **you**, then you are free to record.
- If you are using materials created by someone else then you must **find out if the material is still in copyright**. (Copyright arises automatically on the creation of an original work and, in most cases, copyright lasts for the creator's lifetime plus seventy years. See the [Irish Copyright Licensing Agency's Frequently Asked Questions](#) for more information.)

If the materials are **still in copyright**, you will need permission to use the material (preferably with attribution). This is also the case if you are recording third party works such as materials owned by students, consultants, external speakers.

If the materials are **no longer in copyright**, you may use it freely without permission.

Have you notified all attendees that the class will be recorded?

While you can do this verbally at the start of the class, you should also do this in **writing** in order to ensure that students do not miss the notification. (Late-comers will miss a verbal announcement made at the beginning of the class.) For example, send students an email in advance of the class to notify that the class will be recorded. You could also include appropriate signage (for example a footer) within your presentation to notify participants.

Note that the chat log is automatically included as part of the recording within Bongo. Students will need to be alerted to the fact that any comments or questions posted in the chat log will be captured in the recording.

Is there an alternative for those who do not wish to be included in a recording?

It is good practice to include an "opt-out" for those who do not want to be recorded. While it is not possible to remove students from the camera-shot within Bongo, you could allocate time for questions and discussion at a time when recording is paused or has ended.

For example, you could pause the recording during a class, and allocate some time to reviewing the chat log, answering questions and stimulating wider discussion among the class. Similarly, you could allocate time at the end of the class for such discussion when you have ended the recording.

Bearing in mind that the chat log is automatically included as part of the recording within Bongo, giving students an opportunity to ask their questions via their microphone outside of recorded time is also good practice.

Are appropriate consents in place to record any ‘performances’?

This includes student performances/presentations, or guest lecturer contributions. Ideally, written consent should be obtained in advance.

If these recordings are taken as part of assessment processes, they should only be held/retained for as long as is acceptable, in line with the school’s/University data retention schedule for assessments.

Where individuals are the focus of the recording and are clearly identifiable, have you obtained consent to process their personal data?

Written consent is preferable.

Is the recording accessible?

Ideally a transcript or captioning should be made available if possible and where appropriate. For more information, see Bongo’s guidelines on [how to generate closed captions, edit language/font/size and colours](#).

Will your students/guest speakers need to turn on their camera during a live session, recorded or otherwise?

If, for whatever reason, you need your students/guest speakers to turn on their cameras during a live session, it is advisable to request that they ensure there are no personally identifiable items behind them within camera shot, or that other people in their environment are not caught on camera. Before the virtual class, flag it with your students/guest speaker that they will need to turn on their cameras and suggest that they are seated with a blank wall behind them if possible.