

Guidance for Use of Video in Synchronous Class Sessions (Zoom)

Preamble

Ohlone College provides high quality educational and career courses that serve the diverse needs of all students and the community. We encourage and empower students to achieve at their fullest potential while intentionally and purposefully supporting students from diverse backgrounds, socio-economic groups, ages, abilities, and intersectional identities. We continually reassess our efforts to support our college community and provide the necessary resources and comprehensive support to assist students in defining goals and enriching their educational experience. Finally, we promote the physical and emotional well-being of the college community by advocating for a healthy college environment (which includes the online environment) and leveraging comprehensive support services. (Adapted from the [Ohlone College Vision, Mission, Values, and Goals Statements- 2020-2025](#))

It is in the interest of aligning with these statements that we make the following recommendations regarding 1) the use of video images in the online classroom; 2) recording synchronous class sessions; and 3) the use of video for assessment purposes.

Item 1: Use of Video Images in the Online Classroom

Benefits of Video Images

- Creates a feeling of community and encourages dialogue and engagement;
- Simulates the interconnectedness of and is more like a face to face class;
- Provides nonverbal feedback to all participants, which is particularly beneficial for our deaf participants; and
- Provides the opportunity for social interaction despite being physically distant.

Considerations

- Not all students have the technology needed to engage with video (no camera, low bandwidth).
- Students may not feel comfortable sharing their environment.
 - They may not have the ability to use a virtual background filter.
- Students may not be comfortable sharing private images of themselves in an environment where images can be captured and used without their permission.

Suggestions for Use of Video in the Online Classroom

- Invite and strongly encourage students to turn on their cameras during class but do not penalize them if they are unable or prefer not to do so.

- Use multiple methods of interacting with students to keep them engaged throughout. Ask for responses to questions in the chat, thumbs up-thumbs down, yes-no questions.
- Develop an environment of trust and inclusion.
- Encourage students to reach out to you if they need assistance with technology.
- Inform students that it is inappropriate to record or capture any images of classmates on the screen without the express permission of that student.
- If video is required in order to meet or assess learning outcomes, this should be clearly stated at the point of registration and in the class syllabus. Every effort should be made to provide technology to the students in need.

Item 2: Recording Lectures and Compliance with Family Educational Rights and Privacy Act (FERPA)

Benefits of Recording Class Lectures

- Allows students to review the material at their own pace after the class session has ended;
- Allows students to watch a missed class session; ~~and~~

Considerations

- Video images of students are part of a student's educational record and therefore protected under FERPA – the federal student privacy law (Additional information available on the US Department of Education [FAQs on Photos and Videos under FERPA](#)).
- If a recorded class session includes only the instructor, it is not a student record and FERPA does not limit its use.

Suggestions on Video Recording of Class Lectures

- Include verbiage in the Syllabus that indicates that class sessions will be recorded.
- Announce at the onset of a recorded session (each time) that the material is being recorded. Allow students to turn off their camera if they do not wish to be inadvertently captured.
- Record only the portions of the class that show the instructor. Plan to hold Q & A periods during the session and when you get to one, click **pause** on the recording.
- If the recording contains only the instructor and is shared with the class for later use, the transcript should be edited for accuracy.
- Faculty should remind students that they are not permitted to record classes or capture student images in any manner without prior written approval.
- [Guidance for Recording Class Sessions with TechConnect ConferZoom](#) provides instructions for the appropriate settings in Zoom prior to recording your session.
- For use of video for accommodations under SAS, please consult Ann Burdett.

Item 3: Use of Video for Assessment

Assessment in the online environment is not the same as in-person assessment. It is beneficial to reconsider how students might demonstrate what they have learned in ways that require them to apply the knowledge rather than recite information.

Considerations

- Lockdown browsers only deter those students with limited access to technology. Those with access to phones, laptops and tablets can still search the web. This is an equity issue.
- There are privacy issues associated with requiring students to turn on cameras.
- There are equity issues associated with the technology. Read [Online Proctoring – Impact on Student Equity](#)

Suggestions for Using Video Assessment

- If the use of video is necessary for assessment of learning outcomes, students should be provided this information prior to registering for the class. There should also be a disclaimer in the Syllabus.
- Consider using randomized questions and answers, with questions drawn from a question pool to decrease incidence of cheating.
- Consider short essay questions rather than True/False and Multiple Choice questions.
- Consider presenting students with a problem or project in which students apply what they have learned to solve the problem (authentic assessment)

RESOURCES

[CCCCO Legal Opinion re Cameras-On Requirement](#)

[CCCCO Legal Opinion re Real-Time Captioning](#)

[Guidance for Synchronous Classes at College of the Canyons](#) – includes Permission to record form
(required to share recordings that have identifiable student images or voices)