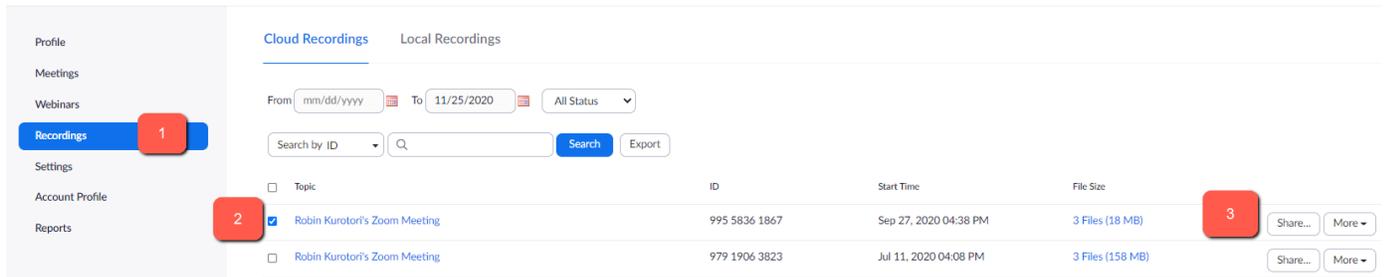


FERPA Waiver Form FAQ

- 1. What happens if I forget to turn off the recording at the end of class?**
 - a. When the zoom session ends, the recording will automatically stop. It is assumed that there will no longer be students in the zoom room so no announcement is necessary. The announcement is to allow students to alter their online behavior if necessary.
- 2. How are the recordings going to be used? What do I need to tell my students?**
 - a. The recordings are intended for use only by the students within the class and only for the duration of the semester. Faculty may want to develop additional restrictions for use including reminding students that the recordings should not be shared with others outside of the class, not to take any screen captures, etc.
- 3. What happens if a student opts out of the recording? Does this mean you can't record the session?**
 - a. The recording will still take place if the majority of the students in the class want a recorded session. Those who opt out may turn off their camera, change their on-screen name and be provided opportunities to engage in dialogue with the class via the chat box. They will not be punished for their choice to not be captured in the recording.
- 4. If a student is under 18, is there a contingent consent form for their parents to sign?**
 - a. Yes. If the student marks the box indicating that they are under 18, the instructor will contact that student and request the parents sign a consent form. This form will be available from the office of the Vice President of Academic Affairs. Alternatively, the student may turn off their video and change their name during recording to protect their rights.
- 5. If a student opts out of being recorded, what do faculty need to do?**
 - a. Students may turn off their camera, remove any identifying images (including name), and will not be required to participate verbally. They will still be required to participate in any question/answer sessions or check for understandings via chat. They will be required to participate in breakout rooms, which are not recorded.
- 6. How will faculty gain access to this "survey"?**
 - a. The waiver will be created within Canvas as a non-graded survey. Faculty will be able to import the survey into their course shell. The completed surveys will remain in the course shell for documentation purposes.
- 7. How can I keep students from sharing the video with outside parties?**
 - a. To keep the recording solely within Canvas, do not share the link. Students will have access to the recordings through the ConferZoom area in Canvas. This will help keep the video use among authenticated users only. You should also consider disallowing the downloading of recorded sessions. Instructions for changing your settings in Zoom are available [below](#).

How to disable the download of Zoom Recordings

1. Login at cccconfer.zoom.us
2. Click on **Recordings** in the left menu. [1]
3. Select the recording you do not want downloaded. [2]
4. Click on the **Share** button. [3]
5. Toggle the button to OFF [4]



Profile

Meetings

Webinars

Recordings 1

Settings

Account Profile

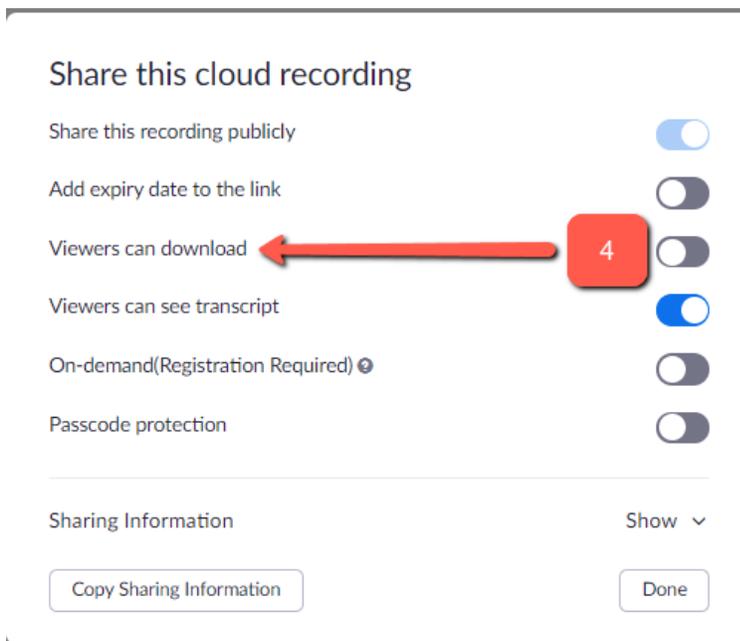
Reports

Cloud Recordings Local Recordings

From To All Status

Search by ID Search Export

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input checked="" type="checkbox"/>	Robin Kurotori's Zoom Meeting	995 5836 1867	Sep 27, 2020 04:38 PM	3 Files (18 MB)	3 Share... More
<input type="checkbox"/>	Robin Kurotori's Zoom Meeting	979 1906 3823	Jul 11, 2020 04:08 PM	3 Files (158 MB)	3 Share... More



Share this cloud recording

Share this recording publicly

Add expiry date to the link

Viewers can download 4

Viewers can see transcript

On-demand(Registration Required)

Passcode protection

Sharing Information Show

Copy Sharing Information Done