

Class Recording Policy (Updated August 2021)

NOTE: This revised policy supersedes all earlier versions of the class recording policy. This revised policy comports with the general Lewis & Clark policy on recordings.

1. Recordings by Students

Students may make audio recordings of class sessions only with the prior permission of the professor. Such recordings are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the prior consent of the professor. The professor must notify the class when audio recordings are being made. Violation of these guidelines can result in Honor Code proceedings.

2. Routine Audio/Video Recordings

A. Class Recording Policy and Options

The law school's policy is to make a recording of all class sessions with the exception of clinic classes. Faculty will receive a link for the Panopto folder that will contain all of the recordings of their courses. Please note that faculty are individually responsible for administering the procedure that they choose (this is a change from previous years). You will decide which recording option to use from the list below and you will provide that information (and appropriate links) to your students:

- Open Access – you will receive a link to the folder that contains links to recordings for every class, and you will provide this link to your students;
- No Access – you will receive a link to the folder that contains the recordings for every class, but you will not give the link for the folder or for individual classes to your students, with the exception of students with ADA accommodations;
- Limited Access – you will receive a link to the folder that contains the recordings for every class, and you will distribute individual recordings to individual students per your stated policy. If you choose this option you will need to screen requests and handle distribution on your own, as faculty legal assistants no longer distribute class recordings. IT staff are not available to manage distribution of individual recordings.

Clinic class will not be recorded automatically. (See below.) However, if a student requests a recording for ADA purposes, the Associate Dean of Students will consult with you about that request.

If you are choose the *No Access* option or the *Limited Access* option, please include the information on your syllabus.

*See (at end of document): How to Record Your Class

3. Class recordings are for the student's personal use only

It is an Honor Code violation for a student to forward the link to any other person without the professor's prior permission. Faculty should add language to their syllabus about restricting the sharing of class recordings. Suggested language:

"As students at Lewis and Clark Law School, you may have access to recordings of class sessions, at the discretion of your professors.

We want to remind you that links to presentations are intended for your personal use only. It is an Honor Code violation to forward these links to any other person. If another person asks you to forward any links, please refer that person to the professor of the class, who will decide whether access is available. If you have any questions about this policy, please contact Associate Dean of Student Affairs Libby Davis at eadavis@lclark.edu.

Please also be advised that any recordings provided are solely as supplements to the class, and not intended to replace classroom attendance. Technological malfunctions do occur, and occasionally planned recordings fail. We do not recommend relying solely on these recordings."

Professors may post podcasts or links to podcasts on websites that are accessible only to those with Lewis & Clark passwords. It is a violation of Lewis & Clark policy to publicly release podcasts without the advance written permission of all people visible and audible in the recording.

4. Guest Speakers

In order to authorize the recording of a guest speaker's class, your guest must fill out a [Speaker Release Form](#). Your faculty legal assistant can coordinate this process. If your guest speaker chooses not to be recorded, your legal assistant will make sure the students (even those with special accommodations) do not receive the recording for the class. You must provide sufficient advance notice to enable the school to obtain note takers for students with special accommodations.

*** IMPORTANT**
How to Record Your Class

Beginning fall 2021, your class recordings will be stored in the Panopto folder for your course(s), but we no longer will use the Panopto system to make the recordings. Instead, we will record each class using Zoom. The switch to Zoom has two consequences:

- (1) for most classrooms, the recordings will be made on the cameras that are attached to the monitor on the lectern, until we are able to replace the antiquated main cameras in each class room, which will happen room by room over the course of the semester, beginning with Room 2;
- (2) **YOU WILL NEED TO START ZOOM FOR EVERY CLASS SESSION THAT YOU TEACH – if you do not take this step, there will be no recording.**

The process for recording on Zoom is straightforward and easy. (If you taught an in-person class in 2020-21, you have already practiced recording via Zoom.)

IMPORTANT - follow these directions:

- 1) Login into the classroom computer using either the lectern account or your own account;
- 2) Open Zoom and login to the account specific to that classroom

Location	Username	Password
Classroom 1	Law-zoom-1@lclark.edu	Lawschoolclassroom1
Classroom 2	Law-zoom-2@lclark.edu	Lawschoolclassroom2
Classroom 3	Law-zoom-3@lclark.edu	Lawschoolclassroom3
Classroom 4	Law-zoom-4@lclark.edu	Lawschoolclassroom4
Classroom 5	Law-zoom-5@lclark.edu	Lawschoolclassroom5
Classroom 6	Law-zoom-6@lclark.edu	Lawschoolclassroom6
Classroom 7	Law-zoom-7@lclark.edu	Lawschoolclassroom7
Classroom 8	Law-zoom-8@lclark.edu	Lawschoolclassroom8
Classroom Smith	Law-zoom-smith@lclark.edu	Lawschoolclassroomsmith1
Classroom Lezak	Law-zoom-lezak@lclark.edu	Lawschoolclassroomlezak1
Classroom Sem A	Law-zoom-sema@lclark.edu	Lawschoolclassroomsema1
Classroom 336	Law-zoom-336@lclark.edu	Lawschoolclassroom336

- 3) Make sure that recording is “ON” in Zoom (the default is set to “ON”);
- 4) Share your screen to capture Powerpoints or documents;

5) Logout of Zoom at the end of your class; and

6) Logout of the computer at the end of your class.

So long as you follow these steps, your class recording will appear in the folder for your class. The only way to make this complicated is to use your individual Zoom account instead of the room account. If you choose to use your individual Zoom account, you will need to download the recorded video from the cloud and upload it to the Panopto folder for your class.