

Angie Kolen

From: St. Francis Xavier University
Sent: Thursday, September 10, 2020 6:22 PM
To: Faculty & Staff Distribution List
Subject: Recording online classes

Dear colleagues,

If you are teaching online this semester the following information about best practice for recording synchronous classes in Collaborate may be helpful:

Here is some background information:

- The StFX Remote Teaching and Learning (Online) Preparedness Task Force recommended recording synchronous classes for pedagogical and accessibility purposes.
- The recordings are available in Moodle, which is password protected.
- The Collaborate settings on faculty Moodle pages have been set so recordings cannot be downloaded, and the recording chats are anonymized.
- Best practice is to normally keep the video off to conserve bandwidth for everyone in the class and to protect student privacy.
- The standard practice for StFX online synchronous courses, over the past 15 years, has been to record each class.
- One of the principles that informed the Task Force recommendations is that students learning online or in person still abide by the standards and principles of academic integrity that are outlined in the StFX Academic Calendar, in particular, in the Code of Academic Conduct (Section 3.8.1: http://www2.mystfx.ca/sites/mystfx.ca.registrars-office/files/2020_2021AcademicCal_ver7_Aug28.pdf) which relates to fostering a climate of mutual trust. These principles apply to all classes, whether on-campus or online.

Students should be informed that your class is being recorded, but they should also be made aware that recordings should not be shared.

Following is suggested wording you may want to include in your course syllabus:

Synchronous classes using Collaborate will normally be recorded and the link made available on the course Moodle page. These recordings are for course use only.

Kindest regards,

Joanne Tompkins & Janice Landry
Task Force Co-chairs