Do you have any students working through our Disability Access Center, who have been granted ADA accommodations that include access to a recording of each class?

If YES

ADA requires that those accommodations be made. Recording classes for accommodation purposes and sharing those recordings with the student who was granted accommodations does not invoke FERPA, and getting consent from others in the class is not necessary.

If NO

You do not need to record classes but may do so for other purposes.

Will you be recording classes for purposes other than meeting ADA requirements for accommodating students with disabilities?

If YES

Will your recorded classes include the recorded participation of students?

If YES

Will the students participating be personally identified in the recording?

If YES

Review the privacy aspects of your chosen method for recording and sharing.

Having reviewed the technological choices available at Western for recording classes, will you be using one of the options that restricts access to the recordings exclusively to students within the class that was recorded?

☑️ Remember that multiple sections of a class that share a Canvas site are still different classes.

If YES

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

If NO

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

If NO

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

If NO

You do not need to record classes but may do so for other purposes.

Will you be recording classes for purposes other than meeting ADA requirements for accommodating students with disabilities?

If YES

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

If NO

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

If NO

Stop here. You may continue with your class recordings and do not need to worry about consent for purposes of FERPA.

Get Consent. If anyone outside of the specific class that was recorded may acquire access to the recording, you must have consent from all students who are personally identifiable on the recording.

Follow the instructions for securing consent.