**Recording Classes at UNC-Chapel Hill – Privacy and Appropriate Use**

Recorded class sessions benefit students who are unable to attend a class, whether due to illness, internet connectivity issues, or other reasons. *All* students benefit by being able to go back and review course content covered during class.

The following recommendations have to do with privacy and appropriate use considerations regarding class recordings.

1. **Familiarize yourself with University policies governing instructors’ appropriate use of recorded class sessions.** Recordings should be made available *only* to the students enrolled in the course for which the class sessions are being recorded. A classroom recording should not be used for other/future courses or any purpose except to meet that course’s educational objectives. Should a department or instructor wish to use recordings for any other purpose, contact the [Office of University Counsel](https://universitycounsel.unc.edu/).
2. **Discuss plans for recording class sessions with students.** Some students may be uncomfortable being recorded, and less likely to contribute during class. Discuss your rationale and plans for recording class sessions with students and adjust accordingly. For example, there may be certain classes or class segments (e.g., discussion of sensitive or personal topics) that the instructor elects not to record. Instructors may want to edit video before making it available to students, or limit class recordings to specific content. Zoom settings can be adjusted to capture transcripts, record audio-only, or video that only displays class materials (shared screen) without showing students’ faces. Learn more about [settings for recording Zoom sessions](https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording#h_acaffbd8-27a3-4683-b3a0-b7f853c9e424).
3. **Notify students (and guest speakers) *before* a class session is recorded.** Recommended language for syllabi and verbal reminders:

*The course instructor may record meetings of this class for educational purposes. These recordings will be shared only with students enrolled in the course for purposes of academic instruction only. Your instructor will communicate to you how you may access any available recordings.*

1. **Remind students that they may not make or share recordings.** Recommended language for syllabi and verbal reminders:

*Any use of a class recording by a student shall be for educational purposes only. Students may not record a class on their own, in any format, without prior express authorization from the University and may not copy, reproduce, or distribute any recording that they access. Students requesting the use of assistive technology as an accommodation should contact* [*Accessibility Resources & Service*](https://ars.unc.edu/)*.*

1. **Decide how class sessions will be recorded and made available to students.** For most courses, [Zoom is being used to record](https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording) live class sessions to the cloud. Zoom recordings are automatically transferred to the instructor’s [Panopto](https://edtech.unc.edu/service/panopto/panopto-faq/) account, where they can be stored and edited if desired. Instructors can also [make their recordings in Panopto available to students via Sakai](https://edtech.unc.edu/service/panopto/panopto-faq/#sec5). Note that meetings conducted using [Microsoft 365 Teams](https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24) can also be recorded to the cloud, but they are not automatically transferred to Panopto accounts.

By default, class recordings made available through Panopto cannot be downloaded by students. There may be some cases, however, where instructors wish to make their class

recordings downloadable. For example, remote students who have inconsistent network access may benefit from being able to download a video and watch it locally on their computing device. You can enable downloading at the folder or file level in Panopto by setting download permissions to *Authenticated users with access*. Learn more about [how to make a class recording downloadable](https://support.panopto.com/s/article/Enable-Podcast-Downloads).

**Contact**

If you have questions regarding class recordings, reach out to [help.unc.edu](https://help.unc.edu/sp).