

Temple faculty are asked to review their recordings, store those they may want to use in the future and delete those that are no longer needed. These guidelines are intended to provide information on which recordings may be used during class, in subsequent semesters and outside the current class context, as well as how to store recordings and where to store them.

May a recording of a class session be posted on Canvas for other students in the same class to view or listen to?

Yes, but you should make sure to include in your syllabus a statement about how these recordings will be used. For more information, see this [guide](#).

What do I need to know before deciding which recordings to save for future use?

Recordings that reveal any student information, including video or audio participation, or participant information that would identify a student, can only be shared with the class in which the student is a participant and in a format (i.e. on Canvas) that limits the ability to view the recording to students in this same class. You may not share recordings that reveal student information with future classes or other current class sections nor can you share these recordings outside the academic context as it is a FERPA violation.

Can I re-use a recording of a class session in a future semester or other current class section?

In general, no. If there is any student information, including video or audio participation, or participant information that would identify a student, it cannot be used in a future semester or other current class section. In addition, there are pedagogical reasons for not re-using a recording with current students that was recorded in a previous semester. The inauthenticity inherent in sharing a recording that does not include this semester's students can alienate students and also does not take into account the needs of that particular class, which may be different from the needs of an earlier class.

Can I use a pre-recorded lecture or demonstration video (clinical or lab skills demo, etc.) that I prepare in a future class?

Yes. As long as there is no student information, including video or audio participation or participant information that would identify a student in the recording, you can use a pre-recorded lecture or demonstration. Often, faculty will pre-record their lectures or demonstrations for students to view outside of the scheduled class time. These recordings are fine to share in subsequent semesters. However, keep in mind that you should always review your recordings periodically to ensure that they still reflect current research or thinking on the topic at hand.

Can I share any of my Zoom recordings publicly?

This depends. If your Zoom recording is a pre-recorded lecture or demonstration video that was recorded outside of class, you may share this work publicly. If the recording captures a class session, you will not be able to share it publicly if there is any student information available, including video or audio participation or participant information that could identify a student in the recording.

Where can I store Zoom recordings that I wish to keep for future use?

Zoom recordings can be stored locally on your PC or Mac computer. By default, local recordings will be placed in the following directory: Windows:

C:\Users\[Username]\Documents\Zoom. Mac: /Users/[Username]/Documents/Zoom.

Depending on your available storage, you may also store recordings in OneDrive or Google Drive.

How can I download my recordings?

To download a recording to your computer, go to zoom.temple.edu and click **Sign In**. Then click **Recordings & Transcripts** on the left. Next, click the ... button below the recording and select **Download**.

How do I delete Zoom recordings that I no longer need?

To delete a recording, perform the same steps as above, but click **Delete** instead of Download. For multiple recordings, you can also hover over each recording, click the check boxes in the top left corner, and select **Delete**.

Who can I contact for further guidance on using my class recordings?

If you have further questions about the appropriateness of the use of recordings, please contact the university privacy officer at privacy@temple.edu. If you need assistance with Zoom, please contact the Help Desk through the tuhelp.temple.edu website or at **215-204-8000**.

Portions of this guide have been adapted from the [University of Massachusetts Amherst's Lecture Capture and FERPA guide](#).