

Guidelines for Recording with Zoom

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Zoom is a third-party product that JHU is making available for course instructors to use for synchronous (real-time) video sessions with their students. Instructors can record these sessions and then share with students who are participating in the course session asynchronously. Zoom is not the recommended tool for creating pre-recorded lectures that can be shared with students. Instead, *Panopto* and *Kaltura* are tools with more options and flexibility for creating asynchronous content. Consult your divisional teaching and learning specialists to see what tools are supported locally.

The choice to record a Zoom session is a decision made by the instructor; recordings should only be made if the instructor determines there is a pedagogical reason to do so. Like other course content created as part of university activities, these recordings are subject to the [Johns Hopkins Intellectual Property Policy](#). Zoom recordings should be treated as subject to federal student privacy law (FERPA) and the [Johns Hopkins University FERPA Policy](#) if students are personally identifiable in the recordings. Please contact your divisional Registrar with any questions.

If an instructor chooses to record Zoom sessions, please do so in accordance with the following guidelines:

- Instructors should use the following Zoom settings (accessible by going to *Jh.zoom.us* and navigating to *Settings* and then *Recordings* – instructors should consider reaching out to divisional IT staff to assist with configuring these recording settings):
 - Disable *Local Recording*. For most instructors, recordings should be kept in the cloud and not downloaded to a local computer. Instructors with accounts that reside on <https://jhjhm.zoom.us> are subject to HIPAA restrictions; typically, these are faculty/staff who have appointments in SOM, JHHS or affiliates. For these instructors, cloud-based recording is disabled; instructors can enable local recording and share via a HIPAA-compliant resource (e.g., OneDrive)
 - If video is desired, enable *Record active speaker with shared screen*
 - Disable *Display participants' names in the recording*
 - Enable *Require password to access shared cloud recordings*
 - Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.
- Instructors should notify students beforehand that they plan to record the Zoom session and also remind students at the beginning of the class (either orally or using a slide). Students should also be notified in writing in advance that they may opt-out from identification in the recording by muting their audio, not enabling video, and not typing into the Chat window.
- As with synchronous Zoom sessions, instructors should maintain the scheduled time(s) and day(s) that class meets as specified in their syllabus. Instructors should not reschedule their virtual classes for times and days that the class does not normally meet, nor extend class time beyond scheduled hours. This ensures that class meetings do not conflict with each other and students do not need to adjust their schedules to participate in their classes.
- If an instructor chooses to record a Zoom session, they should not require student participation during the session. Students should be provided the choice to opt-out from identification in the recording by muting their audio, not enabling video, and not typing into the Chat window. In these cases, students should still be considered in attendance and not penalized in any way.
- If an instructor requires participation during class (either by audio, video, or chat), they should only use Zoom in a synchronous session and not record the session.
- **Instructors must manually delete all recordings by the last day of the course (however, earlier deletion is preferable unless there is a reason to keep the recordings until the last day of class).**