Class Recording Policies

Video Conference Class Recordings
Video conference courses are set to automatically record. When video conference courses are recorded, the video, audio, and chat text are recorded in the Zoom cloud. Class recordings can be accessed through the Zoom tool link in your Canvas course menu.

**IMPORTANT:** Video conference class recordings constitute protected educational records and therefore require student privacy and FERPA compliance.

FERPA Compliance
Please visit Notification of Student Rights Under FERPA for Family Educational Rights and Privacy Act (FERPA) Information.

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students (including TAs) asking questions, making presentations, or leading a class, and it is possible to identify the student, then it does constitute protected educational records and requires FERPA compliance.

Note the following restrictions for recordings that require FERPA compliance:

- Recordings cannot be downloaded by students.
- Recordings cannot be shared outside of the originating course.

Retention Policies
Class recordings will remain available through the timeframe indicated in the retention policies below. Throughout this timeframe, students can continue to access class recordings through the Canvas course space.

Zoom Recordings
Zoom Cloud Recording and Chat Retention Policies

Panopto Recordings
Panopto Archive and Permanent Deletion

Related articles
- Email - How To Setup An Inbox Rule on a Shared Mailbox
- Email - How to Set an Out of Office Message on a Shared Mailbox
- Email - How to Set Email Forwarding on a Shared Mailbox
- Canvas Data Retention Policy
- Email - How to Send Email From a Shared Mailbox