Guidance on recording seminars and Teams activities

As we move to more online learning and use new platforms for teaching our students, we have new options available to us with the increased use of and reliance on technologies. One of the new challenges that we have come across is whether to record sessions that students are actively participating in.

Teams, for example, includes the functionality to record a meeting or a teaching session with your students. There might be an increased need at the moment to record these types of sessions, especially for students who are unable to make the live session.

In line with our [Lecture Capture Policy](https://www.aber.ac.uk/en/is/regulations/lecture-capture-policy/#:~:text=1.1%20Aberystwyth%20University%20(AU)%20requires,students%20via%20the%20Blackboard%20VLE.&text=1.2%20As%20a%20minimum%2C%20the,that%20the%20screen%20is%20captured.), there should be no requirement to record student discussions or interactions in a virtual session. Preferably, for students who are unable to attend live sessions, we would advise that supplementary material, such as a list of the activities undertaken in the session, or an overview of the discussion, be made available to them. Encourage students studying on campus and those who might be studying remotely to share resources together. And make use of the shared notes facility in Teams which can be completed by all attendees at the meeting. Come along to our [Using MS Teams for Learning and Teaching Activities](https://stafftraining.aber.ac.uk/sd/list_courses.php) to find out more about this.

If students request that sessions be recorded, do refer them to the [Lecture Capture Policy](https://www.aber.ac.uk/en/is/regulations/lecture-capture-policy/#:~:text=1.1%20Aberystwyth%20University%20(AU)%20requires,students%20via%20the%20Blackboard%20VLE.&text=1.2%20As%20a%20minimum%2C%20the,that%20the%20screen%20is%20captured.). If you are running a session and someone starts a recording without your permission, you will receive a notification at the top of the window to say that someone has started a recording:



At this point, stop the session and ask the participant who has started to record the session to stop the recording. Make sure that the participant deletes the recording once it has been processed.

If you are recording a non-interactive Teams session with students, ask your students to not turn on their cameras or their microphones. That way, they won’t appear in the recording. Encourage them to use the chat function at the side of the meeting.

Further information on the recording function in [Teams is available on the Microsoft Website.](https://support.microsoft.com/en-gb/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24?ui=en-us&rs=en-gb&ad=gb)

If you have any GDPR or Data Protection concerns, or you wish to report a data breach, contact infogovernance@aber.ac.uk as soon as possible.