

## What about... notifying your students?

### Topic Summary

Depending on the room installation, most of the time students will not be captured on the video or audio. However latecomers may cross in front of the camera, or a lecturer with a radio mic who is near a student may catch their voice. A lecturer may also bring a student to the front of the room to do a demonstration or other task. It is fair to warn students of the recording in case they want to decline demonstrations, move elsewhere in the room, etc.

### Resource Summary

**Topic:** Recording notice

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**Institution:** Coventry University

**Target audience:** Practitioners, Managers

**Keywords:** student notice; legal

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### Things to Consider

- Oral notice at the beginning of the lecture
- Introductory slide on a PowerPoint
- Notice in the MID or other module documents
- Consent forms (especially if recording will be used widely/publicly)
- Posted notice inside and/or outside rooms
- At the University of Nottingham, rooms equipped with lecture capture have a 'recording in progress' electronic marquee in the hallway, and a light inside the room which comes on when recording is active

### Practical Suggestions

It is a good idea to notify students in several ways. An oral notice or PowerPoint slide at the beginning of a lecture may be missed by students who arrive late, posted notices or module information may go unread, etc. Having multiple options increases the chances that each student will be notified.

It may help to be clear on who may access the recordings, for how long they will be used, etc. A student may not have issue with recordings being used for their module instance, but might be less comfortable knowing that a lecture recording will be re-used next year or shared with a cohort.

Perhaps the clearest notification to students that the lectures are being recorded is to have them use the recordings for themselves. A captured lecture is a study tool. It is a good idea to give your students advice about how they can use it to enhance their learning. Showing how to access a captured lecture in class will ensure they know how to find it, and giving them guidance on how you expect it to be used can help them utilise it effectively.

### Resources

ELTAC slide: Notice for Students- This Lecture is Being Recorded  
University participant information sheets or recording waivers

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