

Pitt Pharmacy Use of Lecture Capture and Other Video-Recordings in Educational Settings

Lecture capture and video-recordings were successfully employed during the COVID pandemic to facilitate learning when in-person learning could not be accomplished. Subsequent to that unique and impactful period, PITT Pharmacy has successfully returned to in-person, active learning class activities. Student attendance and active participation in course sessions is expected. As stated by the Center for Learning, "...decisions to record classes are at the professional judgement of the instructor and may be subject to established practices of the department, school, or campus, as appropriate."

Access to lecture capture of large group classes via audio and/or video recordings in CORE PharmD courses will not be provided.

Recordings may be made available in extenuating circumstances to single students who contact the course coordinator prior to class with excused absences or at the discretion of the course coordinator for extenuating circumstances. These recordings may only be used for private study by the authorized individual student. Students are prohibited from distributing or sharing recordings with unauthorized individuals (including fellow learners) due to copyright and intellectual property considerations as code of conduct violations.

Recording availability is not guaranteed and may be unavailable due to situations including technological limitations or when requested by class presenters. Course coordinators have discretion to place stipulations upon recording availability, including required meeting with coordinator(s), enrollment in performance improvement plans or participation in Coaching for Success programs. Coordinators also have discretion as to when and how a recording is made available to the individual student.

A student may create a personal audio recording of a large class session only when the student has obtained, in advance of the session, written permission from the course coordinator/instructor. In cases where personal recordings are allowed, these recordings may only be used by the single student for private study. Students are prohibited from distributing or sharing audio or video recordings with unauthorized individuals (including fellow learners) due to copyright and intellectual property considerations as code of conduct violations.

Faculty must consider the following when providing recorded materials:

- Classroom recordings are any recordings made as part of course activities including but not limited to recordings of synchronous online sessions using web conferencing such as Zoom, recordings of face-to-face sessions made with lecture capture software such as Panopto or any other audio or video recording that is created as a result of course activities.
- Students must be advised that all or some class sessions will be recorded. Instructors should verbally remind students at the beginning of any recorded class session that the session, including their participation, is being recorded. Students should not be required to participate in the recorded conversation and should be encouraged to ask questions off-line if they elect not to participate in class.

- If a classroom recording contains personal information including names or identifiable audio, communications, or images of students, it is considered an education record protected under FERPA and its use is limited.
 - Classroom recordings of any kind that contain Personally Identifiable Information (PII) about students may only be displayed or made viewable to other students enrolled in the same course during the same term for instructional and educational purposes only.
 - If access is limited to other students enrolled in that course, FERPA does not limit or prevent its use and does not require obtaining written consent.

Faculty may use recordings that contain PII outside the current class and year by:

- Obtaining individualized FERPA consent from the student(s) in the recording which allows use of that portion of the recording. This type of consent can be obtained on a case-by-case basis or from all the students at the outset of a class. Student FERPA consents are made on a voluntary basis and cannot be a condition of course enrollment
- Editing recordings to either omit any student who has not consented to the use of their name, voice or image, or be edited to de-identify the student in the recording (which can include avoiding or removing any mention of the student's name, blurring the student's image, altering voice recordings, etc.

Faculty that are using **outside CANVAS sites** to host class recordings or any other media that features students or their work must remove any and all material with student PII.

August 2025