

Recording Class Sessions and FERPA Frequently Asked Questions

I plan to record my Zoom class sessions so that students in my class can view them outside of our meeting times. Is it alright for students who did not attend the class session to see the names of the students who attend the session?

Non-attending students seeing the attending students' present in the class recording isn't a violation of FERPA*. It's akin to students sitting in a classroom knowing each other's names. The risk here occurs when recorded sessions are distributed to individuals who are not attendees. If you, as an instructor, are intending to record and distribute sessions this way, consent needs to be granted by each student beforehand OR it must be shared in a secure way using your D2L course site. Students must also understand that these sessions are not to be shared in any way with individuals who are not part of the class.

How do I prevent Personally Identifiable Information about my students from being shared without their consent?

Recordings of class sessions should only be posted to your D2L course site, and NOT to any publicly accessible sites. Your syllabus should contain a statement that these recordings are part of the students' educational record and should NOT be shared with anyone outside of the class.

One of my students approached me privately with a concern about the recorded class sessions, wanting no record of her enrollment in the recordings. How can I handle this?

In Zoom recordings, you can hide participants' names. Within the [Zoom web portal](#), select **Settings** along the left-hand side, select **Recordings** tab at the top, and under **Advanced Cloud Recording** settings, **uncheck** the "Display participants' names in the recording".

*Family Educational Rights & Privacy Act

For more information on FERPA, see the UArizona Registrar's [FERPA Links](#).