

## TIPS ON RECORDING COURSES WITH VIDEO CONFERENCING SYSTEMS



A recording by the lecturer is only permitted with the consent of all participants who can be seen or heard in the recording in image and sound. This also applies to the chat function of video conference systems.

Recording of courses by students and in particular their broadcasting, reproduction and making them publicly available to third parties is not permitted.

In lectures in which the recording can be limited to the lecture of the lecturer, the need to obtain the consent of the participants can be dispensed by pausing the admission.

The following section provides information on the required configuration.

Events that are not suitable for selective recordings due to their format and goals and whose success also depends on the acceptance of their participants can only be recorded if all participants have given their consent.

The second section provides information on the procedure and the technical solution for this.

### 1. TECHNICAL POSSIBILITIES (WITHOUT DECLARATIONS OF CONSENT)



In Zoom, the moderators can determine who can be seen in the recording.



In BigBlueButton (BBB), all participants with activated video are recorded.

In both systems, the sound of the active speakers is recorded by default after the recording has started. In BigBlueButton, the chat is also the subject of the recording.

Participants can make themselves noticeable in both systems with a „show of hands“ and the moderators can briefly stop the recording for the verbal contribution so that the questioners are not in the picture and cannot be heard. This means that the rights of the participants are preserved.

In Zoom, the configuration should also ensure that no gallery views, names of participants and chat contributions are recorded or saved.

## 2. OBTAINING DECLARATIONS OF CONSENT

Courses that are not suitable for selective recording and whose success depends on the recording, e.g. to comprehend the participant interaction later on, can only be recorded if all participants have given their consent.

In these cases, it is advisable to link consent and participation in the video conference via Moodle. Only those who give their consent in Moodle have access to the link to the course. In this way, the consent is clearly documented for the lecturer. The combination of a declaration of consent with the possibility of joining a BigBlue-Button room can be set in Moodle <https://wiki.uni-due.de/moodle/images/2/29/Anleitung.pdf>. A sample consent form can be found at the end of this document.

In these cases, consent should only be obtained once per semester in order to limit the effort on all sides. Of course, students can withdraw their consent at any time, but then only for future events and recordings.

In courses with compulsory attendance, a declaration of consent may not be requested, as the voluntariness of the students to agree to the declaration or to reject it would no longer be guaranteed. In these cases, only a limitation of the recording to the lecture of the lecturer (variant 1) or a general waiver of a recording comes into consideration.

Both in Zoom and in BBB, when the recording begins, the participants are informed that a recording is starting. If participants join a course when the recording is already running, they will also be informed. läuft, werden sie ebenfalls darüber informiert.

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### SAMPLE FOR A DECLARATION OF CONSENT TO RECORD THE COURSE

Die Termine dieser Lehrveranstaltung werden ganz oder teilweise aufgezeichnet. Das System informiert Sie über den Start der Aufzeichnung und über eine bereits laufende Aufzeichnung.

The appointments of this course are recorded in whole or in part. The system informs you about the start of the recording and about an ongoing recording.

Participation in the event is only possible if you agree to the recording. They are only recorded if you actively participate with speeches in sound and / or image as well as in the chat. The teacher can pause the recording. The recording is stored for up to 12 months for the purpose of conducting the course and made available to the course participants.

*I hereby consent to the recording of the dates of this course. I have taken note of the fact that my contributions can be recorded in image, sound and writing for the purpose of carrying out the course and stored for up to 12 months.*

*I understand that I can revoke this declaration of consent from the lecturer at any time with effect for the future.*