

Concordia Lecture Capture Guidelines

1. Consistent with applicable collective agreements, all intellectual property, including all digital recording material that is eligible for copyright protection, created by instructors through the lecture capture software (“the system”), shall remain the property of the instructor and shall be treated in the same manner as “work” (or the equivalent) as interpreted and/or defined in the applicable collective agreement.
2. It is the instructor’s responsibility to ensure that any third-party intellectual property including text, images, sounds, software is used in accordance with the intellectual property laws and the rights of the owner of those materials.
3. If a guest lecturer is invited to participate in a classroom lecture that will be captured on the system, the inviting instructor shall provide a copy of the present Guidelines to the guest lecturer for information purposes and shall ensure that the guest lecturer signs the “Guest Lecturer Recording Consent and Release Form”. The completed form shall be collected by the course instructor and sent to the Office of the Provost, Teaching and Learning for archiving where it will be conserved for 3 years.
4. Instructors must maintain the confidentiality of student information at all times when using the system.
5. Instructors must inform students that the lecture is being recorded and include a statement about the system in their course syllabus. As a courtesy to students, instructors should inform them at the beginning of each class session whether or not recording will take place.
6. Only instructors are authorized to share the links to their lecture capture recordings with others.
7. Only those with access to a secure system at Concordia University may view the recordings.
8. Instructors should be aware that, for statistical purposes and with the assistance and intervention of authorized personnel, the system tracks usage including viewing of the recordings by all users (instructors and students). The statistical

information gathered is available both to the instructor and authorized personnel.

9. The link to the recording will be available as long as the student has access to the Moodle course site.
10. Concordia University will retain recordings created through the lecture capture software in the archives or as long as the digital recording material is currently used plus three years (as specified in Records Classification and Retention Plan, page 6 section 1330). At the end of the three year retention period, the recordings will be deleted from the system. Instructors may download their recordings from the system to their computers for extended archival purposes.
11. To report technical issues with Lecture Capture hardware or software, please contact the IITS Service desk @ ext. 7613 or email help@concordia.ca. To report issues of a non-technical nature please email lecture.capture@concordia.ca