

Camtasia 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 Camtasia (“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, and software is used in accordance with the intellectual property laws and the rights of the owner of those materials.
3. If a guest lecturer participates in a Camtasia recording, 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 Camtasia Recording Consent and Release Form”. The completed form shall be collected by the course instructor and sent to the Office of the Vice-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 Camtasia.
5. Only instructors are authorized to share the links to their Camtasia recordings with others.
6. Only those with access to a secure system at Concordia University may view the recordings.
7. The link to the recording will be available as long as both the instructor makes the recording available on Moodle and the student has access to the Moodle course site. For recorded Camtasia material that remains on Moodle, Concordia University will retain such recordings 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,). At the end of the 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.

8. To report technical issues with Camtasia, please contact Camtasia's customer service.