

## FAQs –Lecture recordings and privacy

The following FAQs have been developed in response to staff questions and feedback in relation to UQs approach to managing class recordings and protecting student privacy during online learning.

If you require any further information or support that is not available in this document, or related resources, please contact [dvcacomms@uq.edu.au](mailto:dvcacomms@uq.edu.au).

### How should I manage attendance and engagement during Zoom classes when students are using proxy names?

There is no mandated process for managing the use of proxy names during a Zoom class, however you might like to consider contacting all students in your class, by email, Blackboard announcement or other channel that you regularly use, requesting that those students who intend to use a proxy name during class inform you of their intended proxy.

Students should be assured that this will not be shared publicly and only used for the purpose of monitoring attendance and assisting with engagement during the recorded sessions.

### How do I ensure that all students enrolled in my class have access to the Echo360 recordings?

To strengthen our security protocols in relation to recorded classes, we have restricted access to Echo360 recordings. This means that only students enrolled in your course will have access to the recordings and learning content. It is no longer possible for anyone with UQ credentials to access, stream or download lecture recordings.

Until further notice the [default "Guest Access" feature](#) in Blackboard is suspended as a risk mitigation strategy. If required, Blackboard users with [course instructor or leader access roles](#) can enrol a UQ student or staff member as a "Guest" on a case by case basis by following these [instructions](#). Please note that these instructions refer to enrolment of teaching and administration staff, but the same process is followed to enrol any UQ student or staff member with the "Guest" access role.

If you need further support, you can:

- [log an eLearning tool support request](#); or
- [book a Zoom appointment](#) with a learning advisor; or
- contact your faculty/school level [learning designers](#).

### What other options are available to assist me in protecting the privacy of students in my class?

- If you are sharing your screen during a Zoom session, or on a screen in a teaching room (or both), students will be able to see all interactions on your screen. This includes notifications from applications such as Zoom chat or Outlook. You might consider the following to prevent this from happening:
  - Turn off notifications on applications such as Zoom or Outlook before your class.

- Inform students that you are sharing your screen, and if they wish to ask you a question using a direct Zoom message (rather than in the Zoom chat for the class), this may be visible to others in the class. Alternatively, you can request that students contact you with questions or clarifications after class. This will help to minimise the number of contact channels you have to manage during the class.
- Only share the application you are presenting (i.e. a PowerPoint presentation) rather than sharing your entire screen.
- You can ask students at the start of the class whether they would prefer video or audio only in the recording. If they choose audio only, you can change the Zoom recording settings and the resulting recording does not include videos or usernames, protecting the identity of all students.
- Recordings in Echo360 can be set to streaming only, which prevents students from downloading and sharing recorded content.