

Directions for Recording Agreements

For Instructors: Use the following directions when setting up a recording agreement in AccessPortal with students who have any kind of audio recording accommodation.

Step 1: Communicate with Students

The student will need additional instructions before completing this agreement. Please let your students know:

- If there are times during the class that will contain sensitive discussions where recordings will need to be stopped and what indicator they will receive when it is time to do so (example, "Let's stop taking notes and stop any recordings and share our experiences.")
- What is your policy on sharing the recordings. The options on the agreement are:
 - Recordings must not be shared with anyone
 - Recordings may be shared with any students in the class
 - Recordings may be shared with anyone
 - Not Applicable
- What should the recording files be done with at the end of the quarter. The options on the agreement are:
 - Recordings must be destroyed
 - Recordings may be kept by the student
 - Instructor has no preference

Step 2: Student Enters Agreement

After the course expectation has been established, the student needs to log into [AccessPortal](#).


On the left menu, under "My Accommodations" will be a link for "Agreements with Instructors"

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > My E-Form Agreements
- > Agreements with Instructors

Students will need to select the course on this page and select "Create Agreement with Instructor"

AGREEMENTS WITH INSTRUCTORS

 **IMPORTANT NOTE - READ FIRST**

Some of your accommodations require you to fill out an agreement form with your instructor! Please review and complete your available agreement forms.

You can also navigate there by going to "Instructor Agreements" on the navigation menu.

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STEP 1: SELECT YOUR COURSE

Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.

Select Class:

[Create Agreement with Instructor](#)

LIST OF AGREEMENTS WITH INSTRUCTORS

No Data Found - Please Try Different Search Option

The agreement reads:

Recording Agreement 2021

I understand and agree that recording class proceedings for this course is permitted as an accommodation to me and that the sole purpose of the recording is to assist me in completion of course activities and requirements. Accordingly, I further understand and agree to the following conditions:

- Recording is limited to official class meetings and student-teacher conferences.

- The class will be notified that class sessions may be recorded without the instructor identifying me as the person recording. The instructor will maintain my confidentiality during this notification.
- The instructor may direct me not to record sensitive material that may be discussed in a given class session. The instructor will maintain my confidentiality when asking me not to record.
- I will not make copies of recorded material.
- I will not use the recorded material in any form for any purpose other than to accommodate my performance and learning in the course.
- At the end of the quarter, I will process all recordings as per my instructor's preference in the selections of this agreement.
- I will not share these recordings with anyone, unless otherwise specified by my instructor in the selections of this agreement.
- I have discussed this agreement with my instructor.

The student will need to select the appropriate options below:

1. This class contains sensitive discussions where recordings will need to be stopped

- a. Yes
- b. No

2. Sharing the Recordings

- a. Recordings must not be shared with anyone
- b. Recordings may be shared with any students in the class
- c. Recordings may be shared with anyone
- d. Not Applicable

3. Recordings at the end of the quarter

- a. Recordings must be destroyed
- b. Recordings may be kept by the student
- c. Instructor has no preference

The student can then select "Submit Agreement with Instructor" and it will email a copy of this agreement to the instructor.

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