



ADAPTIVE TEACHING FREQUENTLY ASKED QUESTIONS

If I'm using Zoom or Kaltura to conduct course sessions or record material, who owns the recordings of those lectures and course meetings?

Consistent with the Faculty Manual and the university's general approach to faculty scholarship, the university recognizes that faculty members retain intellectual property rights in the scholarly materials they produce to support online course sessions, such as outlines, notes, and PowerPoint slides (to the extent they do not contain materials copyrighted by a third party). Where a faculty member uses Zoom, Brightspace, or another software tool created or provided to faculty by the university to conduct course sessions that are within the scope of the faculty member's scope of employment, the university owns the any recordings that are created using those tools. The university will permit faculty members to use recordings that are created, for non-commercial purposes, so long as such recordings do not present concerns related to copyrighted materials and/or student privacy requirements (see following questions).

Can I include copyrighted materials among the materials I present in a class held via Zoom or other electronic means?

Faculty should be cognizant of potential issues related to the use of copyrighted materials in Zoom-facilitated courses just as they would think about those issues for in-person courses. In general, the use of copyrighted materials in courses requires that the faculty member obtain permission from the copyright holder to use copyrighted materials, or else to qualify under the "fair use" exception in copyright.

Can I use recordings of class sessions across sections, or in future terms? Can I share class recordings with the public or for other academic purposes?

It depends – recordings of your own lectures where no students are shown (e.g., to ask questions as a speaker, or in "gallery" view in Zoom) can be used across sections and could be repurposed in future terms. However, recordings of classes that include students are considered to be education records subject to federal student privacy law (FERA) and should not be shared with anyone beyond the instructor of record for the current class and section in which the student participates. (In other words, do not share a recording of the class with anyone who would not appropriately been present if the class had been held in person.) These recordings that include students should not be used in subsequent semesters or shared publicly. You should also take care not to include sensitive information in a meeting title/description or in any text field that may be stored by Zoom.

What are my best options for remote instruction if I am trying to also manage children who are unable to go to school?

Teaching remotely with children at home is one of the challenges many of us will be facing over the coming days and weeks. It might be useful for caregivers to think about how they can maximize asynchronous learning activities, meaning activities that can be created by the instructor at one point in time, and then students can engage with that learning activity afterwards at a different point in time. Here are some examples:

- Instead of delivering live lectures or demonstrations, consider using a screencasting tool to record ahead of time when the house is quiet, and then add the lecture video to your course for student viewing.
- Instead of facilitating live discussions, consider asynchronous discussions. Students can post when they are able, and the instructor can review the posts and add to the discussion when they are able.

[This blog post](#) explores these and other more ideas for asynchronous tools you can use in your remote teaching.

Vanderbilt Child and Family Center has created a webpage that lists care resources and will continue to update it as more options become available: <https://www.vanderbilt.edu/child-family-center/services/backup-child-care-com.php>

How will accommodations work for students where the student is participating remotely or the entire class is offered online?

The [SAS Faculty page](#) has information on remote accommodation implementation as well as information on how to ensure your online content is accessible, including applying extra time for exams. Contact SAS for any questions or concerns at studentaccess@vanderbilt.edu.

The US Dept of Education Office for Civil Rights released a short video and fact sheet addressing obligations to ensure web accessibility for students with disabilities as schools move to online and alternative education: <https://www.ed.gov/news/press-releases/us-department-education-releases-webinar-fact-sheet-protecting-students-civil-rights-during-covid-19-response>

As more schools across the nation shift to distance learning, OCR's webinar reminds decisionmakers of their responsibility in making distance learning accessible to students with disabilities, unless equally effective alternate access is provided. Online learning tools must be accessible to students with disabilities, and they must be compatible with the various forms of assistive technology that students might use to help them learn. The webinar advises school leaders to routinely test their online activities to ensure accessibility.

"OCR's accessibility webinar is intended to remind school leaders at the elementary, secondary, and postsecondary levels of their legal obligations to ensure that all students, including students with disabilities, can access online and virtual learning programs," said Assistant Secretary for Civil Rights Kenneth L. Marcus. "Students with disabilities must have access to educational technology utilized by schools, and OCR will continue to work to ensure that no student is excluded from utilizing these important tools."

Can students who live in other countries, such as international students returning home, confidently expect to receive all content?

No. In countries that censor content, students cannot be confident that they will receive all course content, even with the Vanderbilt VPN.

I am concerned that one or more of my students may have tested positive for or been exposed to COVID-19. What information can I share, and with whom?

In general, because of applicable federal student privacy law, you should not share (via email or otherwise) with others – including colleagues, students, or your friends and family – any personally identifiable information about a student who you are concerned may have tested positive for or been

exposed to COVID-19. Even if you do not use the student's name, you should not disclose information that alone or in combination could be used to identify a student.

Please be assured that the university will work closely with the Student Health Center and public health officials to identify individuals who may have come into close contact with someone who has tested positive, and those offices have access to relevant information including students' class schedules so that they can reach out to those individuals who may need to take special precautions.

If you are concerned that the university and the Student Health Center may not be aware of a situation where a student has tested positive, please contact your dean. In addition, as a reminder, you are encouraged to contact Occupational Health and fill out its [survey form](#) if you are concerned that you may need to self-isolate as a result of your contacts or travels.

Where can I go for help?

- **For questions about Brightspace**, please email brightspace@vanderbilt.edu or call 615-322-0200. Staff are available from 7am to 11pm Monday through Thursday, 7am to 3pm on Friday, and 5pm to 11pm on Sunday.
- **For questions about alternative teaching methods**, please contact the Center for Teaching at 615-322-7290 or complete this form: <https://cft.vanderbilt.edu/about/contact-us/>.
- **For questions regarding technology issues**, please call the VUIT support number (615-343-9999) or submit a help request (help.it.vanderbilt.edu).
- **For other questions**, please contact the Office of Faculty Affairs at vpf@vanderbilt.edu or reach out directly to Vice Provost Tracey George at tracey.george@vanderbilt.edu.