

## Lecture Capture Student Assistants Winter 2022

When we return to full in-person instruction during winter quarter, we anticipate that absences from class may be more common than usual. Given that, we will provide an additional resource to those instructors who choose to have recordings of their class made available to their students. This will be especially useful to students who, due to illness or other COVID impacts, are unable to attend in person. This resource is optional. If you are teaching in a general assignment classroom and have already requested lecture capture service, you do not need to make another request through this program.

Instructors of Record:

1. If you would like to have your course recorded by a student employee, please complete [this survey](#).
2. **If you would like us to try and hire a student to offer support in recording and uploading your class, please complete [the survey](#) as soon as possible.** It can take more than two weeks to hire a new employee.
3. After you request assistance by completing the survey, we will notify the students enrolled in your class that you are seeking support.
4. We will complete the hiring process as quickly as possible, though, as noted above, this process takes time. That said, once a student is hired, we will inform you of who the student is. We will also do our best to have backups in place, in the event they are needed.
5. Neither you nor your department are required to provide the student employee with a recording device. The expectation is that the student employee will typically provide their own device (e.g., laptop, cell phone).
6. Our expectation is that the student employee will record the audio and video of your course; however, you can provide guidance regarding the type and scope of recording you seek (e.g., video, audio, clear view of whiteboard/blackboard, etc.).
7. The student employee will upload the recordings of your course to a UC Davis server, and the recordings will be available to your students. Unless an instructor indicates otherwise, the recordings will be deleted at the end of the quarter.
8. Salary and benefit costs associated with this initiative will be covered by the Office of the Provost.
9. By availing yourself of this opportunity, you are consenting to being recorded.

If you have questions about this program, please contact [sdcrmtaccess@ucdavis.edu](mailto:sdcrmtaccess@ucdavis.edu).