# **Recording Online Instruction in Baltimore County Public Schools**

## **Permission Process**

BCPS teachers are not allowed to record Google Meets. Interns, who are not TABCO members, **are** allowed to record Google Meets for the purpose of university assignments as long as the intern has written permission from **each** parent/guardian in the class that will be recorded. Interns should use the permission form provided by their university.

Towson University has a recording permission form that has been approved by our legal department. This form should be used for **any** recording assignments (including edTPA).

We have [digitized this form](https://towson.az1.qualtrics.com/jfe/form/SV_a9TFUsK3i9o81Ex) so that it can be distributed and completed more easily. We have one central copy of this form in Qualtrics so that we will have a record of all families’ responses in one place. Please do not make a copy of the form.

If you have students who need to video or audio record in BCPS:

1. To distribute the form to families, interns should use the email template on the next page, adding the appropriate information where indicated. (Interns should follow their mentor teacher’s instructions about how to send out the message to families and should be sure to CC the mentor teacher on all communication.)
2. Interns should receive an email each time a family completes the form. The edTPA Coordinator will also send out a master list of the responses for interns in each cohort.
3. If a family indicates that their child cannot be recorded, or the family does not complete the form, that child should not be included in the recording or have work samples used for university assignments or edTPA. Interns will need to work with their mentor teacher to determine a plan for the students who cannot be recorded. They may be able to hold a separate session for each group or create breakout groups with the help of the mentor teacher. (Remember, any part-time interns must be fingerprinted and have another adult in the room if conducting a breakout session.)

Dear Families,

I hope you are doing well. I am a teacher intern from Towson University who will be working with [mentor teacher name] this semester. I am excited to be completing my teacher preparation program in your child’s class.

As part of my program, I am required to make digital recordings of lessons that I teach and to collect samples of student work. My university has worked closely with the school district to develop procedures for doing this. Please read the letter at the following link, then complete and sign the brief permission form. (You will be able to indicate whether you give permission or deny permission when you sign.)

[Student Release Form](https://towson.az1.qualtrics.com/jfe/form/SV_a9TFUsK3i9o81Ex) (You can also copy and paste the URL in your browser: https://towson.az1.qualtrics.com/jfe/form/SV\_a9TFUsK3i9o81Ex)

You will be asked to enter the following information when you complete the form:

School: [provide name for families to copy/paste]

Grade:

Teacher Name: [provide name for families to copy/paste]

TU Teacher Intern Name: [provide name for families to copy/paste]

Please let me know if you have any questions, and thank you for your support!

Sincerely,

[Teacher Intern Name]

## **Recording Options**

### **Option 1: Record Through Google Meet**

Either you or your mentor teacher can use the “record” function in Google Meet. The recording will be saved in the host’s Google Drive. The host may need to share the recording with the intern so that it can be downloaded.

To download the file, select **More**More, then **Download** Download.

You can find [further instructions for recording through Google Meet from the Google Workspace Learning Center](https://support.google.com/a/users/answer/9846751?hl=en).

**IMPORTANT: The recording function in Google Meet does not record breakout rooms.** If you are going to meet with an individual or a small group of students, you will want to meet in the main room, and have everyone else move to breakout rooms.

When you record a Google Meet, the chat transcript is also saved. It will appear as a .SBV file in the host’s Google Drive (along with the video recording). An .SBV file is a text file that can be opened with a problem like TextEdit or Notepad. You can add the appropriate section of your chat transcript to the end of your Instruction Commentary as additional evidence.

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### **Option 2: Record with Your Phone**

Alternatively, you can use your **cell phone camera** to record yourself and your computer screen. Remember that you must be visible in your recording! You will want to test this ahead of time to make sure your computer audio is loud enough to be heard in the recording.