

OLLI at Duke - Class Recording Policy 10/07/22

Many OLLI members are asking for course recordings as a matter of convenience and/or because they appreciate the opportunity to review lectures that are especially technical or detailed. We generally do not record smaller discussion-oriented courses where members are encouraged to share personally, such as poetry/writing and hands-on art.

If we select a course to be recorded, these are the terms by which the instructor must agree:

- All recordings and distributions will be initiated by OLLI staff.
- During the term, the recordings will be available only to registered students through the Learnmore student portal.
- Recordings will be available throughout the duration of the course up until 30 days after the end of the OLLI term, after which they will be removed from the student portal and no longer be accessible.
- Recorded courses will be noted in the catalog so that students will know when they register that recordings will be available.
- OLLI may use selected recordings for marketing and training purposes and to support our community partnerships. OLLI may also use this recording for instructional purposes and future online learning offerings.
- Recordings will not be available for download by students.

Class participants are made aware that a recording is being made at the start of each recorded class session by reading this statement:

OLLI at Duke is recording this class session to share with the members who registered for this course and OLLI's community partners. OLLI may also use this recording for instructional purposes and future online learning offerings. If you type in the chat window or unmute yourself to ask a question, your chat question or video image and name will be recorded. By remaining in this meeting, you are agreeing to these terms and grant OLLI at Duke permission to share your contributions to the class.