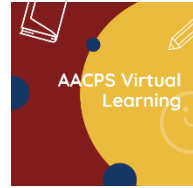




ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS

## Recording and Posting of Google Meet Instructional Learning Blocks



**Our Why:** In an effort to provide all students with learning support after virtual learning hours have ended each day, teachers will post the recordings or pre-recordings of instructional lessons for all learning blocks in the students' Google Classroom at the end of each day, allowing for students to use the recordings for learning review and academic support after hours. Teachers will choose from the [three recording methods](#) approved by AACPS.

Remember, there will be some students who are unable to attend live lessons and will be using the recordings as their main teaching/learning source. The learning block recordings will be available to students for 2 weeks in the students' Google Classrooms and after that time, they will be archived electronically for the remainder of the semester when they will be permanently deleted. During the semester, the recordings can be requested to be used by a student who was absent or used by the teacher with students for content review purposes. At no time are the recordings allowed outside the Google Classroom environment. Recordings are only viewable inside Google Classroom and not able to be downloaded. Individual recordings will only be accessible by students who are enrolled members of the class; recordings will not be in the public domain.

**NOTE:** Teachers will NOT be recording daily Circle Time, Building Community, and Community Meeting blocks. Nor will they be recording small group intervention or tutoring.

Please click [here](#) if you desire to read additional information we provided parents/guardians related to recording in Google Meet.

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### Permissions to Record Student Video Images and Voices in Google Meet – Important Information

If you are asked by a parent where all the information related to recording in Google Meet resides, please tell them the following:

*We posted all the info related to **Recording Students' Images and Voices in Google Meet** to the Fall 2020 site (<https://www.aacps.org/fall2020>) for all AACPS families and Employees to view. Look under the Family & Employee Resources area. The information posted there has been approved by our legal Counsel. Permission forms are also available on this site.*

To date, we have taken the following steps:

1. We have worked to streamline the process for teachers to easily record instructional lessons inside each of their Google Meet sessions.
2. We sent a Connect-Ed to all AACPS families on 9/3/20 with direct links to the parent/guardian permission forms. On these forms, parents/guardians are being asked whether they will allow their student's video image and/or their voice to be recorded.  
*NOTE: Importantly, we are not asking parents whether we can record the daily lessons as*

*legally we can record lessons for use within the classroom. We are only asking parents to give their permission for image/voice recordings of their students. We are currently receiving permission forms back from families.*

3. We built a [resource webpage](#) (link on the fall2020 website) where all information regarding the recording of lessons can be accessed by interested families and employees.

### **Below are a few questions and answers to help you with your Google Meet Recordings and Postings:**

**Q: Where do I send parents who say they did not receive a connect-ed message or who have questions about the information on the permission form?**

A: Please send them first to the site off the [Fall2020 site](#) as noted above. Lots of good information and links to permission forms in English and Spanish are located there.

**Q: What do I say if a parent wants to change what they submitted on their permission form(s)?**

A: If parents/guardians submit a permission form and then change their mind, please ask them to email their desired change to their student's teacher. Send the request to a school administrator who can make the change in PowerSchool. Please keep the email for your records.

**Q: How will teachers know who can be recorded and who cannot be recorded (cameras and/or mics on or off)?**

A: The information will be posted to the teacher portal in PowerSchool. There will be a special icon for them to click on that will take them to a special screen called **Google Classroom Recording Permissions** that will list all students in the class. This screen will have columns for "Audio Allowed" and "Video Image Allowed" and under each it will say *Yes, No, or Pending*. Please [read this document](#) that tells you how to manage this effort.

**Q: I am worried about recording; do we have to start on the first day of school?**

A: You do not have to record on the first day of school. We want you to concentrate on welcoming students back to school, getting to know students, and listening to them share their excitement and worries. Recording and the posting of recordings will begin on Monday, September 14, 2020.

**Q: What does "direct-teaching lesson" actually mean? How much of the learning block do I as the teacher need to record?**

A: You should include the goals and objectives of the lesson along with the core concept, skill, or strategy that you are planning to teach on the given day. This may take 10-20 minutes in total. We know that many teachers may choose to record for 10 minutes straight or record for 5-7 minutes two different times during your learning block. We recommend that teachers start the period with student-centeredness in mind with mics and cameras on and no recording occurring. At an appropriate time based on your lesson plan and if teachers are electing to record using Alt-Method 1, teachers would let students know that recording will begin soon and all microphones should be turned off. The teacher would then click on "spotlight" layout mode and begin teaching and recording. A short time later, the teacher will turn off 'recording' and unmute students microphones so that all could once again interact freely. Teachers could choose to record one or more times during a learning block based on student needs and teacher planning.

### **How do I record in Google Meet and post the video recordings?**

Please visit this [support slidedeck](#) that discusses and outlines how to record and post in Google Meet. It also showcases how to use Breakout rooms for small group work and discussions. If you decided to pre-record lessons, please use Google Meet to record yourself and you will receive a link to post in your Google Classroom just like when you record lessons live in a Google Meet session with students.

## Additional Questions

As we update answer to questions regarding the recording of lessons inside Google, we will post this information to the Virtual Educator website at [www.aacps.org/VirtualEducator](http://www.aacps.org/VirtualEducator). Check Teacher Guidance Sheets and FAQs located on this site. An extra Tip Sheet will be available soon; you may want to review it as one more support for recording in Google Meet.

Fall2020 Teacher Guidance Sheet  
(updated 9/14/20)