CAMERA USE

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
Can I obligate my students to turn on their cameras during a course synchronous session?	No, if a student expresses concerns related to privacy or equity; students are not obligated to turn on their cameras during synchronous meetings.	Instructors may ask students to add their photo to their Zoom account.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB Provost's Message: Online Proctored Exams
If related to mastery of learning or demonstrating understanding of a concept, can I obligate my students to turn on their camera?	An instructor can create an assignment (exam, presentation, virtual tour, etc.) requiring mastery of learning or demonstrating understanding of a concept. However, if a student expresses concern related to privacy or equity, an alternative assessment must be created for the student.	• In your syllabus, include the purpose of the activity in relation to the course and learning objectives. (models, examples and/or rubric, can ensure student success and completion) • Be prepared with an alternative equivalent assignment for students who decide not to turn on their cameras or share their screen. Refer the student to BMAC for an evaluation if a disability-related need to remain off-camera is expressed.	• Protecting Student Privacy	U.S. Department of Education • FAQs on Photos and Videos under FERPA • Bob Murphy Access Center (BMAC)

CLASS RECORDING

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
Do students need to be informed if the class session will be recorded?	Yes, faculty must inform students every time a class session will be recorded.	• Include a statement in your syllabus informing your students that class sessions will be recorded. • Before class, inform your students through email or BeachBoard that the class will be recorded. • If recording in Zoom, participants will be asked to acknowledge and accept that recording will occur.	CSU Virtual Learning Student Privacy Rights-Frequently Asked Questions [PDF]
What is the best way to inform my students that there will be recorded class sessions throughout the semester?	Faculty are advised to share with students the purpose of recording and how it will be used.	• Include in your syllabus if there are going to be any recorded sessions. • Make it clear in your syllabus the purpose of recording class sessions.	CSU Virtual Learning Student Privacy Rights-Frequently Asked Questions [PDF]
If a student does not want to be recorded during a class session, what do I do?	Under privacy and equity student rights, students can choose not to be recorded. Faculty must offer appropriate accommodations to participants who choose not to be recorded.	• Include in your syllabus that if a student chooses not to be recorded, they must notify you in advance. Set a deadline as to when to be notified. • Provide access to the recorded session through BeachBoard. • Provide access to material/s).	CSU Virtual Learning Student Privacy Rights-Frequently Asked Questions [PDF]
Can I share the class session recording outside of class with others not enrolled in the class?	No, faculty should provide the same level of privacy in the virtual instruction they provide in person and consider the recording to be a private record for the registered members of the class only.	• Follow campus guidelines	
How long should students enrolled in my class have access to a class session recording?	All class session recordings can be erased after the final exam of the course. Therefore, after the final exam students should no longer have access.	• Provide your students with a confidential and private link to access to the recording/s.	CSU Virtual Learning Student Privacy Rights-Frequently Asked Questions [PDF]

ONLINE ASSESSMENT

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
Instead of using an online proctoring tool (e.g., Respondus Monitor), what other types of assessments can be used for my class?	CSULB recommends minimizing high-stakes exams as much as possible during alternative mode of instruction. Consider using alternate assessments in your class such as: • Timed short exams • Open book exams • Projects • Papers • Presentations • e-Portfolios	• Work with Academic Technology Services instructional designer/s to develop alternate assessments that can be used in your course and built inside BeachBoard. • Faculty may review appropriate alternative assessments for BMAC students who are in need of exam alternatives by contacting BMAC-Exams@csulb.edu.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB Provost's Message: Online Proctored Exams • Delivering Online Assessments • High Stakes Assessments Chart.
I am thinking about using a proctoring tool in my class, what do I need to take into consideration?	If remote proctoring services will be used, strong efforts need to be made to ensure that resource issues (e.g. technology, hardware/software, accessibility, finances) do not impact students' ability to perform. ATS recommends Respondus LockDown Browser and Monitor for proctored exams. However, these are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students.	• Become familiar with the CARES Act and encourage students to contact the Division of Student Affairs and visit the CARES ACT website to learn more about ways in how CSULB is working in bridging the digital divide (e.g., laptop program, outdoor wi-fi, student virtual labs and Open Access computer labs). • Inform your students about open labs on campus. • Understand how to adjust the extended time for students requiring exam accommodations. • Reach out to BMAC-Exams@csulb.edu about Respondus features related to BMAC students.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • Faculty Guide: BeachBoard Assessments Creation Manual [PDF] • CARES ACT • Open Labs on Campus • BMAC-Exams@csulb.edu
I have decided to use a proctoring tool for my class. Do students have the right not to share their screens or turn on their cameras while using the proctoring tool during an assessment?	Yes, under privacy and equity rights, students have the right not to turn on their cameras or share their screens for privacy reasons or cannot share their screens for equity reasons.	• If you choose to use an online proctoring software, you must also provide an alternative assessment to the student who decides not to turn on their cameras or share their screen.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • CSULB Provost's Message: Online Proctored Exams
If I cannot provide an alternative assessment for a high-stakes exam such as a Master's comprehensive or a placement exam, what should I do?	For high-stakes exams such as a Master's comprehensive exam or placement exams that cannot transition to an alternative assessment format, students may request to take the exam in a quiet room on campus but will need approval from the Dean. Virtual and/or in-person proctoring appointments may be available on a limited, case-by-case basis for BMAC students.	• Work with your college Dean to find a quiet place on campus where your student(s) can take the high-stakes exam. • For registered BMAC students, please contact BMAC-Exams@csulb.edu for more information.	• CSULB Provost's Message: Online Proctored Exams

DISABILITY ACCOMMODATIONS

QUESTION	ANSWER	WHAT YOU CAN DO	RESOURCE/S
I have a student with a disability, who should I work with to provide accommodations for this student regarding online assessments?	Students with disabilities must be granted accommodations to which they are entitled for tests. Contact the Bob Murphy Access Center (BMAC) for information on providing your student/s with accommodations.	• Include in your syllabus a disability statement providing students information on how to request accommodations through BMAC and the best way in how to work with you throughout the semester. • Work with BMAC to set up accommodations for your student(s).	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • Bob Murphy Access Center Exam Faculty Resources
I have decided to use a online proctoring tool (e.g., Respondus Monitor) and I also have a student who identifies with having a disability, could this be an issue?	Yes, possibly, especially if the student is using assistive technology (e.g., screen reader). Respondus Lockdown Browser and Monitor are not compatible to run on assistive technology software available to BMAC students, and should be disabled for those students. If a proctoring software is being used that is inappropriate for a student with a disability, there must be another option to support the faculty and student.	• Work with BMAC or the Accessible Instructional Materials Center (AIMC) to determine the best options and alternatives. • Consider using alternative assessments (e.g. timed short exams, open book exams, projects, papers, presentations, e-portfolios) in place of high-stake assessments. • Work with Academic Technology Services in building the assessment or an alternative assessment inside BeachBoard. Contact beachboard@csulb.edu to get started.	• Assessment of Student Learning in Fall 2020; Remote Proctoring Services [PDF] • Bob Murphy Access Center Exam Faculty Resources • Academic Technology Services
If I have a student who identifies with having a disability and I cannot provide an alternative assessment for a high-stakes exam such as a Master's comprehensive or a placement exam, what should I do?	Virtual and/or in-person proctoring appointments may be available on a limited, case-by-case basis for BMAC students.	• For registered BMAC students, please contact BMAC-Exams@csulb.edu for more information.	• Bob Murphy Access Center Exam Faculty Resources