CISCO WebEx CirQlive
Automated Classroom Capture Policy and Information Form
Bergen Community College
Fall 2019

CISCO WebEx CirQlive is an audio/video/computer presentation capture tool that requires the use of a Moodle course shell to function appropriately. If you do not yet have a Moodle shell for your class, please request one by filling out and submitting the following online form: http://www.bergen.edu/courseshell

IMPORTANT: Anyone who will be recorded as the presenter in the CISCO WebEx CirQlive classroom must sign an appropriate release form. As faculty member of record you need to sign 1 release form per semester. **All** guest speakers **including students who present** are required to sign the Media Technolgies/CITL WebEx CirQlive Classroom/podcasting release form.

Students must be made aware that the classroom or event is being recorded and that their image or voice may be captured. Our recommendation is that you post this on your syllabus or Moodle Course Shell; however, announcing it in class would be sufficient.

As the operator of our classroom capture technology (you) are responsible for securing these releases (and presenting a copy to CITL/Media Technologies) and for notifying Bergen's CITL/Media Technologies if a speaker was recorded who did not give permission to be recorded so that we may delete the recording.

Please note, that Bergen CITL/Media Technologies may routinely review course recordings for quality and to ensure there are no technical issues; if we notice a guest speaker is on a recording and we don't have a Release Form on file for that speaker, we will disable the link to the recording until further notice.

For at least the first 3 WebEx CirQlive classroom recordings, please contact Media Technologies at x7132 at least one business day in advance to schedule a technician to assist you with the recording.

Classroom recordings made using this technology are only kept live for the semester they are recorded and only for the class that is recorded. At the end of the semester these recordings will be archived for a period of 1 year.

If you are in the classroom and need technical assistance please dial the help desk (x7109) and ask for a Media Technologies technician to be paged to come to your location.