

**Apreso Classroom
Automated Classroom Capture Policy and Information Form**

Bergen Community College

Spring 2008

Apreso Classroom is an automated classroom audio/video/computer presentation capture tool that requires the use of a WebCT course shell and the insertion of a special Apreso WebCT user to function appropriately. If you do not yet have a WebCT shell for your class, please request one by filling out and submitting the following online form: <http://www.bergen.edu/webctshell>

IMPORTANT: Anyone who will be recorded as the presenter in the Apreso 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 Technologies/CIT Apreso 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 WebCT 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 CIT/Media Technologies) and for notifying Bergen's CIT/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 CIT/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 Apreso classroom recordings, please contact Media Technologies at 7132 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.

Any questions, please contact Media Technologies at 7132. If you are in the classroom and need technical assistance please dial the help desk (7109) and ask for a Media Technologies technician to be paged to come to your location.