Recording the Class?

YES

Give notice and offer an opt-out. Go to next questions to determine if you need a FERPA consent from student to disclose the recording.

NO

No consents required.

Are students in the Recording?

YES

It is most likely a FERPA record. Go to the next question to determine if you need a FERPA consent from student to disclose the Recording.

NO

It's not a FERPA record and no FERPA consent required.

Will the Recording be shared with anyone outside current class?

YES

If you de-identify (name, image and voice) the Recording, then you may share the Recording outside of the class.

NO

No FERPA consent required

Intended audience is determinative

If you intend to disclose/share the recording to anyone outside of current class and/or instructor, then FERPA consent form is required unless the other person is also a UTSA school official with a legitimate educational interest in record or one of the other enumerated FERPA exceptions (ask Legal).