



Disability Support Services

Lecture Recording Options

ADA Compliance

In order to comply with Section 504 of the [Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act of 1990](#), instructors may be required to have their lectures recorded as an accommodation for a student with a documented disability who has registered with the Disability Support Services department at LWTech.

With any audio or video recording accommodation, an Audio Visual recording agreement signed by the student is kept on file in the DSS office. The agreement limits the usage of any recordings to the student's own personal, academic use, prohibiting the student from sharing the recordings in any way. To view an example of this agreement, please see this link:

http://www.lwtech.edu/Documents/Administrative/Disability/forms/RecAgreement_AV.pdf

There are several options an instructor may utilize to ensure this accommodation is being provided. If you receive an accommodation letter, you should discuss the recording method to be used in class with the student.

Audio Only

Digital mp3 Recorder

The student will be issued a digital recorder by DSS. It is the student's responsibility to bring it to every class meeting. It is helpful for the student to place the digital recorder near the lectern in order to capture optimal audio.

Livescribe Smartpen

The student will be issued a smartpen by DSS. It is the student's responsibility to bring it to every class meeting. The smartpen records audio while the student takes notes so it is important for the student to sit near the front of the class to best capture instructor audio.

Audio and Video

Video Camera

The student will be issued a camcorder by DSS. It is the student's responsibility to bring it to every class meeting and to get there early enough to set up for the class.

Panopto

Instructors have the ability to record class lectures with the new class recording software, Panopto, which is built into Canvas. This can be beneficial for all students in the class and is easy to set up. Panopto captures your computer screen where you can demonstrate software, play a powerpoint presentation or any computer-based teaching tool along with webcam audio and video. For instructions on using Panopto, please see this link:

<http://www.lwtech.edu/Documents/Administrative/Disability/PanoptoGuide.pdf>

For more information on accommodations, please see the Disability Support Services Faculty Manual or visit the DSS website at www.lwtech.edu/dss.