

March 24, 2020

Hi everyone,

As you know, all classes must now be recorded through the end of the Spring Semester. Please remember that on Zoom, the recording of classes can be made to be automatic, but it is not automatic by default. You must change the setting within your Zoom profile, using the instructions available at [this Answers page](#). With Blackboard Collaborate, recording must be started manually with each session. **Recording is mandatory.**

Zoom hosts will receive an email with the shareable link of the recorded class. There may be a delay in receiving the link, depending on the load on our servers. When you receive it, please pass the shareable link on to all of your students as soon as possible.

Collaborate recordings are automatically available to students, using the instructions at [this Answers page](#).

Thank you for all you are doing to help our students pivot to online learning amid difficult conditions. If you have any technology-related questions or need tech assistance, please contact IT [via LawHelp](#).

All the best,

**Keith J. Bybee**

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