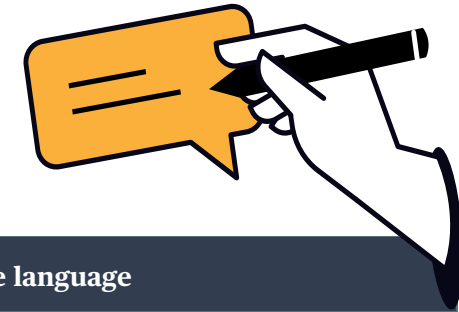


Tips for Recording Community Engagement Sessions

Recording sessions can capture participants' exact words and preserve important details, supporting accurate analysis. Virtual sessions are easily recorded, while in-person gatherings may use audio, video, or live-streaming. If you choose to record community engagement sessions, be sure to:



Tip	Guidance	Example language
Gather consent and offer alternatives for opting out of being recorded.	Clearly explain why you are recording and let participants know they can leave at any time. Consider offering to switch to written notetaking if anyone prefers not to be recorded.	"We are recording to make sure we collect your feedback accurately and completely. Quotes from this session may be used when sharing findings, but we will not use your name or share personal information. Please tell us out loud if you are okay with being recorded or if you do not want to be recorded. You can choose not to participate at any time, and that will not cause any problems for you."
Communicate data protections.	Explain measures like anonymization, secure storage, data deletion after the project, and password-protected meetings to prevent unwanted attendees.	"Any audio we collect will be carefully protected, name and personal information removed, and files securely stored. After the project is finished, the recordings will be deleted for good."
Set disclosure norms.	Tell participants that privacy and confidentiality are expected, even though you cannot fully prevent other participants from sharing information outside the session.	"We kindly ask that you do not discuss anything that is shared within this group after you leave. By following this rule, the group can help make sure that everyone feels safe in sharing their thoughts and experiences."
Use a detailed notetaking protocol.	Capture key points and nuance through comprehensive written notes. Refer to notetaking guidance and templates for support.	"In addition to audio recording, we will be writing down important points people say during this session."

This handout was prepared under Contract ED-IES-22-C-0009 by Regional Educational Laboratory Northwest, administered by WestEd. The content does not necessarily reflect the views or policies of IES or the U.S. Department of Education, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.