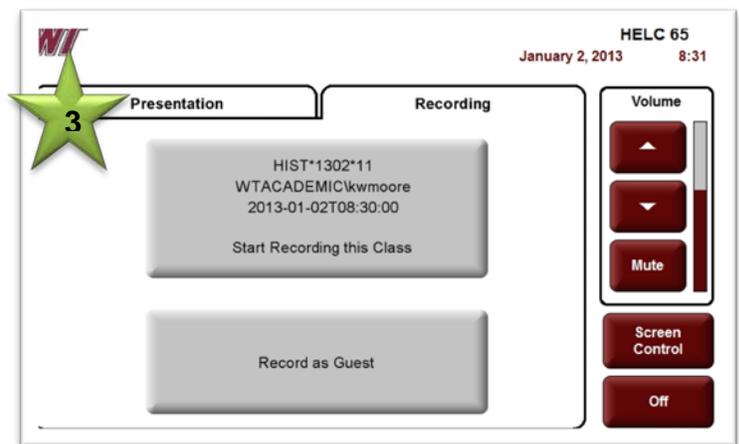
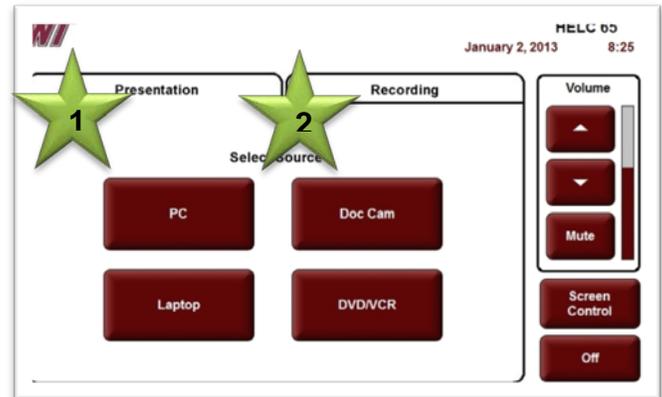


NOTE: If you are in a **dual screen classroom** you will only be able to **display one source on both screens** in record mode.

To record your class/lecture/presentation

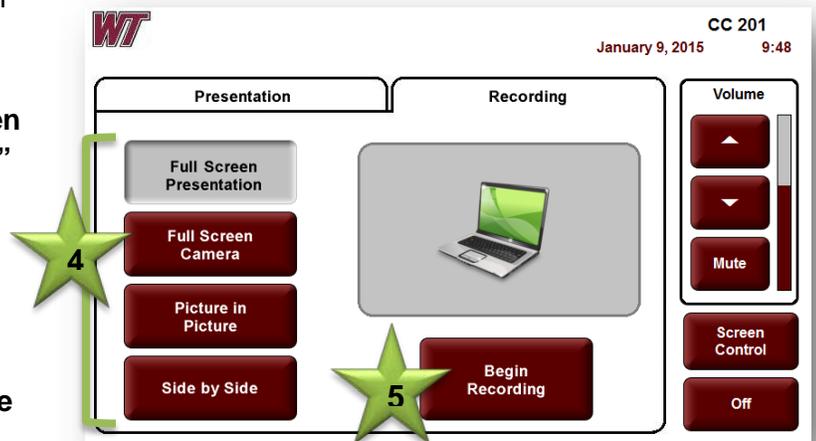
1. Use the buttons on the **Presentation Tab** to **select the device** you want to use.
2. Touch the **Recording tab** to open the recording menu.
3. If you are scheduled in BuffAdvisor to teach in the room- **your course should be listed on the top button** during your regularly scheduled class. If you are just making a recording you may use Record as Guest. Touch the button to choose.

NOTE: (For best use making a recording that is a non-scheduled class recording, contact smartclassroom@wtamu.edu with the room number, date, time and the course ID for the class you are planning to make a recording for. This will ensure your video(s) will be located on the correct page on the video server. This method works best with WTClass. We request a minimum 24-hour notice.)



4. Next you will need to decide what type of recording you want to make. You have the option to choose between the following video formats (audio will be recorded on all formats):

- ☞ **Content** displayed on the projector is **full screen** –Choose **“Full Screen Presentation”**
- ☞ **Instructor/Professor** is **full screen** --- Choose **“Full Screen Camera”**
- ☞ **Instructor/Professor** in **small window** and **Content** in **larger window**--- Choose **“Picture in Picture”**
- ☞ **Instructor and content** are the **same size side-by-side**. ---Choose **“Side By Side”**.



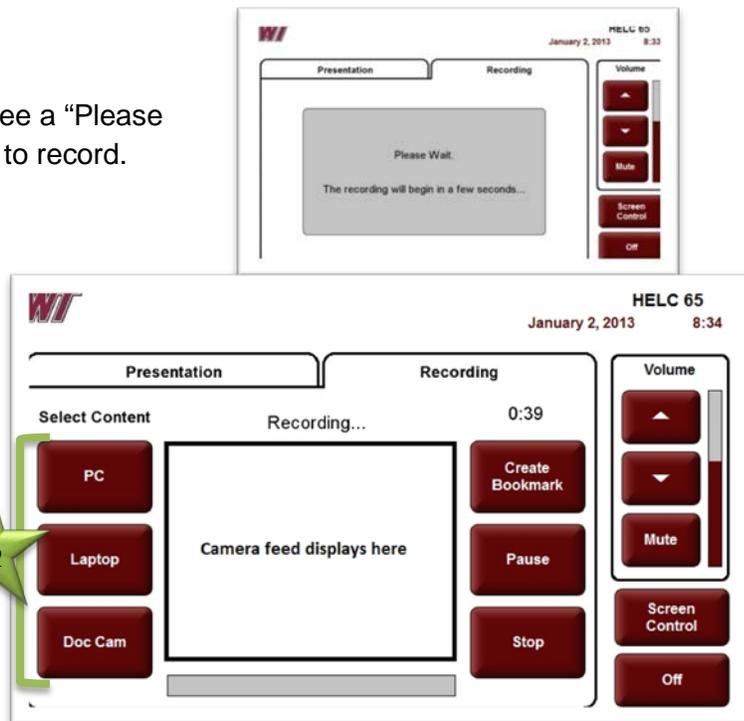
5. Touch **“Begin Recording”**

In Recording Mode:

1. After you touch “Begin Recording” you will see a “Please Wait” notification while the system prepares to record.

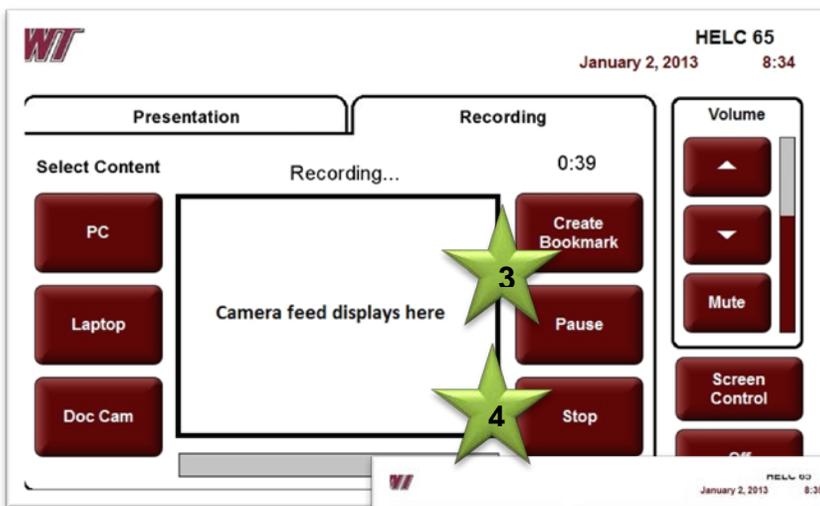
2. When recording begins you will see the Recording screen. You can switch between devices during recording. However, if you want to show a video and have it included in the recording you will need to play your video through the computer.

** (If your video is on VHS, please contact Instructional Technology Services and they will convert your video to DVD for you at no cost.)



3. During recording you can pause your recording at any time by pressing the “Pause” button. To resume recording, press the “Pause” button again.

4. When you are finished recording, press the “Stop” button.



5. You will be asked if you want to stop the recording. To stop the recording, press the green check mark labeled “Yes”.



6. Wait until this screen is finished to press the “Off” button to shut off the projector. The video will render and you will be emailed a link when the video is ready.

