

## REQUESTING A CLASSROOM/LECTURE CAPTURE ROOM FOR USE ALL SEMESTER

---

If you are scheduled to teach within a classroom/lecture capture room within BuffAdvisor, your class is automatically setup for recording and nothing must be done to prepare for your regularly scheduled time.

If your course room in BuffAdvisor is not a classroom/lecture capture room, but would like it to be:

**Step 1:** Request your course to be setup in a classroom/lecture capture room. Send an email to [smartclassroom@wtamu.edu](mailto:smartclassroom@wtamu.edu) with the following information:

- Your Name
- The classroom/lecture capture room number  
ex: OM 206, ANS 102, CC 206, etc.
- What course you want to teach in this room (course ID)  
ex: HIST\_1301\_02, ENGL\_3306\_01, MKT\_3340\_70, etc.
- What day(s) and time you want to use the room  
ex: Mon, Wed, Fri from 3pm-4pm, or Tues and Thurs from 10am-11:15am, etc.

**Step 2:** The room will be checked for availability during that time. If the room is booked at the requested time, alternatives will be provided (different room, switching rooms with a course, etc.) if available.