

REQUESTING A CLASSROOM/LECTURE CAPTURE ROOM FOR ONE TIME USE

A classroom/lecture capture room may be setup for one time use. 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.

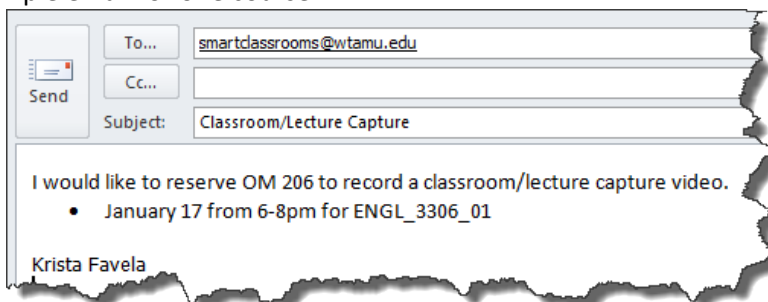
To request a classroom/lecture capture room to be set up for a one time use:

Step 1: Request the classroom/lecture capture room to be set up with your information. Send an email to smartclassrooms@wtamu.edu with the following information:

- Your Name
- The classroom/lecture capture room number
ex: OM 206, ANS 102, CC 206, etc.
- What course in WTClass the video will be associated with
ex: HIST_1301_02, ENGL_3306_01, MKT_3340_70, etc.
- What date and time you want to use the room
ex: January 16 from 3pm-4pm, or February 3 from 10am-12pm, etc.

NOTE: You may only set up one course at a time. If you want to record for multiple courses, please set up multiple dates/times for each course.

Example email for one course:



The screenshot shows an email composition window with the following fields:

- To...: smartclassrooms@wtamu.edu
- Cc...: (empty)
- Subject: Classroom/Lecture Capture

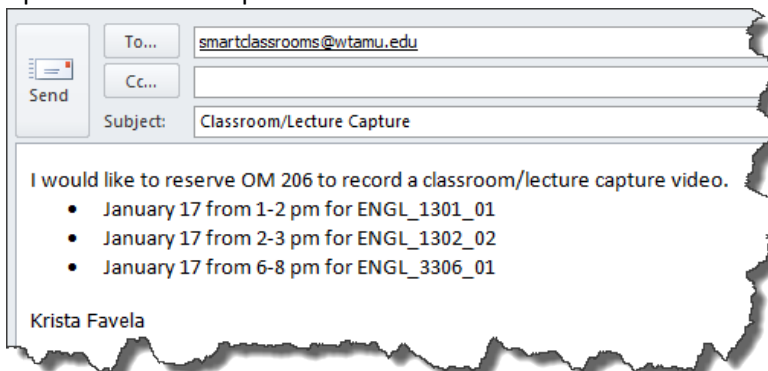
The body of the email contains the following text:

I would like to reserve OM 206 to record a classroom/lecture capture video.

- January 17 from 6-8pm for ENGL_3306_01

Krista Favela

Example Email for multiple courses:



The screenshot shows an email composition window with the following fields:

- To...: smartclassrooms@wtamu.edu
- Cc...: (empty)
- Subject: Classroom/Lecture Capture

The body of the email contains the following text:

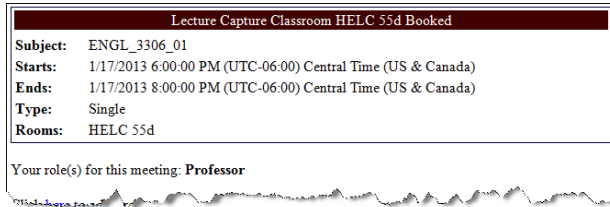
I would like to reserve OM 206 to record a classroom/lecture capture video.

- January 17 from 1-2 pm for ENGL_1301_01
- January 17 from 2-3 pm for ENGL_1302_02
- January 17 from 6-8 pm for ENGL_3306_01

Krista Favela

Step 2: You will receive a confirmation booking notice to your email with the details for each scheduled time.

HTML/Rich Text Format



Plain Text Format



Step 3: At your selected time enter the classroom and complete your recording. (See additional handout on Classroom/Lecture Capture Instructions).

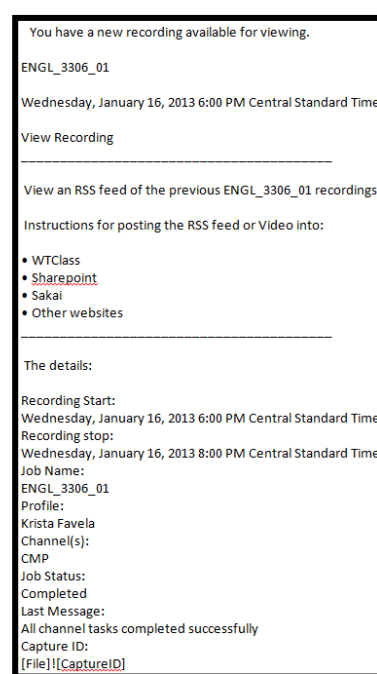
Remember to start and end the recording. You can record multiple videos for one class within the same time frame. Click the **“Stop”** button on the control panel within the course, and then click the **“Begin Recording”** button to begin a new recording.

Step 4: After you have completed your recording(s) wait for a confirmation email with links to your Video and RSS feed.

HTML/Rich Text Format



Plain Text Format



From this email you may add your RSS feed link or Video link to your course. (See additional handout for directions on how to add lecture capture videos into WTClass.)