WT Information Technology
WEST TEXAS A&M UNIVERSITY.

## RECORDING CLASSROOM LECTURES FOR STUDENT ACCESS

All classrooms are setup for recording class lectures using Zoom. In order for your Zoom class recordings to automatically populate in your course in WTClass, you must schedule your Zoom class sessions inside of the course in WTClass. Complete the following steps to setup your face to face course for classroom capture:
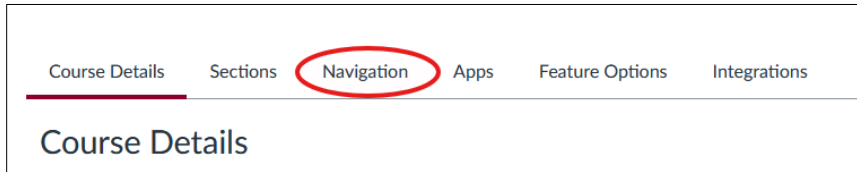
START OF SEMESTER – PRE-SETUP OF CLASS ZOOM MEETINGS

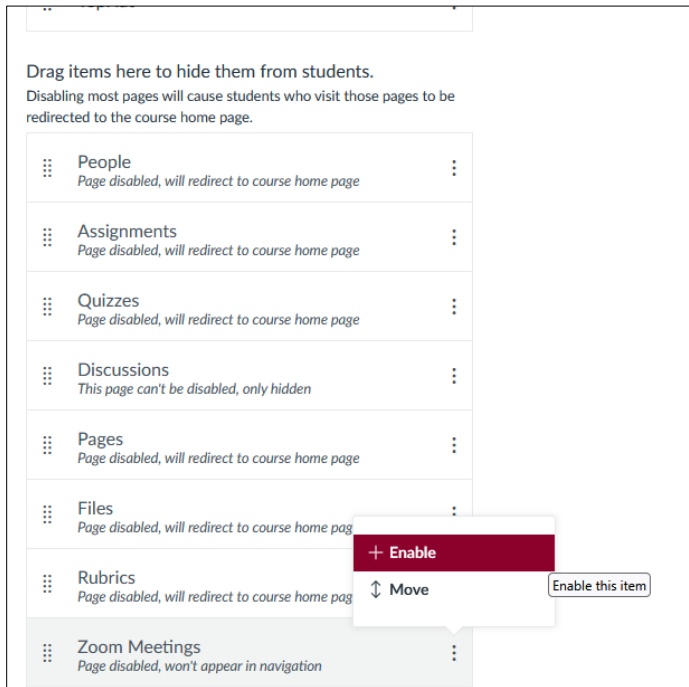By default, a link to Zoom Meetings are not enabled in WTClass courses.

1. Log in to WTClass and open the course where you would like to add Zoom. Scroll to the bottom of the Course Menu and click Settings.
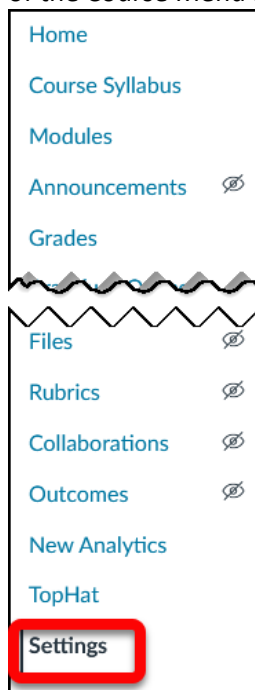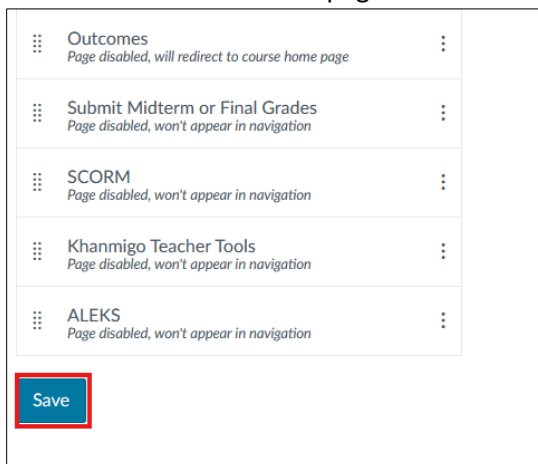
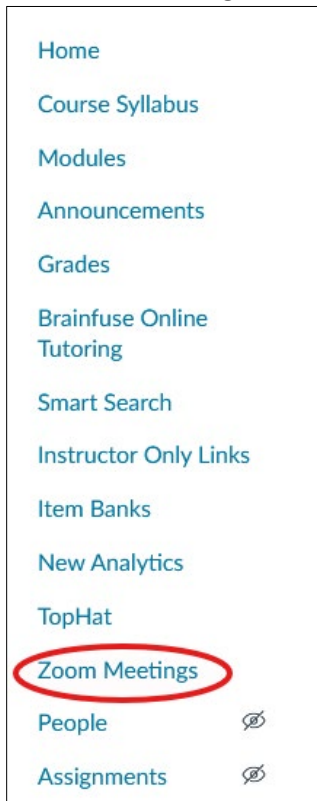2. On the Course Details page, click on the Navigation tab.

3. Scroll through the list of tools to find Zoom Meetings. Click on the 3 dots to the right of the tool name and select Enable.
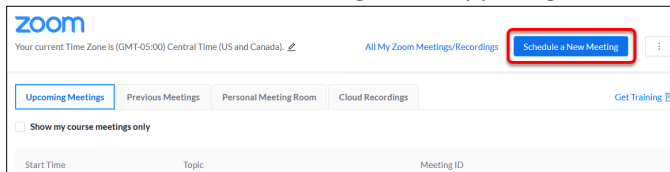

4. Scroll to the bottom of the page and click Save.

5. In the Course Navigation, click on Zoom Meetings.

Home

Course Syllabus

Modules

Announcements

Grades

Brainfuse Online Tutoring

Smart Search

Instructor Only Links

Item Banks

New Analytics

TopHat

Zoom Meetings

People　　　　🚫

Assignments　　🚫

6. Click **Schedule a New Meeting** in the upper right corner of the page.

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). ✎　　　All My Zoom Meetings/Recordings　　Schedule a New Meeting　　⋮

Upcoming Meetings　　Previous Meetings　　Personal Meeting Room　　Cloud Recordings　　　　　　Get Training 📖

☐ Show my course meetings only

Start Time　　　　　　Topic　　　　　　　　　Meeting ID

7. Select the following settings for the meeting:
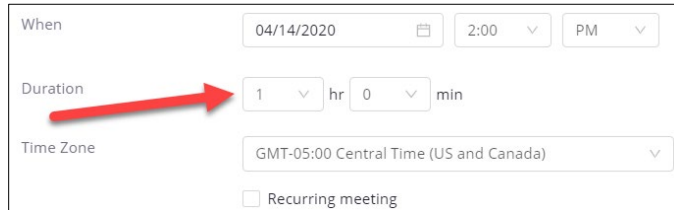
   o **Topic:** By default, the course name will be added. No changes needed.

   Topic　　　　　　　2019SP-HIST-1301

   Description (Optional)　　Enter your meeting description

   o **When**: Select a date and time for your first class meeting. **NOTE**: *You can always start the meeting early, so you do not have to add additional time before in case you want to enter the meeting early.*

   When　　　　　　04/14/2020　　🗓　　2:00　∨　　PM　∨

   Duration　　　　　1　∨　hr　0　∨　min

   Time Zone　　　　GMT-05:00 Central Time (US and Canada)　　∨

   　　　　　　　　　☐ Recurring meeting

- **Duration**: Choose the approximate duration of your class. **NOTE:** *This is only for scheduling purposes. The meeting will not end once this length of time has passed.*
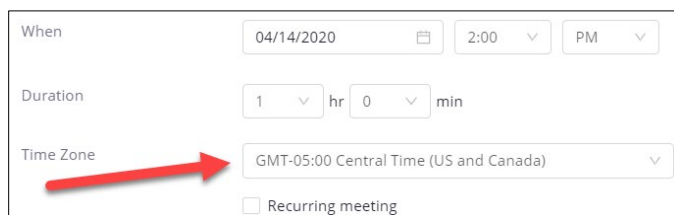

- **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.

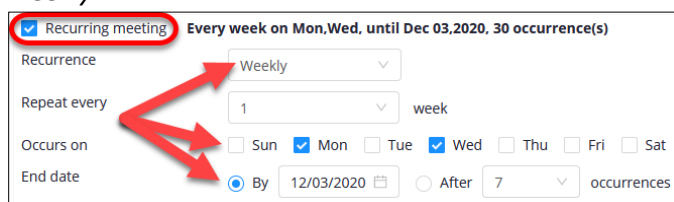- **Recurring meeting:** Select Recurring meeting, change Recurrence to **Weekly**, select the day(s) your class meets and set the **End date** to the last day of the term. It can meet up to 50 times. *If you need more than 50 meetings, use the **No Fixed Time** option instead of Weekly.*
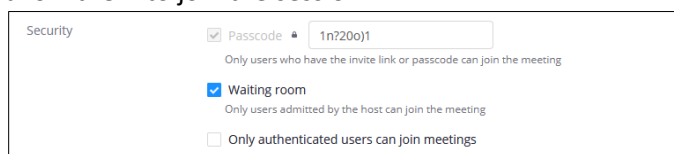
- **Waiting Room:** If you do not want students to join the class remotely via Zoom, turn on Zoom Waiting Room and they will not be able to access the Zoom session unless you allow them to join the session.

- **Video**: Select to leave the video **Off** for Host and Participant to start the meeting. You and your students will still have the option to start video after entering the meeting.
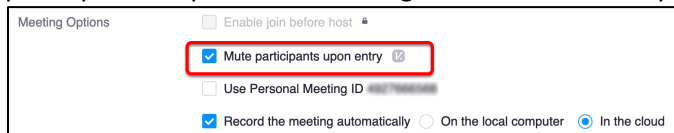

- **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

- **Record the meeting automatically**: Select the option to **Record the meeting automatically**, and then select the option to record **In the cloud** so that your recording is automatically stored in the Zoom cloud for student viewing for 60 days.


- **Alternative Hosts**: Additional faculty in your course may be listed here. You cannot add or remove Alternative Hosts within WTClass at this time. To add an alternative host, edit your meeting at http://wtamu.zoom.us. For more information, see Designating an Alternative Host in the WTAMU Zoom Website.

8. Click **Save**.

IN-CLASS RECORDING

Prepare for your in-class Zoom recording by following these steps:

1. Get everything setup on your computer that you plan to use to teach.

2. Open WTClass and access the course you are teaching.

3. Click on the **Zoom Meetings** link in your course navigation.

4. Click on the **Start** button for today's session.
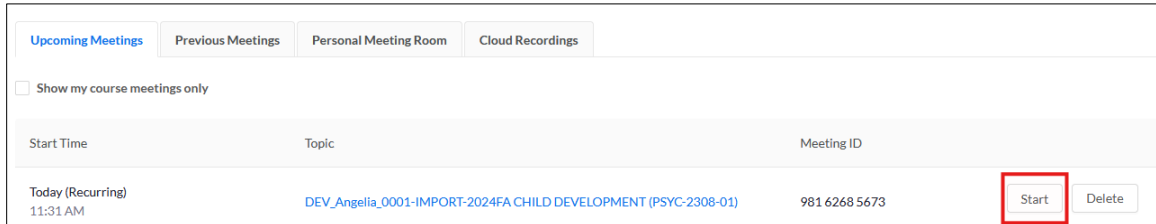
5. The first time you use the Zoom Meetings feature on a computer, you will be presented with the following request to open the ZoomMtg link. Check box next to "Always allow…." and click Open Link.
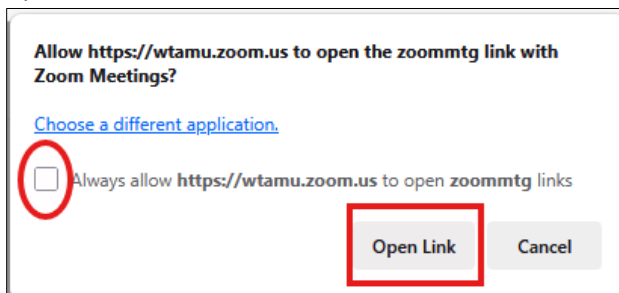
6. Zoom Workplace will open. Confirm that you have your mic and video set as needed (see Audio and Video section of this document). Then click Start.
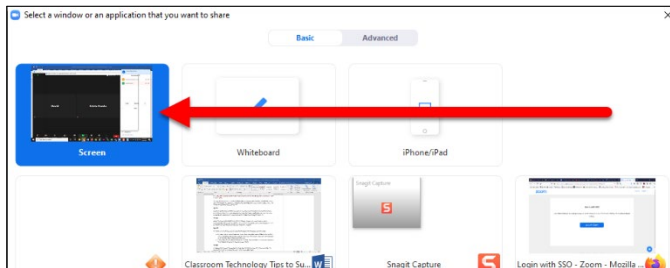
   Once set in a room, each additional Zoom meeting should use the same settings.
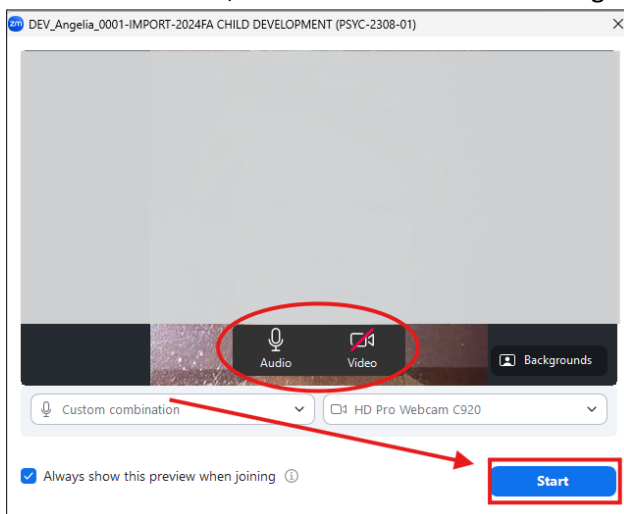
7. Click the **Share Screen** button.
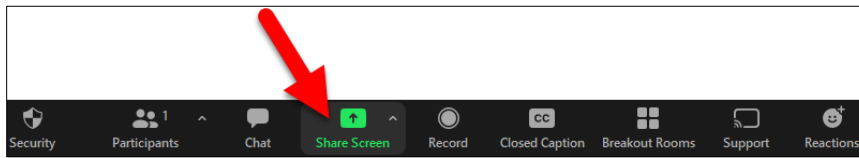
8. Click on the **Screen** option in the upper left corner of the popup window. Then click **Share** button in the bottom right corner.

9. A green box will appear around the screen. The recording will now contain what students see on the screen in the room. Note: the menu bar may disappear when your mouse is not over the Zoom control area.

10. When your class is over, Click the **Stop Share** button that will appear at the top or bottom of the screen on the Zoom toolbar.
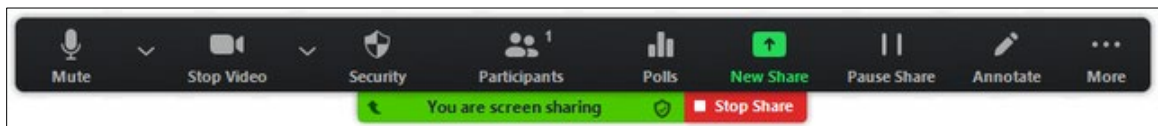
11. Click the **End** button (bottom right of screen) and select **End Meeting for All**.

CHOOSE ZOOM AUDIO AND VIDEO RECORDING DEVICES

In each classroom, before your first Zoom meeting, ensure your microphone and video are set to the room audio and video. Once set in a room, each additional Zoom meeting should use the same settings.

For the following larger classrooms:
AGS 102, AGS 104, AMA 13, AMA 15, CC 301 CC 331, CC 335, CC 401, CC 428, CC 429, CC 433, HELC 9, MMNH 189, NSB 101, NSB 102, NSB 103
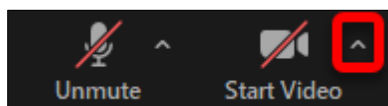
Setup for Audio:
> Select the up arrow next to the microphone.
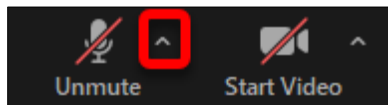
> Select the option for **Microphone (USB PnP Audio Device)**
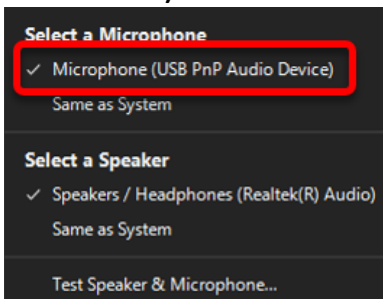
Setup for Video:
> Select the up arrow next to the video camera.

> Select the option for **RoboSHOT USB**
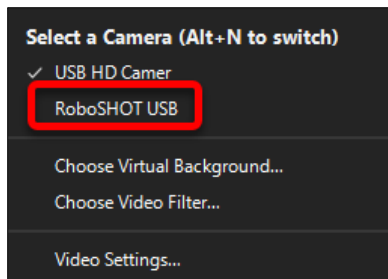
For smaller classrooms (others not listed at right):

Setup for Audio:
> Select the up arrow next to the microphone.
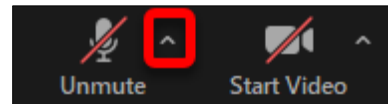
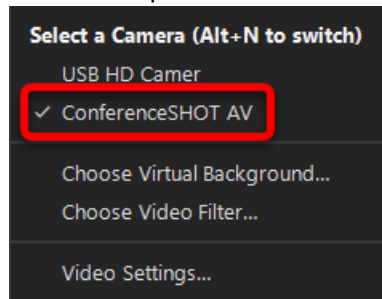> Select the option for **Echo Cancelling Speakerphone (ConferenceSHOT AV)**
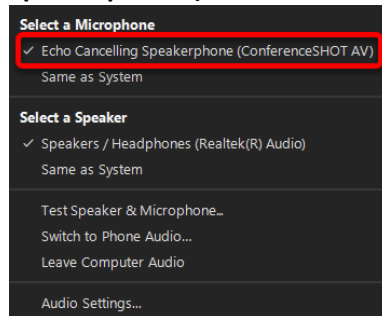
Setup for Video:
> Select the up arrow next to the video camera.
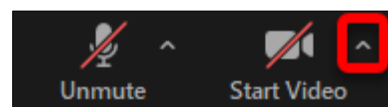
> Select the option for **ConferenceSHOT AV**

USING THE CLASSROOM DOCUMENT CAMERA OR ZOOM WHITEBOARD

In order for your students to see what you write during a recorded meeting, use the Document Camera (Doc Cam) or the Zoom Whiteboard, using the annotation tools provided with the ViewBoard monitor.

USING THE DOCUMENT CAMERA

If using the Document Camera (Doc Cam), do not select it as a source on the touch panel controlling the projector and screen – keep the source as Computer.

To use:

1. **Power on** the document camera as usual and **prepare your documents** for viewing.

2. **Open the Doc Cam application on the desktop** to run from the computer. Depending on the brand of Doc Cam, look for the icon (see 3 doc cam brand icons below) on the desktop.

3. Viewing the document camera from the podium computer allows your virtual students to see the Doc Cam through Zoom.

USING THE ZOOM WHITEBOARD

1. Click the **Share Screen** button located in your meeting tool bar.

2. Click **Whiteboard**.
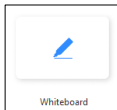
3. Click **Share**.

4. The annotation tools will appear automatically, but you can press the whiteboard option in the meeting controls to show and hide them.
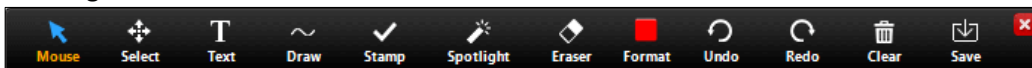
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

   Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

STUDENT ACCESS TO RECORDINGS AFTER CLASS

Classroom recordings in the Zoom Cloud will be available for 120 days before they are automatically deleted from the Zoom Cloud. This time frame is necessary for classes to be able to use the Zoom Cloud for class recordings throughout the semester due to cloud storage limitations.

If you need or would like to keep your class recording for longer than 120 days, please download the video from the Zoom Cloud before the 120-day expiration and store your video in your OneDrive account. You can also share your video link from your OneDrive account in a course in WTClass. Visit the additional documentation for instructions on downloading Zoom recordings to store on OneDrive.

After you have completed class, students can access the class recordings using the following instructions:

1. Enter the **course** and click on the **Class Recordings** link created in your course menu.

2. If you get a security warning and the Zoom page does not appear, click on the "If you can not launch LTI Pro, please click here."
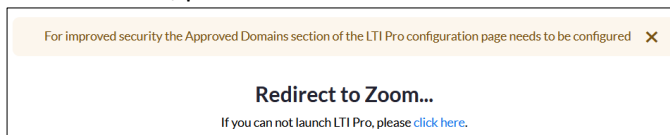
3. Select the **Cloud Recordings** tab (A) and then select the **Topic** for the course date you want to view (B).
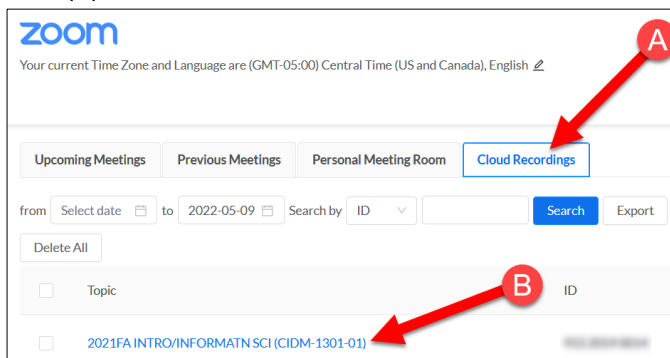
4. The Zoom recording thumbnail image will appear. Click on the recording thumbnail.

5. A new tab will open, asking for a passcode. The passcode should automatically be copied to the clipboard. Paste the passcode into the box by pressing Ctrl + V (PC) or Command +V (Mac) on your keyboard, or by right-clicking in the passcode box and selecting Paste.
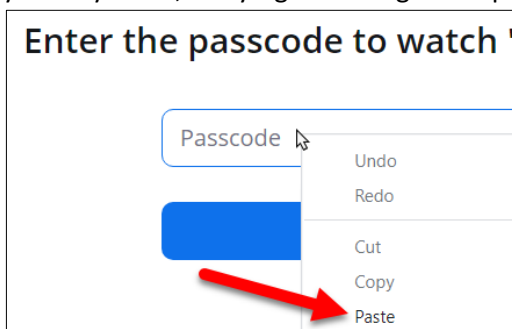
6. If the passcode did not copy correctly, go back to the Zoom thumbnail tab so that you can access the passcode. Click the **"Eye" icon** (C) to show the password. **Copy the password** (D).
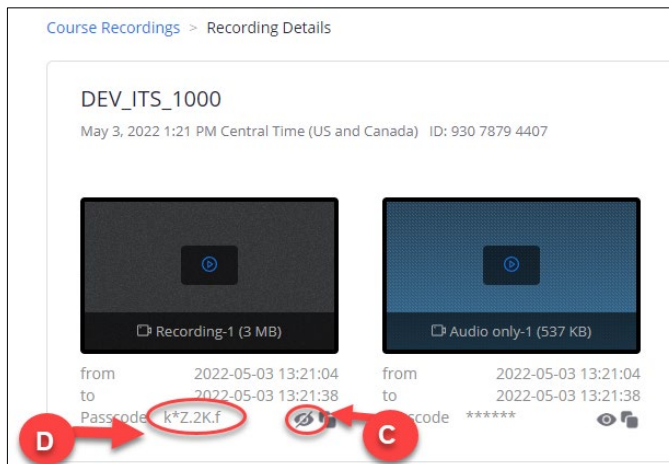
7. **Click on the video thumbnail** to open a new tab, or return to the passcode request tab. **Paste the password** into the password field and click **Watch Recording**.

These directions can be added into your course by using the document at:
https://faculty.wtamu.edu/LC/Student_Access_to_Recordings.pdf

DOWNLOADING A ZOOM RECORDING AND STORING IN ONEDRIVE

Classroom recordings in the Zoom Cloud will be available for 120 days before they are automatically deleted from the Zoom Cloud. This time frame is necessary for classes to be able to use the Zoom Cloud for class recordings throughout the semester.

If you need or would like to keep your class recording for longer than 120 days, please download the video from the Zoom Cloud before the 120-day expiration and store your video in your OneDrive account. You can also share your video link from your OneDrive account in a course in WTClass by following these steps:

- Step 1: Download Cloud Recording
- Step 2: Save Recording to OneDrive
- Other: Share Recording from OneDrive

DOWNLOAD CLOUD RECORDING

1. Enter your **course**.

2. Click on the **Class Recordings** link created in your course menu.

3. Select the **Cloud Recordings** tab (A) and then select the **Topic** for the course date you want to view (B).
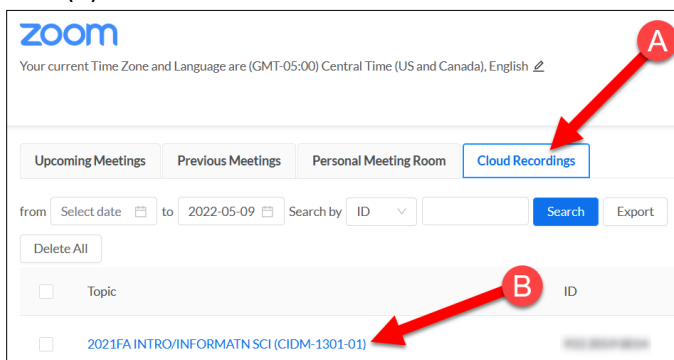
4. Click the **Download** link under the Recording thumbnail image.
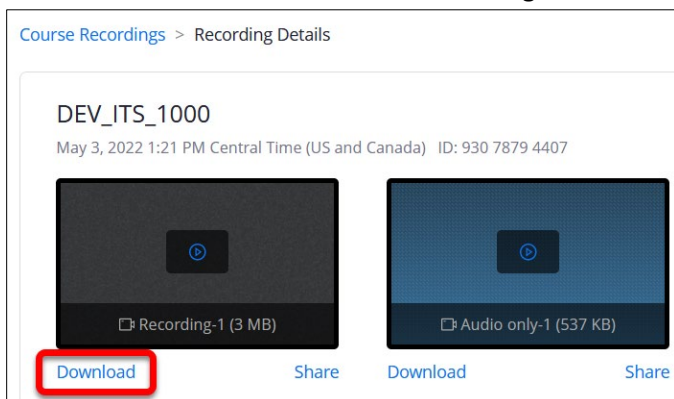
5. Your saved video file should be saved and located in your "**Downloads**" folder.

SAVE RECORDING TO YOUR ONEDRIVE ACCOUNT

While you can save this file to any location you desire, the Academic Technology department recommends that you save this file to your OneDrive account to be able to access your file from any location, not just on campus or at your computer.

1. In your preferred browser, go to https://onedrive.live.com.

2. Click on the "Sign In" button in the top right of the screen.

3. Enter your full WT Email address in the Sign in box.
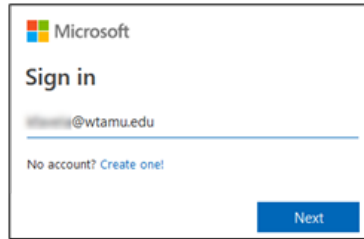
4. Select the option for "Work or School account created by your IT department." If requested a second time, select "Work or School account created by your IT department" again.
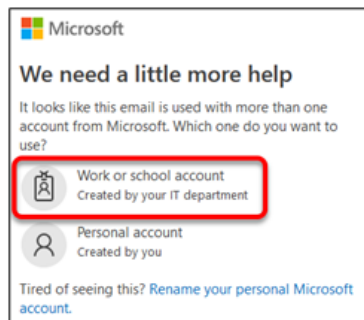
5. Enter your full WT email address and Single Sign On password.
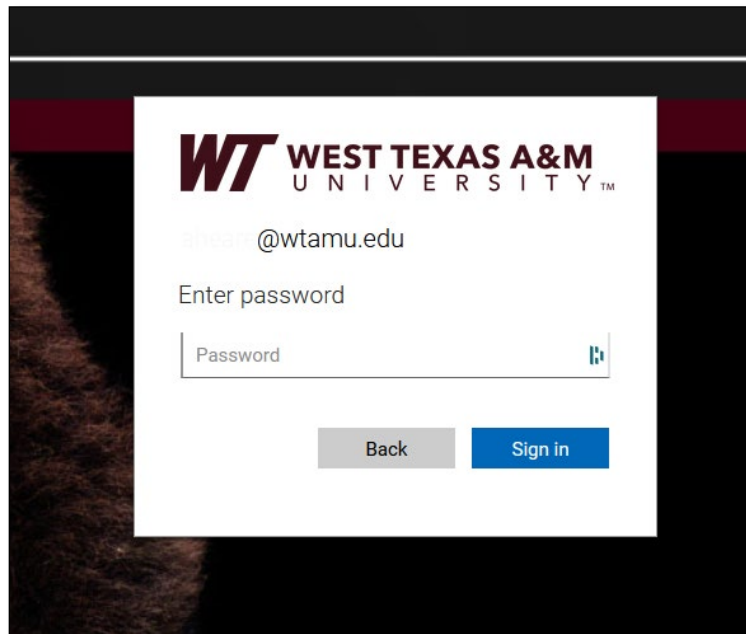
6. Once inside the web version of OneDrive, it is recommended that you create a folder to save all Zoom recording files in. Select the "+ New" button and then select "Folder."
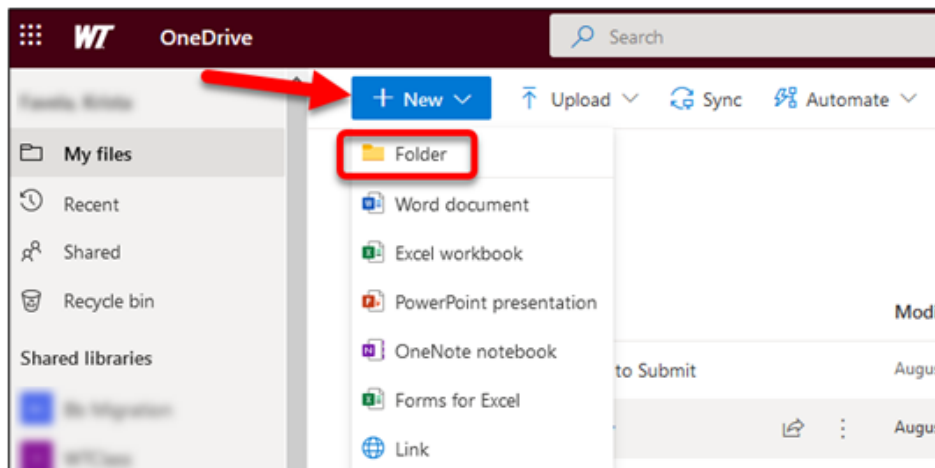
7. Enter a title for the folder, and click "Create."
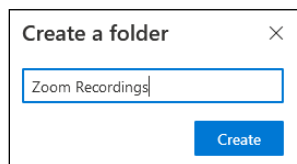
8. Click on the title of the folder you previously created.

9. Select the "Upload" button and choose the "Files" option.
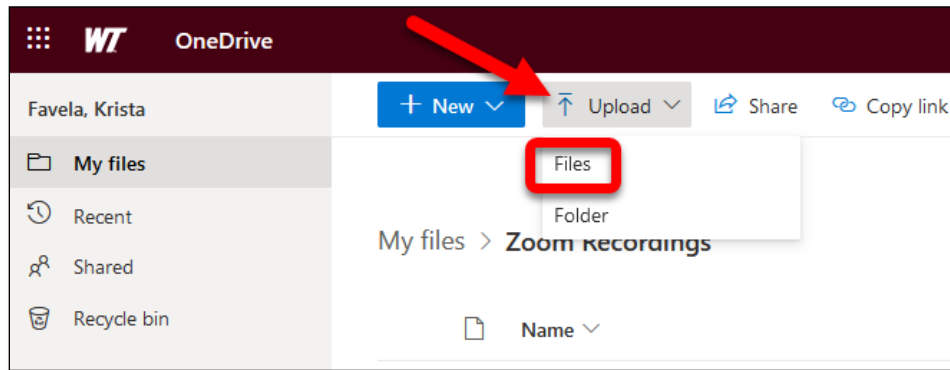
10. Select the Zoom recording File that includes number (the size of the recorded screen) and then select "Open." Most often these files can be found in the Downloads folder.
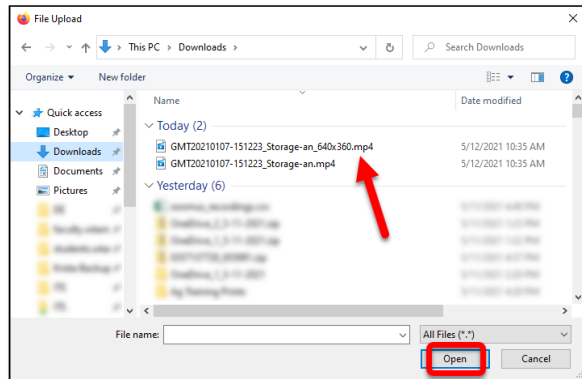
11. Your Export file will appear in your OneDrive
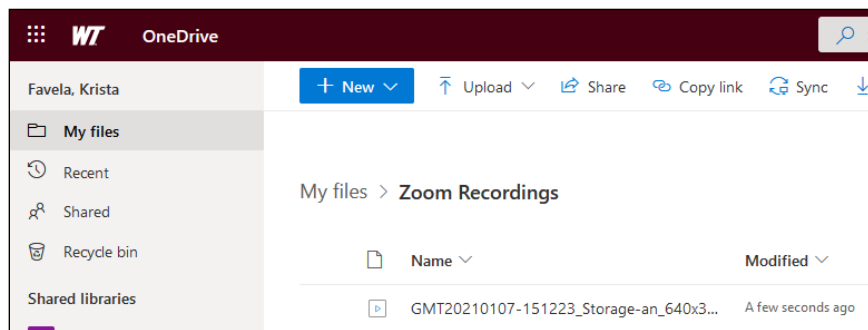
12. You can rename the file to something more distinguishable by clicking on the three dots that appear when moving your mouse over the file, and selecting "**Rename**."
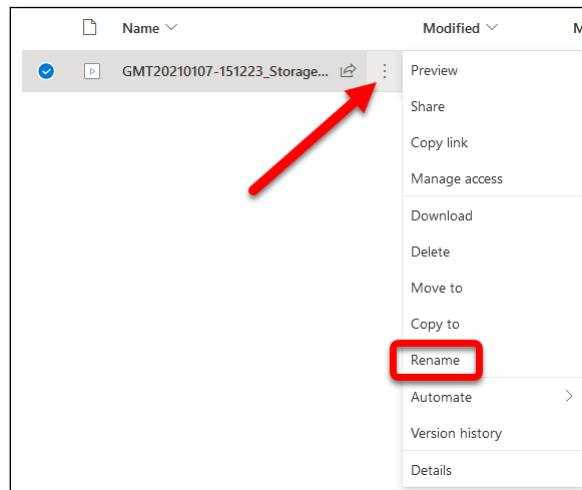
SHARE YOUR ONEDRIVE ZOOM RECORDING

1. In your preferred browser, go to https://onedrive.live.com.

2. Click on the **"Sign In"** button.

3. Enter your **full WT Email address** in the Sign in box.
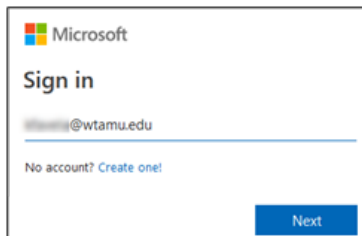
4. Select the option **"Work or School account created by your IT department."** If requested a second time, select "Work or School account created by your IT department" again.
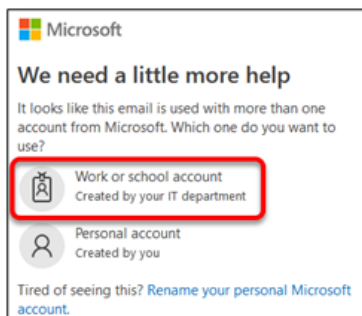
5. Enter your full WT **email address** and **Single Sign On password.**
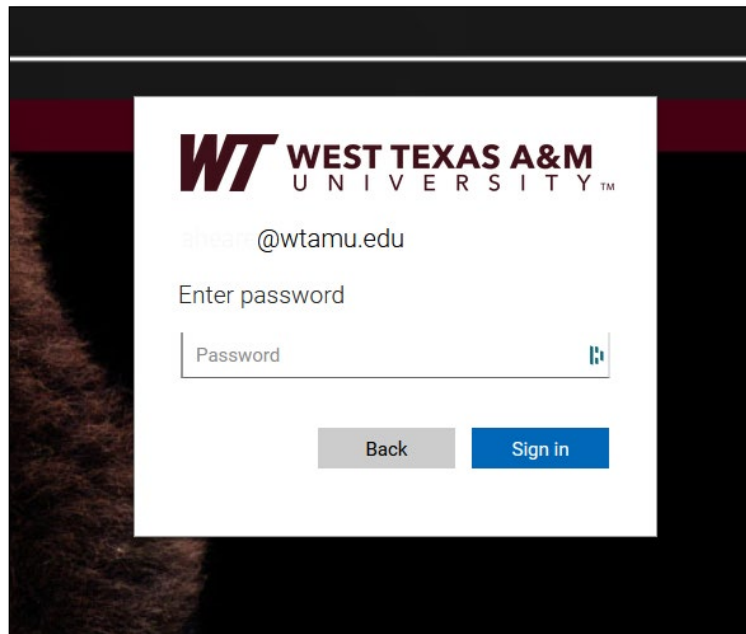
6. Click on the three dots that appear when moving your mouse over the file, and select "**Share**."
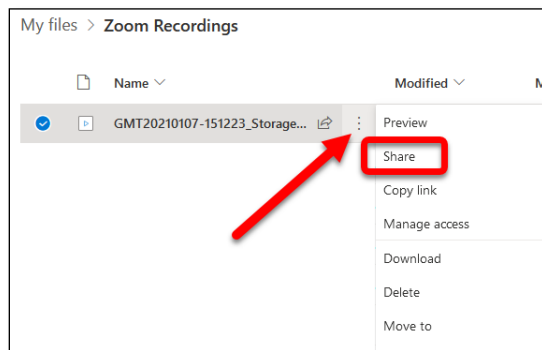
7. Select the "**Anyone with the link can view**" link.
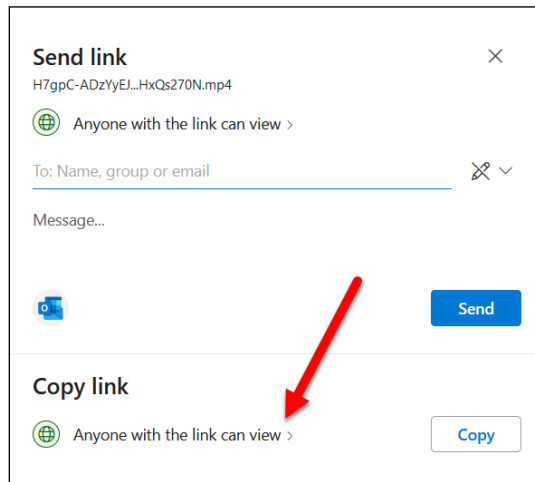
8. Switch the setting for "**Block download**" and then select the "Apply" button.
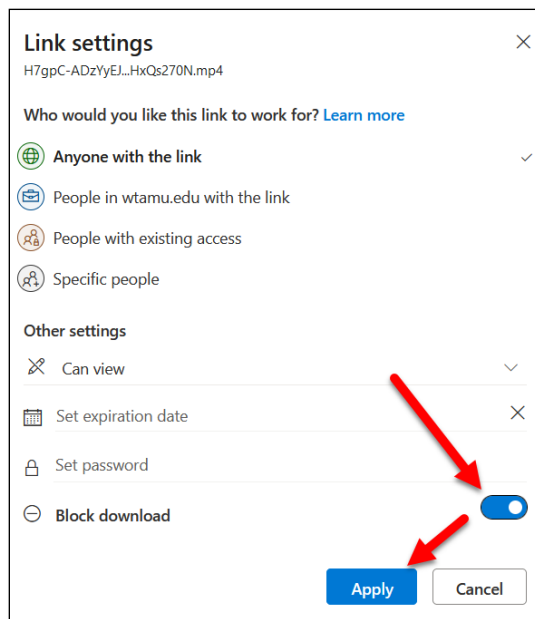
9. Select the "**Copy**" button.
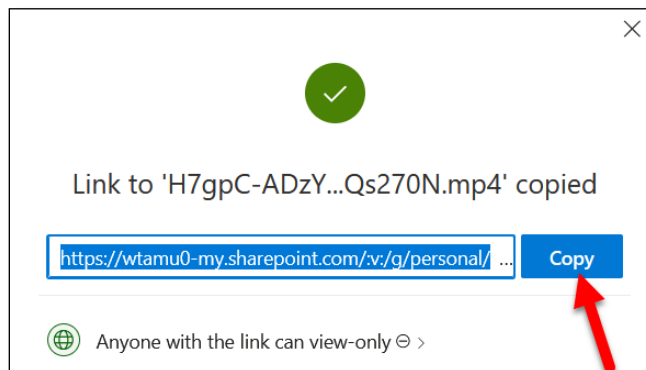
10. Go to your course in WTClass.

11. Go to **Modules**.

12. Locate the module where you want to place the video link.

13. Click the **'+'** icon to the right of the module title.

14. Select **Page** from the Add drop down menu.
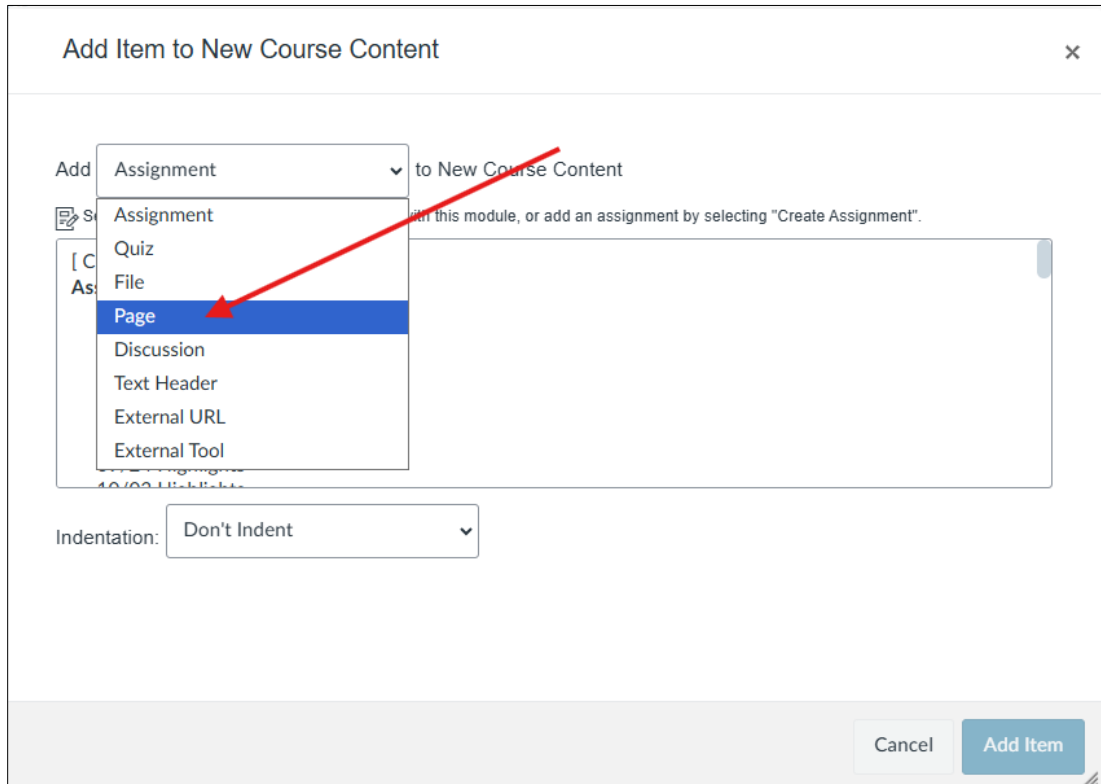
15. Select **Create page**, name the page, and click **Add Item**.

16. Click the new page title.

17. Click the **Edit** button in the top right corner.

18. To insert a link, click the link icon in the text editors' formatting ribbon and select **External Link**.
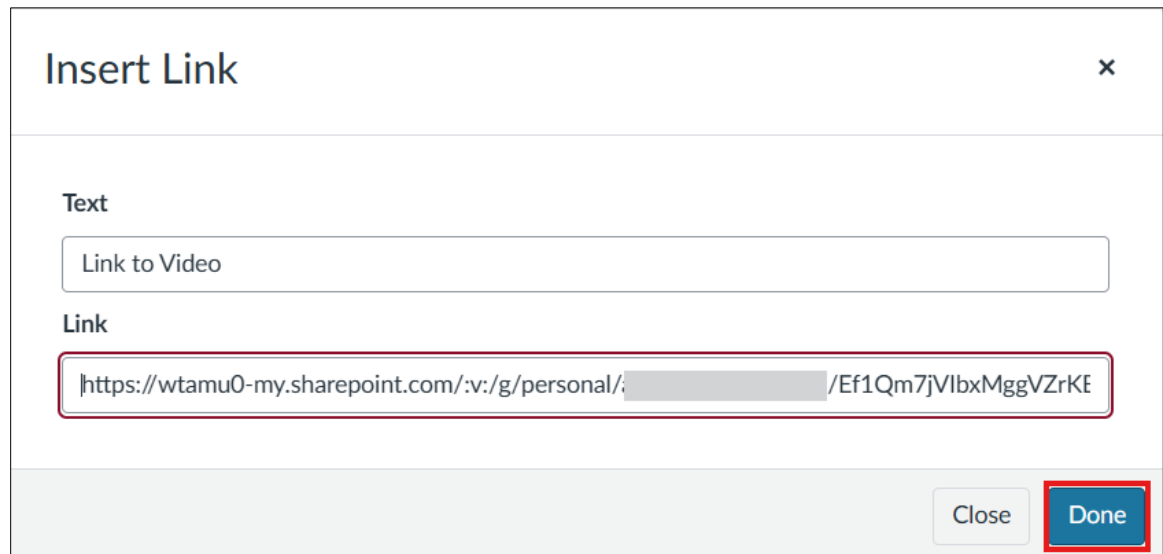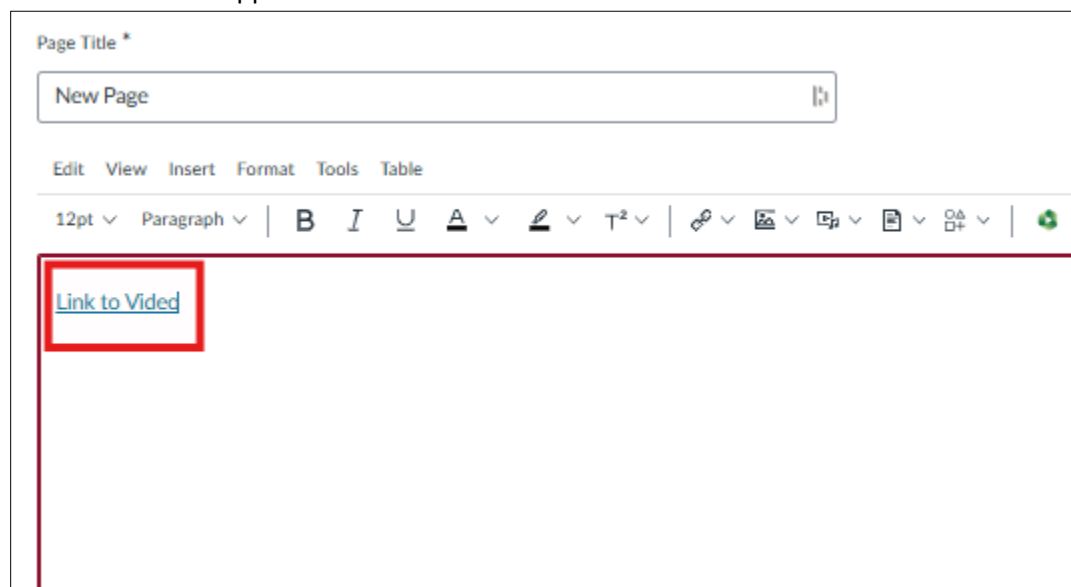
19. In the **Insert Link** box, add the text that you want to be the link, then enter the link (as copied from OneDrive). Click the **Done** button.
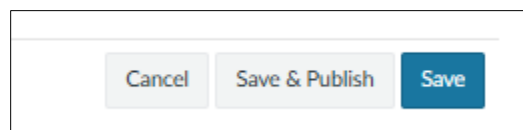
Insert Link

Text

Link to Video

Link

https://wtamu0-my.sharepoint.com/:v:/g/personal/ /Ef1Qm7jVlbxMggVZrKE

Close   Done

20. You'll see the link appear in the text editor.

Page Title *

New Page

Edit View Insert Format Tools Table

12pt   Paragraph   **B** *I* U A   T²

Link to Video

21. Click **Save & Publish** or **Save** in the bottom right corner.

Cancel   Save & Publish   Save

For greater control over who specifically has access to the video and how much access they have, please visit Microsoft's Share OneDrive files and folders page.