

RECORDING CLASSROOM LECTURES

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:

- Step 1: Start of Semester – Pre-Setup of class Zoom Meetings 1
- Step 2: In-Class Recording 4
- Step 3: Student Access to Recordings After Class 6

STEP 1: START OF SEMESTER – PRE-SETUP OF CLASS ZOOM MEETINGS

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

1. Log in to WTClass and open the course where you would like to add Zoom. In the Course Menu, hover over +
2. From the pop-up window, choose **Tool Link**.
3. Complete the Tool Link options.
 - o **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.
 - o **Type:** Select the option for Zoom Meeting.
 - o **Available to users:** Check this option so that students can access your Zoom class recordings.

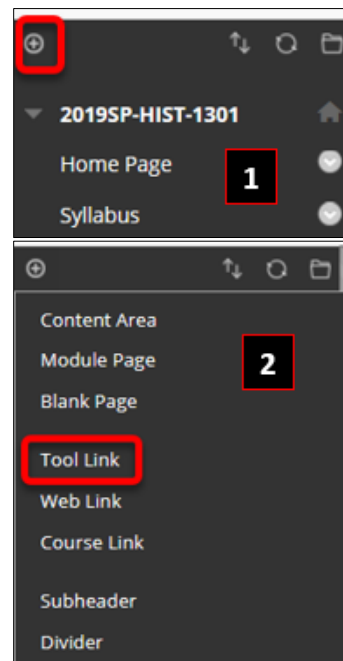
Add Tool Link

Name:

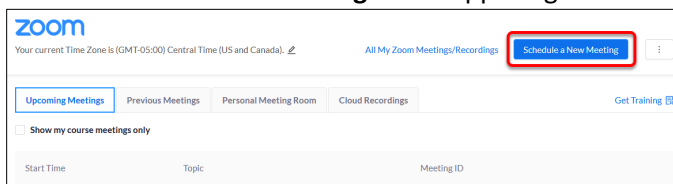
Type:

Available to Users

Cancel Submit

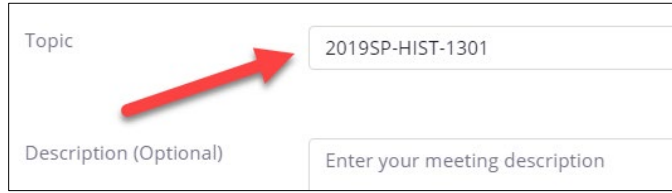


4. Click **Submit**.
5. Click on the **Class Recordings** link you previously created in the course menu.
6. Click **Schedule a New Meeting** in the upper right corner of the page.

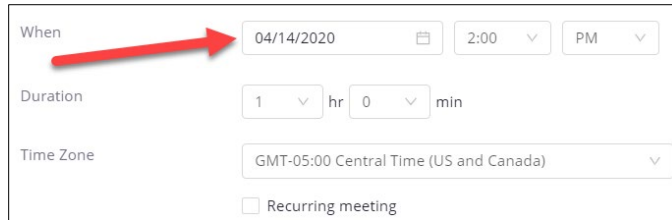


7. Select the following settings for the meeting:

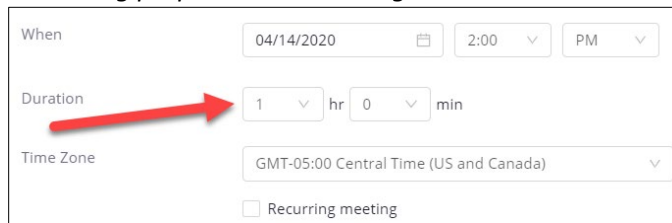
- **Topic:** By default the course name will be added. No changes needed.



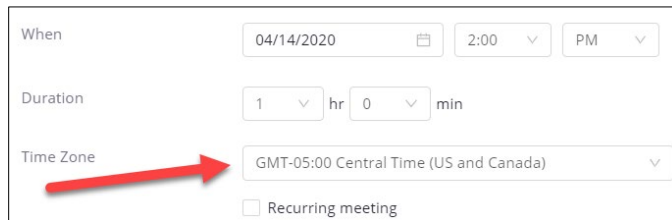
- **When:** Select a date and time for your first class meeting. **NOTE:** *You can always start the meeting early, so you do not have to add additional time before in case you want to enter the meeting early.*



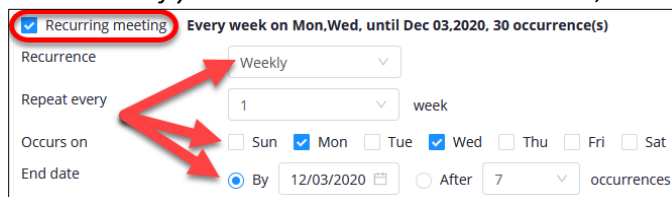
- **Duration:** Choose the approximate duration of your class. **NOTE:** *This is only for scheduling purposes. The meeting will not end once this length of time has passed.*



- **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 recur up to 50 times. *If you need more than 50 recurrences, use the **No Fixed Time** option.*



- **Waiting Room:** If you do not want students to join class remotely via Zoom, turn on Zoom Waiting Room and they will not be able to access the Zoom session unless you admit them to 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 30 days.

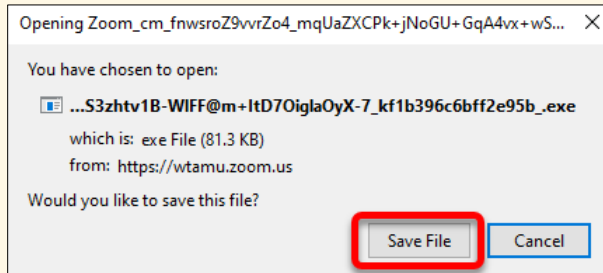
- **Alternative Hosts:** Additional faculty in your course may be listed here. You cannot add or remove Alternative Hosts within WTClass at this time. To add an alternative host, edit your meeting at <http://wtamu.zoom.us>. For more information, see [Designating an Alternative Host in the WTAMU Zoom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

8. Click **Save**.

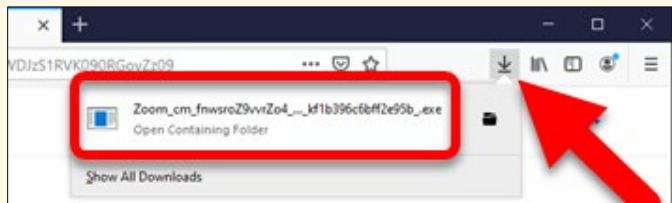
STEP 2: IN-CLASS RECORDING

1. Open WTClass, access the course you are teaching.
2. Click on **Class Recordings** link in your course menu.
3. Click on the **Start** button for today's session.

If this is your first-time using Zoom in a specific classroom, you will have to **download a small Zoom file**. A window will open up, click on the button to "Save File". If the Save box does not automatically appear, you will need to click "download & run Zoom."

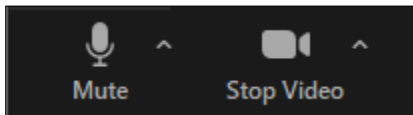


Once saved, it will minimize to the download area, click the down arrow on the browser and select the Zoom file.

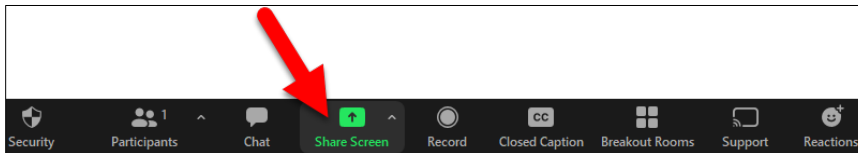


This will take approximately 1-2 minutes to download and run.

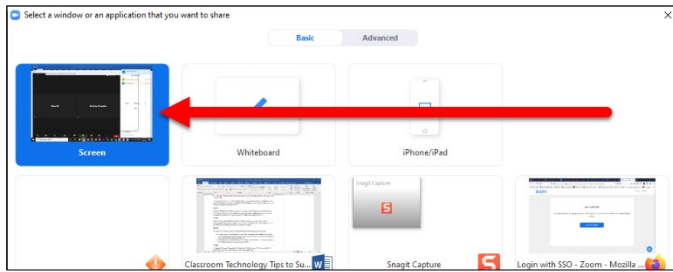
4. Once Zoom opens, verify the **microphone** is turned on and, if desired, your **video** is turned on. For more information, visit documentation on [Zoom Audio and Video](#) at the end of this document.



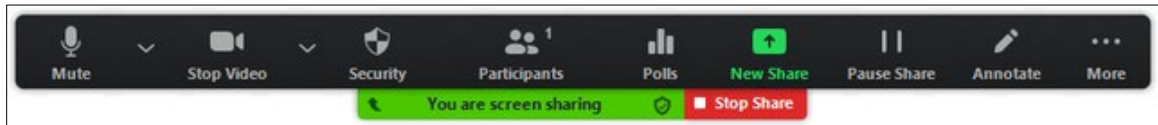
5. Click the **Share Screen** button.



6. Click on the **Screen** option in the upper left corner of the popup window. Then click **Share** button in the bottom right corner.



7. A green box will appear around the screen. The recording will now contain what students see on the screen in the room.
8. 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.



9. Click the **End** button (bottom right of screen) and select **End Meeting for All**.

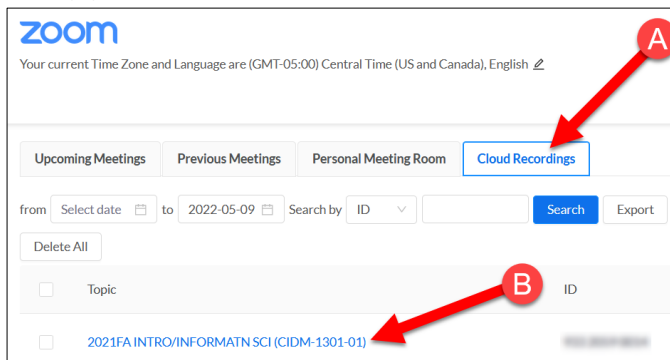
STEP 3: STUDENT ACCESS TO RECORDINGS AFTER CLASS

Classroom recordings in the Zoom Cloud will be available for 30 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.

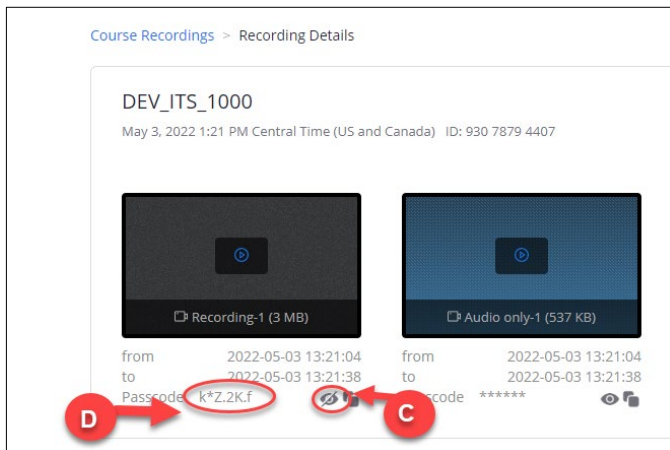
If you need or would like to keep your class recording for longer than 30 days, please download the video from the Zoom Cloud before the 30 day expiration and store your video in your OneDrive account. You can also share your video link from your OneDrive account in a course in WTClass. Visit the additional documentation for instructions on [downloading Zoom recordings to store on OneDrive](#).

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

1. Enter the **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. The Zoom recording thumbnail image will appear. Click on the thumbnail.
5. A new tab will open, asking for a passcode. Go back to the Zoom thumbnail tab so that you can access the passcode.
6. Click the **“Eye” icon (C)** to show the password. **Copy the password (D)**.



7. **Click on the video thumbnail** to view the video. The video link will open in a new window with a password prompt. **Paste the password** into the password field and click **Watch Recording**.

Enter the passcode to watch "DEV_ITS_1000"