

RECORDING CLASSROOM LECTURES FOR STUDENT ACCESS

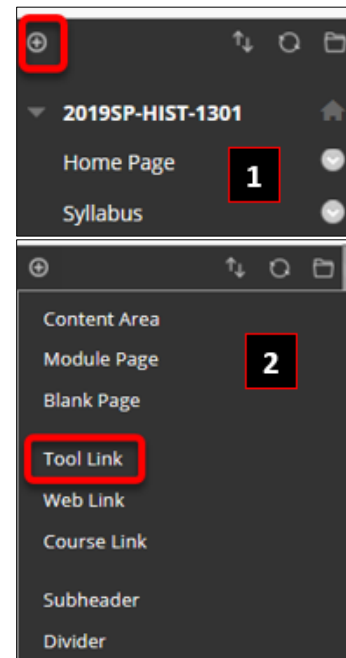
All classrooms are setup for recording class lectures using Zoom. In order for your Zoom class recordings to automatically populate in your course in WTClass, you must schedule your Zoom class sessions inside of the course in WTClass. Complete the following steps to setup your face to face course for classroom capture:

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START OF SEMESTER – PRE-SETUP OF CLASS ZOOM MEETINGS

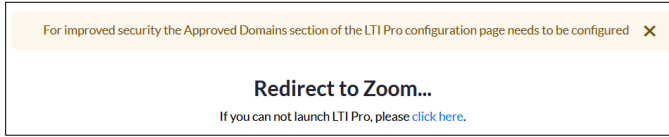
By default, a link to Zoom Meetings are not within WTClass courses.

1. Log in to WTClass and open the course where you would like to add Zoom. In the top left of 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.
Example: Class Recordings
 - o **Type:** Select the option for Zoom Meeting.
 - o **Available to users:** Check this option so that students can access your Zoom class recordings.

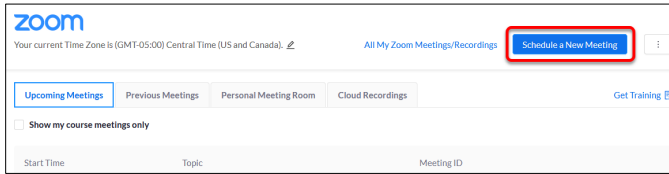


4. Click **Submit**.
5. Click on the **Class Recordings** link you previously created in the course menu, located at the bottom of the course menu.

- 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.”



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



- 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 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](#).

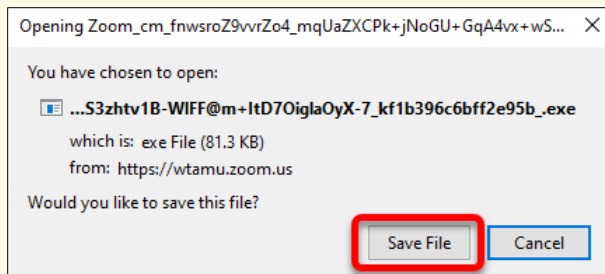
9. Click **Save**.

IN-CLASS RECORDING

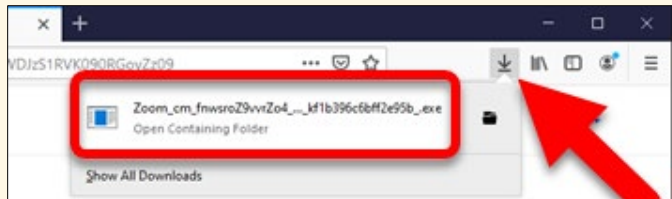
Prepare for your in-class Zoom recording by following these steps:

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 **Class Recordings** link in your course menu.
4. 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."

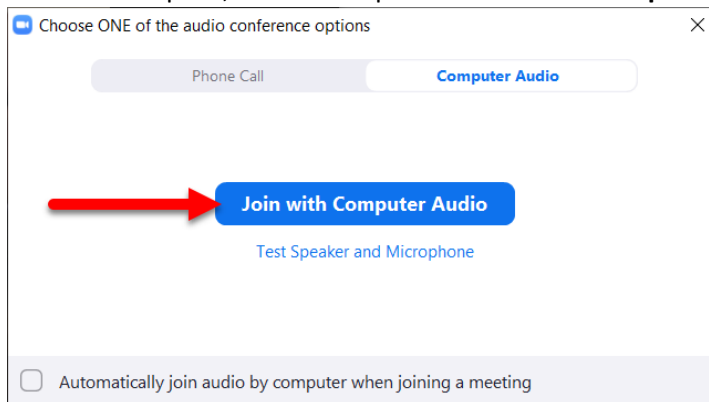


Once saved, it will minimize to the download area. Click the down arrow on the browser and select the Zoom file.



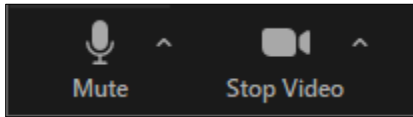
This will take approximately 1-2 minutes to download and run.

5. Once Zoom opens, select the option to **Join with Computer Audio**



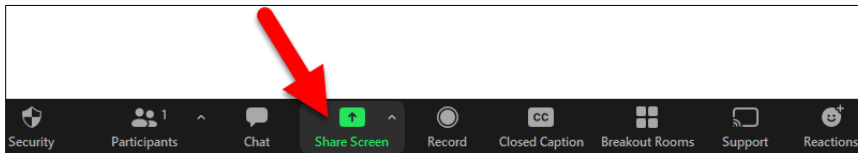
6. **Before your Zoom meeting starts, ensure your microphone and video are set to the room audio and video** (see [Audio and Video section](#) of this document). Once set in a room, each additional Zoom meeting should use the same settings.

7. Verify the **microphone** is turned on and, if desired, your **video** is turned on.

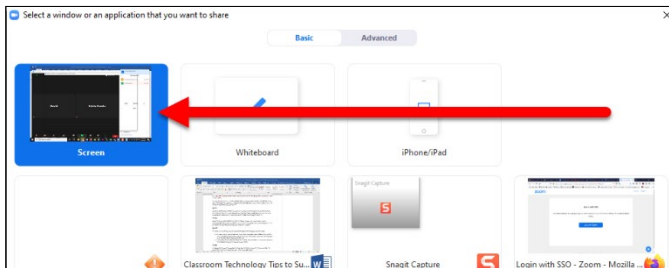


For more information on audio and video options, visit the [Zoom Audio and Video](#) section in this document.

8. Click the **Share Screen** button.



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



10. 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.
11. 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.



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

CHOOSE ZOOM AUDIO AND VIDEO RECORDING DEVICES

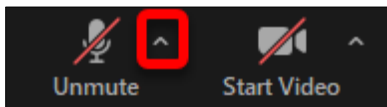
In each classroom, before your first Zoom meeting, ensure your microphone and video are set to the room audio and video. Once set in a room, each additional Zoom meeting should use the same settings.

For the following larger classrooms:

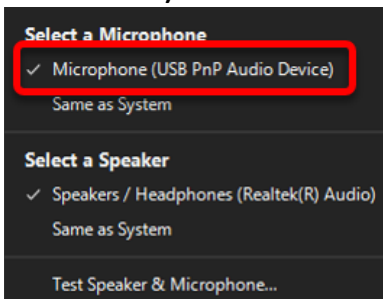
AGS 102, AGS 104, AMA 13, AMA 15, CC 301 CC 331, CC 335, CC 401, CC 428, CC 429, CC 433, HELC 9, MMNH 189, NSB 101, NSB 102, NSB 103

Setup for Audio:

Select the up arrow next to the microphone.

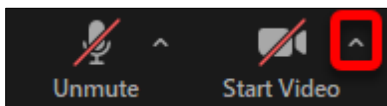


Select the option for **Microphone (USB PnP Audio Device)**

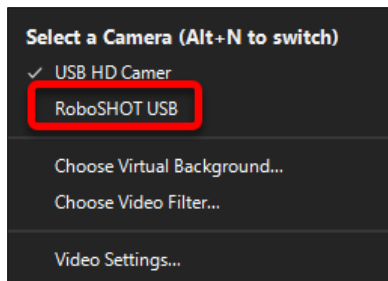


Setup for Video:

Select the up arrow next to the video camera.



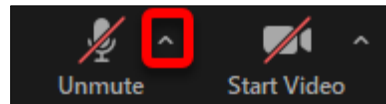
Select the option for **RoboSHOT USB**



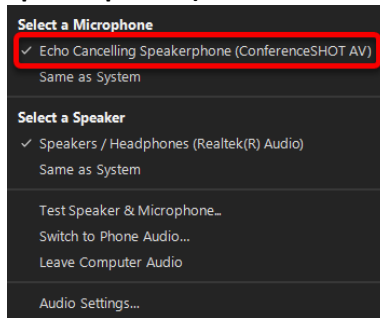
For smaller classrooms (others not listed at right):

Setup for Audio:

Select the up arrow next to the microphone.

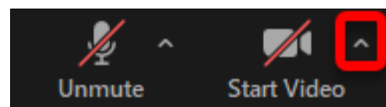


Select the option for **Echo Cancelling Speakerphone (ConferenceSHOT AV)**

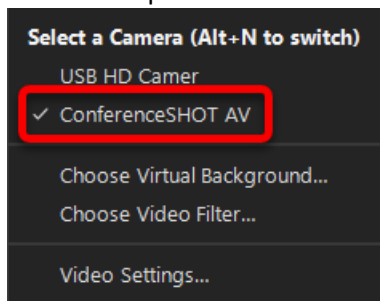


Setup for Video:

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:

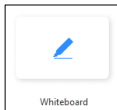
1. **Power on** the document camera as usual and **prepare your documents** for viewing.
2. **Open the Doc Cam application on the desktop** to run from the computer. Depending on the brand of Doc Cam, look for the icon (see 3 doc cam brand icons below) on the desktop.



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.

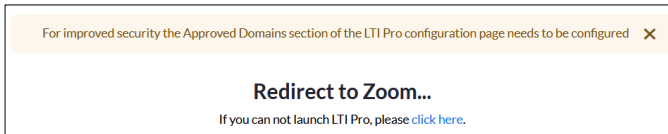
STUDENT ACCESS TO RECORDINGS AFTER CLASS

Classroom recordings in the Zoom Cloud will be available for 60 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.

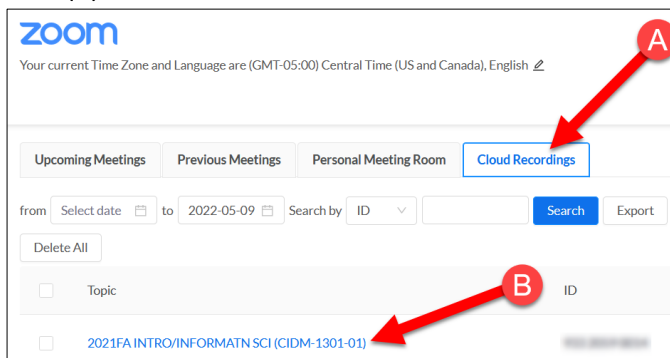
If you need or would like to keep your class recording for longer than 60 days, please download the video from the Zoom Cloud before the 60-day expiration and store your video in your OneDrive account. You can also share your video link from your OneDrive account in a course in WTClass. Visit the additional 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:

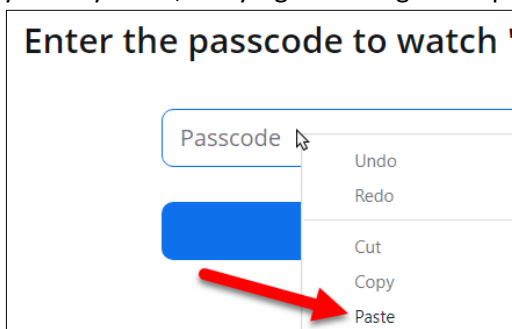
1. Enter the **course** and click on the **Class Recordings** link created in your course menu.
2. If you get a security warning and the Zoom page does not appear, click on the "If you can not launch LTI Pro, please click here."



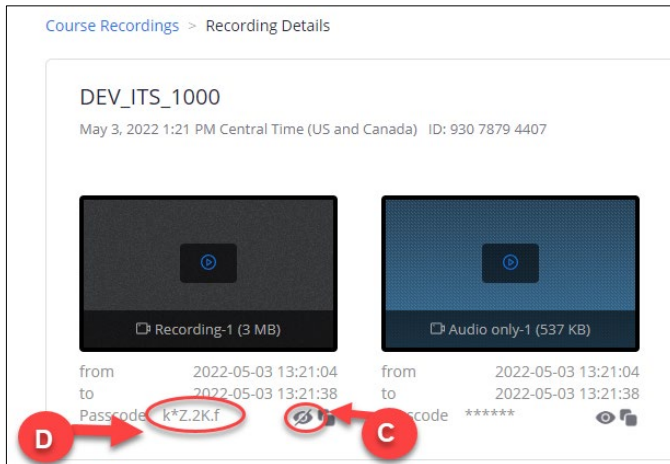
3. Select the **Cloud Recordings** tab (A) and then select the **Topic** for the course date you want to view (B).



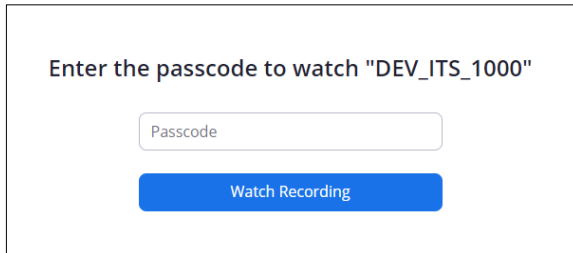
4. The Zoom recording thumbnail image will appear. Click on the recording thumbnail.
5. A new tab will open, asking for a passcode. The passcode should automatically be copied to the clipboard. Paste the passcode into the box by pressing Ctrl + V (PC) or Command +V (Mac) on your keyboard, or by right-clicking 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

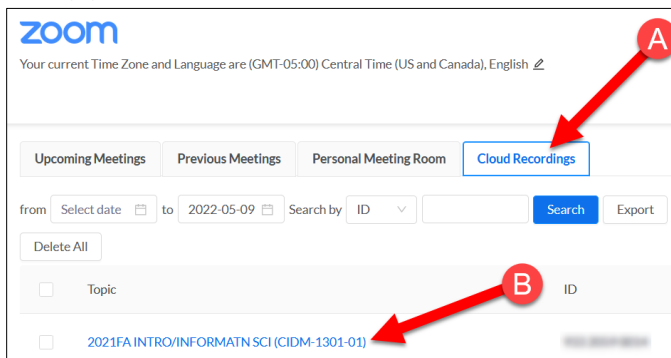
Classroom recordings in the Zoom Cloud will be available for 60 days before they are automatically deleted from the Zoom Cloud. This time frame is necessary for classes to be able to use the Zoom Cloud for class recordings throughout the semester.

If you need or would like to keep your class recording for longer than 60 days, please download the video from the Zoom Cloud before the 60-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:

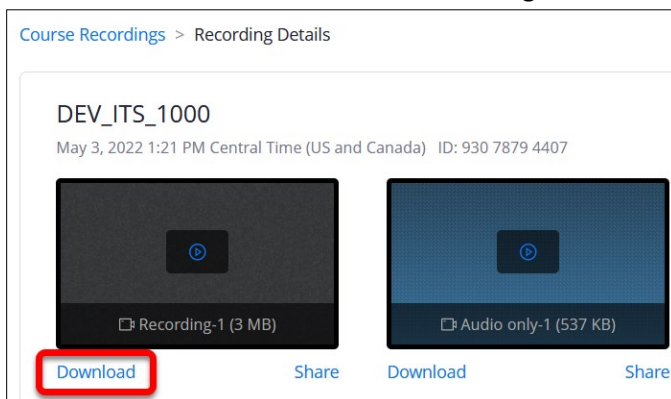
- Step 1: [Download Cloud Recording](#)
- Step 2: [Save Recording to OneDrive](#)
- Other: [Share Recording from OneDrive](#)

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.

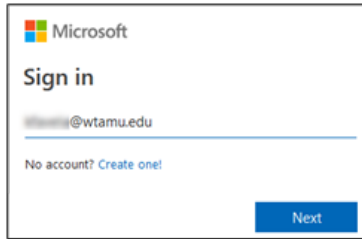


5. Your saved video file should be saved and located in your **“Downloads”** folder.

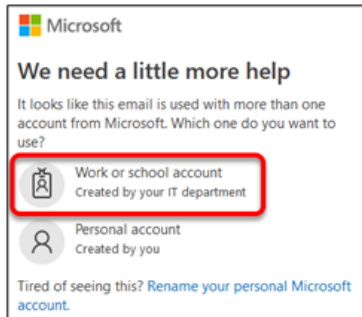
SAVE RECORDING TO YOUR ONEDRIVE ACCOUNT

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.

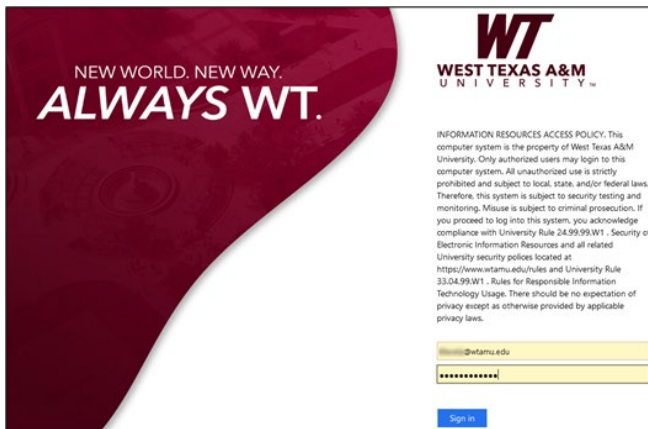
1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button in the top right of the screen.
3. Enter your full WT Email address in the Sign in box.



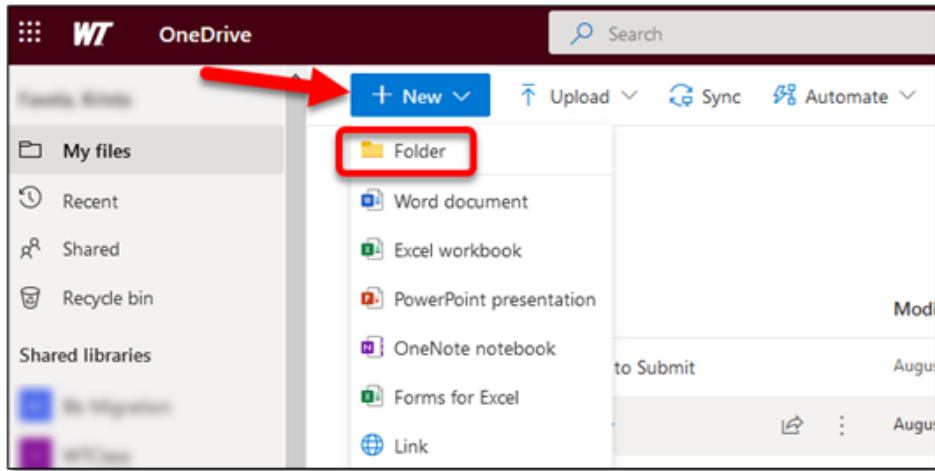
4. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.



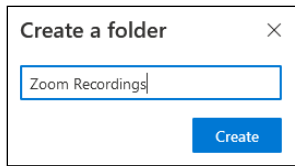
5. Enter your full WT email address and Single Sign On password.



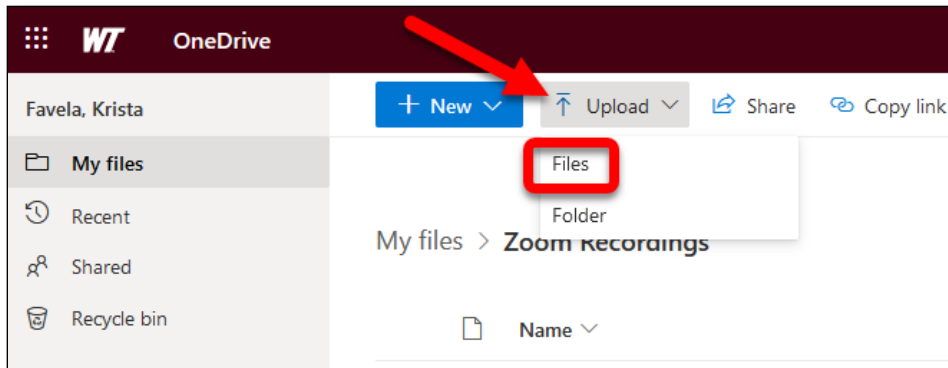
- Once inside the web version of OneDrive, it is recommended that you create a folder to save all Zoom recording files in. Select the “+ New” button and then select “Folder.”



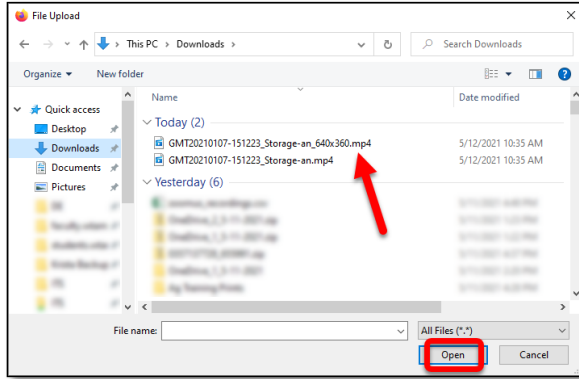
- Enter a title for the folder, and click “Create.”



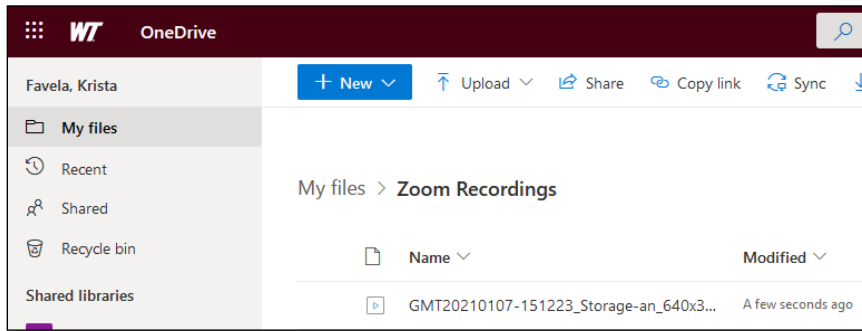
- Click on the title of the folder you previously created.
- Select the “Upload” button and choose the “Files” option.



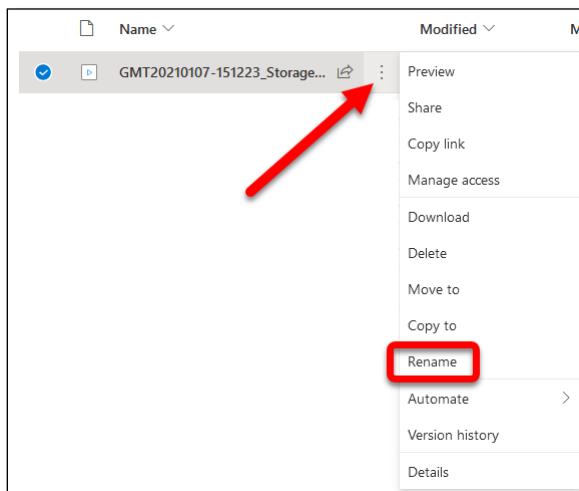
10. Select the Zoom recording File that includes number (the size of the recorded screen) and then select “Open.” Most often these files can be found in the Downloads folder.



11. Your Export file will appear in your OneDrive



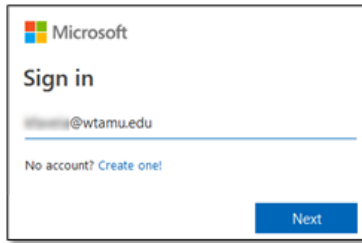
12. You can rename the file to something more distinguishable by clicking on the three dots that appear when moving your mouse over the file, and selecting “Rename.”



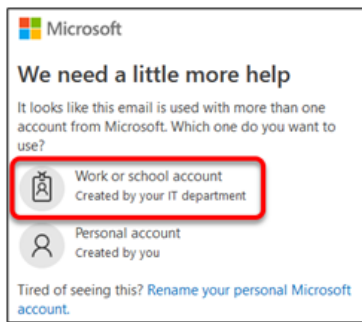
SHARE YOUR ONEDRIVE ZOOM RECORDING

1. In your preferred browser, go to <https://onedrive.live.com>.
2. Click on the “Sign In” button.

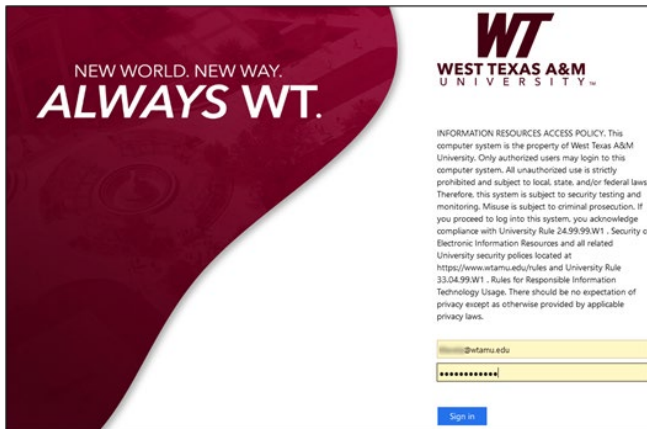
3. Enter your **full WT Email address** in the Sign in box.



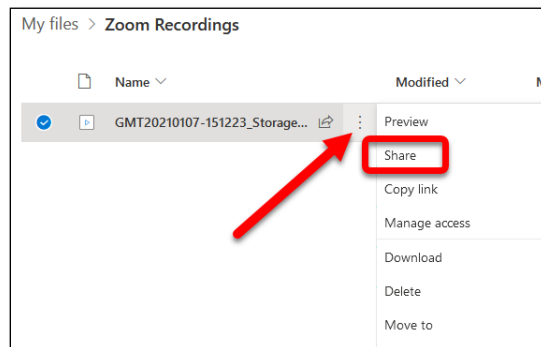
4. Select the option **“Work or School account created by your IT department.”** If requested a second time, select **“Work or School account created by your IT department”** again.



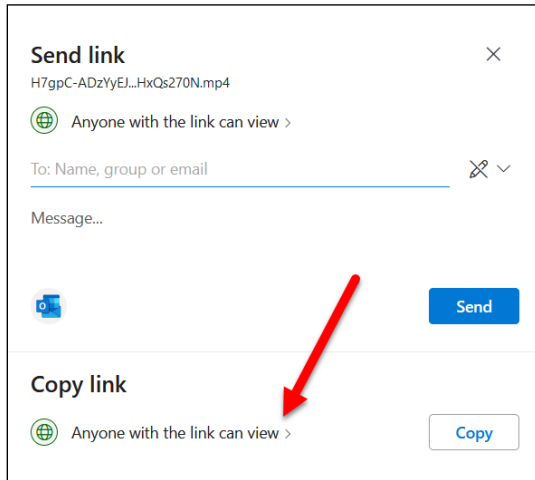
5. Enter your full WT **email address** and **Single Sign On password**.



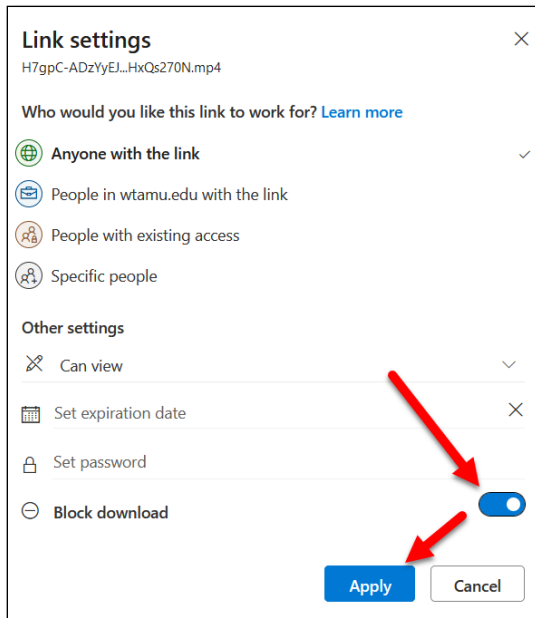
6. Click on the three dots that appear when moving your mouse over the file, and select **“Share.”**



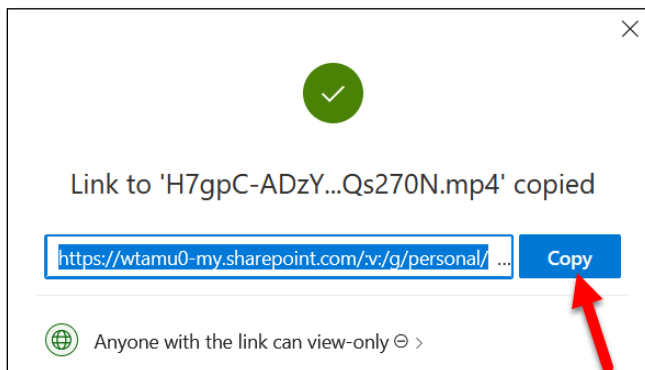
7. Select the “Anyone with the link can view” link.



8. Switch the setting for “Block download” and then select the “Apply” button.



9. Select the “Copy” button.



10. **Open** your **WTClass Course**.
11. In your content area, click **“Build Content”**.
12. From the drop-down content menu, click **“Web Link”**.
13. Create a title for you video and **paste the OneDrive link** into the URL box.
14. Click **“Submit”**.
15. Paste this link in an email and send to all users who need to view the recording.

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.