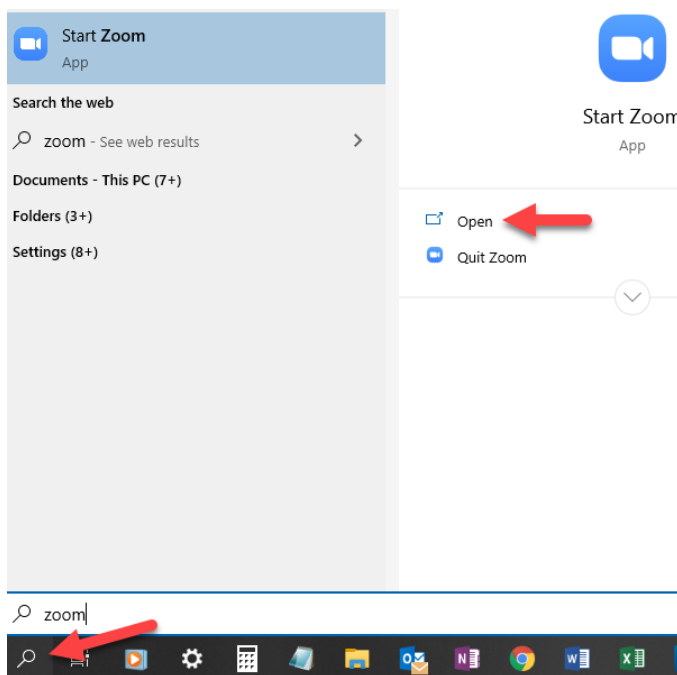

Classroom Technology for Fall 2020

The learning environments that were provided from a report, indicating which rooms had face-to-face classes will have, at a minimum, the ability to host a virtual meeting via a web conferencing tool (most likely YouSeeU or Zoom). All these rooms will have a high-quality tabletop mic and some form of camera. The learning spaces with larger capacities will be retrofitted with a Pan, Tilt, Zoom (PTZ) camera. The majority of the rooms have documents cameras that tie into the classroom computer that will allow instructors to utilize if they so choose.

If a faculty member needs a Zoom account the following link:

(https://www.tamuc.edu/CampusLife/CampusServices/CITESupportCenter/Zoom_Account.aspx) will provide instructions on how to create one that will be associated with the University's site-license.

We have also pushed the Zoom application to the classroom computers. If the Zoom icon is not pinned to the task bar, a user should be able to type "zoom" in the search and once opened it will ask for a sign-in.



If an instructor chooses to record a Zoom meeting there are two different options: 1) Record to Local computer or 2) Record to Cloud. Below are knowledge articles that will assist with learning how to utilize.

If a problem arises in a classroom, please don't hesitate to call 903.468.6004 or email Helpdesk@tamuc.edu and a technician will be assigned to troubleshoot.

v.8.19.20

Please note that if you record to a local machine, it will take time to render your session at the end; it may take up to 5-10 minutes. Once that happens, you will need to save the file to a flashdrive. The Zoom recording file is typically saved under Documents->Zoom.

If you plan on utilizing Cloud recording, it is recommended at some point go to your Zoom account and download the recording. The intent is that the cloud recordings are not meant to be stored on the Zoom site-license storage for a long duration of time. If the licensed storage begins to hit a threshold capacity, administrators will start to look at content that is 30-days or older and begin a removal process.

This is a link that could be beneficial to those wanting to take advantage of the “Breakout Room” feature.

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

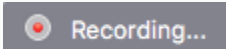
Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

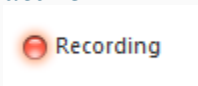
1. Start a Zoom meeting as the host.
2. Click the option to **Record**.



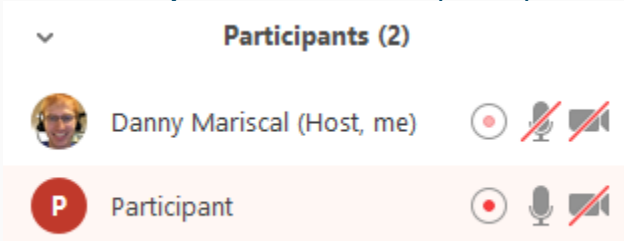
3. If there is a menu, select **Record on this Computer**.
Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.



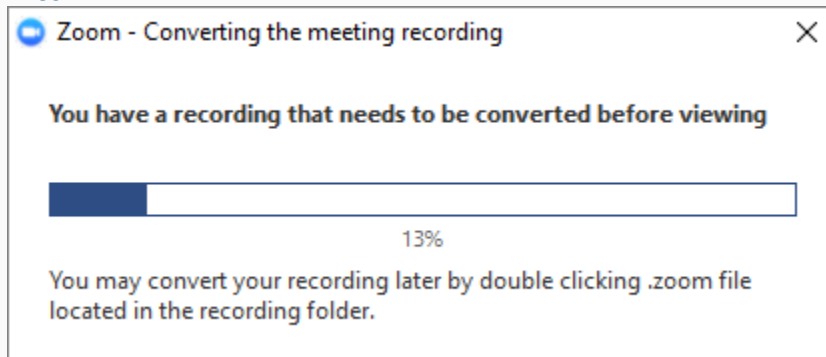
4. Click **Participants** to see which participants are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

If a problem arises in a classroom, please don't hesitate to call 903.468.6004 or email Helpdesk@tamuc.edu and a technician will be assigned to troubleshoot.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open.

Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

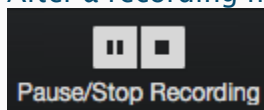
Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including active speaker, gallery view, and shared screen. [Learn more about recording layouts](#).

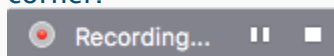
Stopping or pausing a local recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



The recording can also be stopped or paused by clicking the indicator in the top left corner.

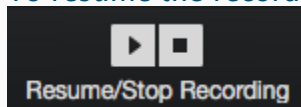


2. When a recording is paused, the following indicator will be displayed in the meeting.

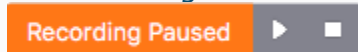
Recording Paused

If a problem arises in a classroom, please don't hesitate to call 903.468.6004 or email Helpdesk@tamuc.edu and a technician will be assigned to troubleshoot.

3. To resume the recording, click **Resume Recording** at the bottom



The recording can also be resumed by clicking the indicator in the top left corner.



<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Starting a cloud recording

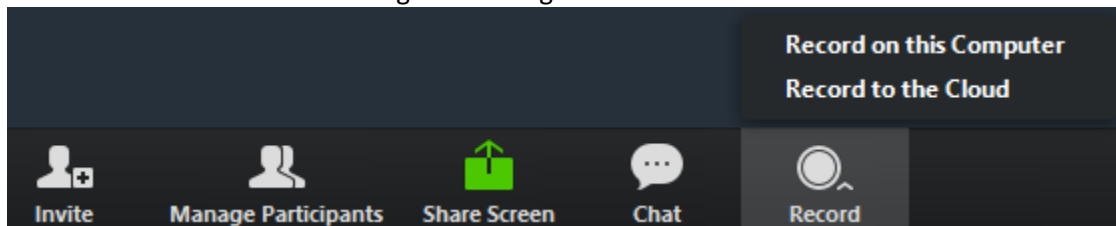
Note: Only hosts and co-hosts can start a cloud recording. If you want a participant to start a recording, you can [make them a co-host](#) or use [local recording](#). Recordings started by co-hosts will still appear in the host's recordings in the Zoom web portal.

To record a meeting to the cloud:

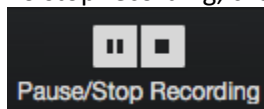
1. Start a meeting as the host.
2. Click the **Record** button.



3. Select **Record to the Cloud** to begin recording.



4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.



Once the recording has been stopped, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed.

5. Manage your cloud recordings:
 - [Download, share, or delete cloud recordings.](#)

<https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>

If a problem arises in a classroom, please don't hesitate to call 903.468.6004 or email Helpdesk@tamuc.edu and a technician will be assigned to troubleshoot.

YouSeeU Bongo in the Classroom

Below are instructions on how to use YouSeeU Bongo in your classroom to stream and/or record a session.

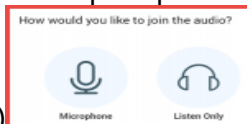
1. From classroom presentation computer, launch Chrome or Firefox Browser. (**DO NOT** use Internet Explorer.)
2. Login to <https://myleoonline.tamuc.edu> and select appropriate course shell. (Make sure you have your phone handy to accommodate the DUO authentication process.)

YouSeeU-Virtual Classroom

3. Navigate to the YouSeeU-Virtual Classroom Tab.



4. If you have not pre-scheduled a meeting, **Setup Meeting** by selecting the icon in the bottom right hand side of the screen. You can use the “now” option to set the start time to the current time.
5. Choose whether to “Automatically record Everything.” (You can still press record after you launch the session.)
6. Enable microphone. This will launch a browser prompt to “allow microphone.” It will also do an echo



test so you can hear if your mic is active.) You can choose mic source if needed.



7. Enable web-camera. Check Chrome settings for additional Camera options.



8. Located in the upper right hand corner is the signal indicator. This shows how strong your signal is with YouSeeU. It should remain green during your meeting. If it turns **RED** you have lost signal.

Screen Sharing (Works best in Chrome)



1. Share your **Desktop** instead of Application. You will get a momentary loop when you start the screen sharing, but that will go away when you move off your browser tab to another application. **Start the screen sharing function in YouSeeU *BEFORE* you launch any additional software.**

Notes and Tips:

1. Bookmark your Course Shells and/or the YouSeeU-Virtual Classroom Link in your Course Shells. This will make accessing the YouSee U tool quicker.
2. **Pre-Schedule** Class meetings in advance, using the “Repeat weekly” option. You will still have to launch individual meeting instances from within the YouSeeU tool, but pre-scheduling will save some setup steps.
3. Repeat student questions so that the recording catches these from the instructor’s microphone.
4. After ending your recording, it will take a while for the server to process the video. The length of processing time is dependent on the length of the session recording.