

# TUTORIAL

## How to Record your Lecture on a Live Classroom

This tutorial covers how to:

- [Schedule your recurring Zoom meeting](#)
- [Turn on your classroom technology](#)
- [Login your instructor's workstation](#)
- [Connect to Zoom and test audio and video](#)
- [Record and share your Zoom lecture](#)
- [How to use your document camera as a whiteboard in Zoom](#)
- [Basic Troubleshooting: Upside-down or backward image](#)

### 1. Schedule your recurring Zoom meeting.

**Option A.** If you are planning to record the lesson without any remote students, then we recommend scheduling a recurrent meeting for your course outside your Canvas so that the meeting invitation is not visible to students. To do that, please follow the PDF tutorial [Best Practices – Scheduling Recurring Meetings](#).

**Option B.** If you allow remote students to connect to your live session, then it is recommended to schedule your meeting using the Zoom Canvas integration. To do that, please follow the video tutorial [Scheduling a Zoom Meeting in Canvas \(4:33 min\)](#)

### 2. Turn on your classroom equipment

The first step after arriving in your classroom is to locate the control panel. It will help you to turn on some of the room's devices, such as the instructor's computer, projector, and audio. Some control panels will allow you to also lower the projector screen, turn on the podium microphone (if included), and other useful features. Here are the two most common control panels, and a reminder of what you can do using each of them.



**Classroom "Button" Controller:**

-Display ON to turn the projector on.

-\*\*Important\*\*. Select PC as your preferred device because the camera and microphone are already connected to the instructor's workstation PC for your Zoom session.

-Volume control with volume indicator – The five lights provide a clear indication of the current audio setting.

**Classroom "Digital" Controller:**



-Press "Start" to begin. This will wake up the computer, lower the projector screen, and turn on the projector.

-\*\*Important\*\*. Select PC as your preferred device because the camera and microphone are already connected to the instructor's workstation PC for your Zoom session.

-Audio Control – Verify that your microphones are not muted and change volume as needed.

**2.1. Basic Troubleshooting.**

If your PC does not turn on, please check in the cabinet to verify that the desktop computer is on. Push the power button if is off. If it does not work, please call TAMUG Helpdesk for assistance at 4097404714. The Helpdesk number is programmed into the phone located on the instructor's workstation.



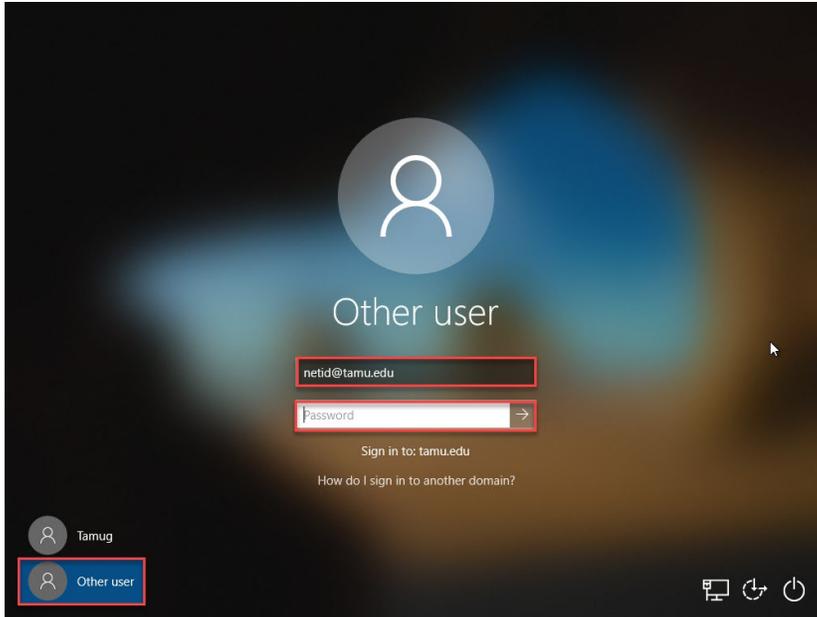
If your projector screen does not lower after pressing the power button on the control panel, look for a switch located on the wall.



### 3. Instructor workstation and class material

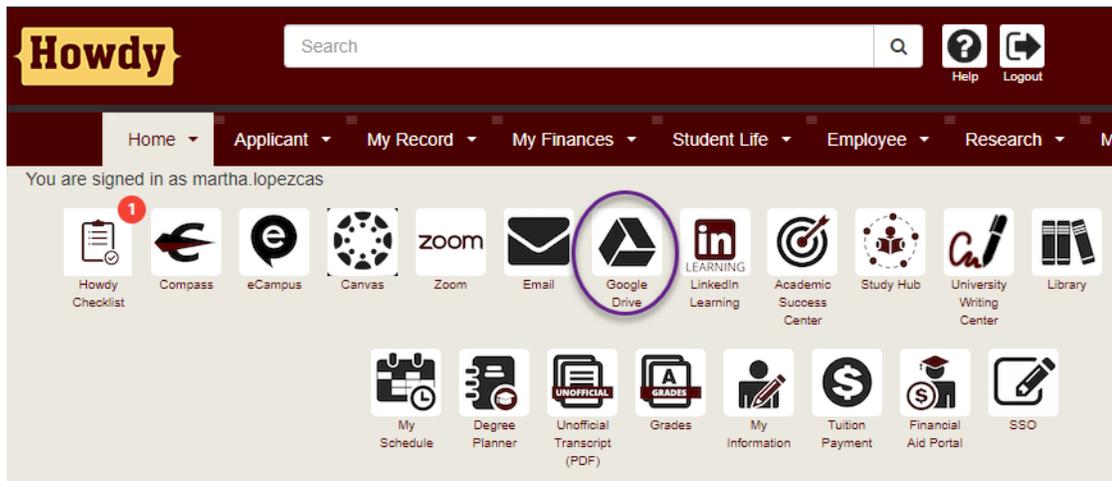
#### 3.1. Login to the Instructor's workstation

When prompted, select "**Other User**" on the bottom left side of your screen, enter your NetID@TAMU.edu followed by your NetID password. It will take a few minutes to set up your account (for first-time users). Do not forget to sign out before leaving the classroom.



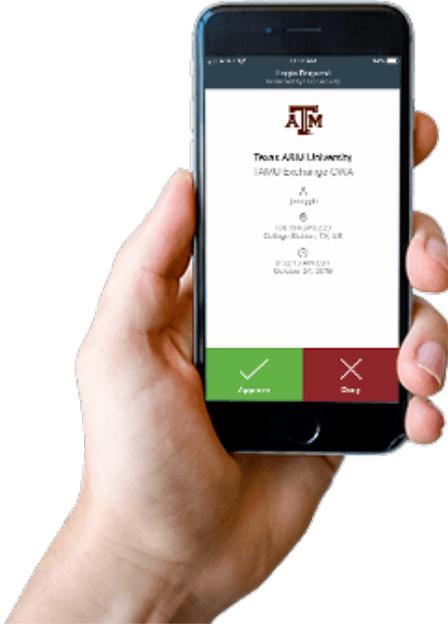
### 3.2. Open your class material

Please bring your class materials on a USB drive, or have them uploaded to your TAMU Google Drive or Microsoft OneDrive, so you can access them through [HOWDY](#)



**Important note:** Accessing your Canvas, Outlook email, Howdy portal, and Zoom account will require you to authenticate using DUO Authentication. Do not forget to bring your DUO device, such as your cellphone, to your classroom to allow you to authenticate for certain applications.

Here is how to install it on your cellphone: <https://it.tamu.edu/duo/>



#### 4. Connect to Zoom and test audio and video

##### 4.1. How to use the lapel microphone

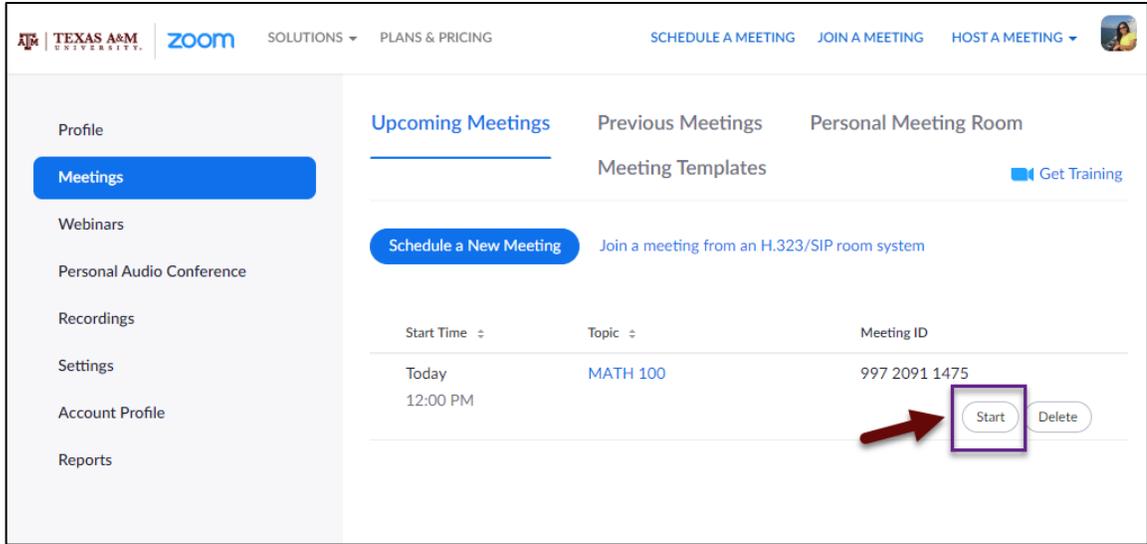
It is required to use the microphone in your classroom to transmit your voice through Zoom or any other videoconference system.

Locate the lapel microphone, turn the power switch on (green light), and attach it near your chest pointing toward your mouth. **Verify that the battery indicator is showing enough battery for your class duration. **\*\*IMPORTANT\*\***. Do not forget to turn it off after you finish your class to save the battery life for the next class.**



#### 4.2. Connect to Zoom

Connect your Zoom online meeting (using the instructor's workstation computer). To do that, go to <https://tamu.zoom.us/>, sign in, go to "Meetings" on the left side menu, hover your mouse over the meeting, and press the "start" button, as shown in the image below.



The screenshot shows the Zoom web interface for a user. The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Upcoming Meetings' and includes a 'Schedule a New Meeting' button and a link to 'Join a meeting from an H.323/SIP room system'. Below this is a table of upcoming meetings:

Start Time	Topic	Meeting ID
Today 12:00 PM	MATH 100	997 2091 1475

For the meeting listed, there are 'Start' and 'Delete' buttons. A red arrow points to the 'Start' button.

#### 4.3. Test your audio (speakers and lapel microphone)

If this is the first time that you use Zoom in this computer and this browser, after pressing “*Start*” the zoom meeting, a download should start automatically. After installing Zoom, select the option “*Test speakers and microphone*”, and follow the instructions. For more detailed information, watch the video tutorial [How to test your classroom's audio system in Zoom \(3:07 min\)](#) that will guide you through all steps.

#### 4.4. Test your classroom’s video camera

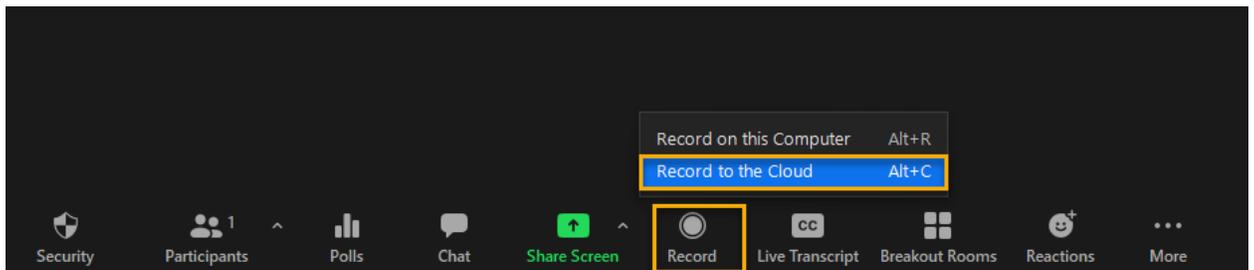
After testing your speakers and microphone, press “*Start Video*” under your Zoom controls. Each classroom will have two cameras, the classroom's camera, and the document camera. To know how to activate the classroom's camera please watch the video tutorial [How to test your classroom's video camera in Zoom \(2:05 min\)](#).

## 5. How to record and share your Zoom lecture

**Note:** If this is the first time using your TAMU Zoom account, we recommend changing some settings before you start your class. To do that follow the PDF tutorial [Best Practices - Zoom General Settings](#).

### 5.1. Record to the cloud

We recommend selecting the option "*Record to the Cloud*" in Zoom, which will allow you to record your lecture, and share the recordings with your students, without having to upload the video to your course.

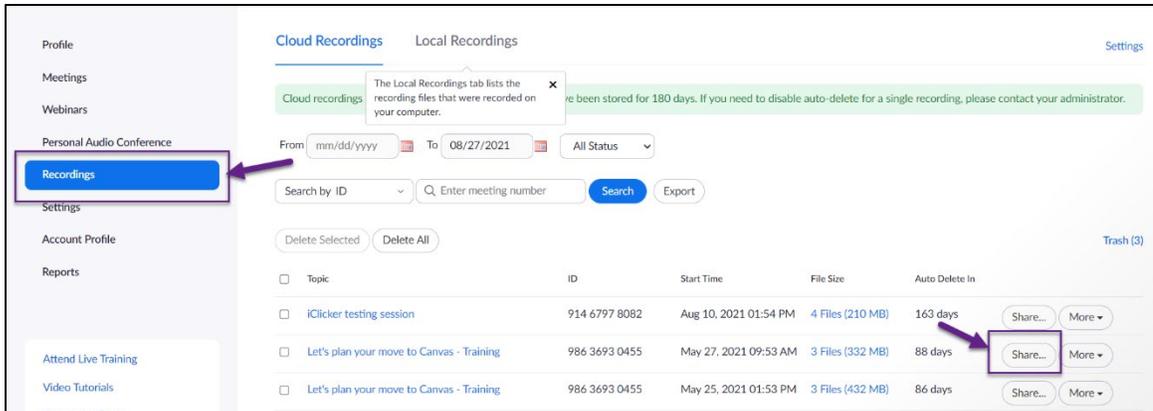


Note: If you are interested in learning more about hosting a Zoom meeting. Please watch the [Tour of Zoom Controls video tutorial \(9:10 min\)](#).

### 5.2. Share the recording

**Option A.** After you end the Zoom meeting, you will receive an email notification from Zoom with the subject "Zoom recording - " and the name of your Zoom meeting. The email has two links, one for you ("*For host only*"), and a second for viewers ("*Share recording with viewers*"). Copy the recording link (and recording password if generated), and share it with your students using your preferred communication channel. We recommend posting it on your Canvas course.

**Option B.** Retrieve the recording link from your Zoom portal, going to <https://tamu.zoom.us/> logging with your TAMU credentials, selecting "Recordings" on the left side menu, and pressing "Share" on the right options of your list of recordings. Remember to select the correct recording by checking its name and date.



**Note:** Your recordings saved to the cloud will be available for six months, but you can download them, and save them somewhere else (your PC, OneDrive, or Google Drive) if you need to reuse them. Just be sure you are complying with FERPA guidelines.

## 6. How to use your document camera as a whiteboard in Zoom

Using the document camera as a whiteboard is one of the digital alternatives you might use instead of your traditional chalkboard. To learn how to use your document camera in Zoom, please watch this video tutorial. [How to use your document camera as a whiteboard in Zoom \(2:54 min\)](#)

## 7. Basic Troubleshooting: Upside-down or backward image

If your camera is displaying an upside-down, sideways, or backward image in Zoom, you can orient it correctly through the Zoom video settings. To learn how to do it, please watch this video tutorial. [How to fix my Zoom video when is projecting backward or upside-down \(1:40 min\)](#)

If your instructor workstation is having technical issues, please call TAMUG Helpdesk for assistance at 4097404714 (or ext. 4714) or email us at [helpdesk@tamug.edu](mailto:helpdesk@tamug.edu).