

Recording Online Lectures



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Recording Online Lectures

Important Links

- Zoom – <https://tennessee.zoom.us>
- TechSmith Knowmia (Relay) – <https://utcvm.techsmithrelay.com>
- Master Teacher Online Resources – <https://vetmed.tennessee.edu/academics/Pages/Online-Teaching-Resources.aspx>

All Instructors

1. Ensure you have a Zoom Pro Account

- a. **Video:** <https://utcvm.techsmithrelay.com/K83X>
- b. **Instructions:**
 - i. Go to <https://tennessee.zoom.us>. Choose *Create or Edit Account* and then choose *Profile* on the left. Look for the *User Type* section under your profile, and check to see if it says *Basic/Pro/Licensed* etc.
 - ii. If you do not have a *Pro/Licensed Account*, contact UTK OIT at 974-9900 and request a Zoom Pro Account. If you are a Course Coordinator, mention that you need *Cloud Recording Enabled*.
 - iii. If you are on a UTCVM-owned computer and DO NOT have TechSmith Knowmia (Relay) Classic Recorder downloaded, put in a request to Computer Operations via cvmcomputersupport@utk.edu.
 - iv. If you are using a personal laptop (or plan to use a personal laptop), you may download the Classic Recorder here: <https://utcvm.techsmithrelay.com/Download/ClassicRecorder>.

Course Coordinators

1. See above to verify and/or obtain a Zoom Pro Account.
2. Create a course Zoom link. This will allow you, other instructors, and students to have to remember only one zoom link for the entire course. It will also automatically record those meetings, whether synchronous lectures or discussions, to your cloud if you follow the specific directions. Please ensure to include your fellow instructors as *Alternative Hosts*.

a. Create Course Zoom Link

- i. **Video:** <https://utcvm.techsmithrelay.com/W7Ln>
- ii. **Instructions:**
 1. Go to <https://tennessee.zoom.us>
 2. *Create or Edit Account* (might need to login)
 3. Upper right, *Schedule a Meeting*
 4. Set *title* to Course VMP ###
 5. *Description:* Zoom link for Course VMP ###
 6. Choose *Recurring Meeting, Recurrence (No Fixed Time)*
 7. Meeting ID: *Generate Automatically*
 8. Video: *Host and Participant video on*
 9. Select *Telephone and Computer Audio*
 10. Meeting Options: *Enable join before host, Mute participants upon entry, Record the meeting automatically (In the cloud)*

11. Add *Alternative Hosts* by email@tennessee.edu, email@tennessee.edu (**Use @tennessee.edu**, NOT @utk.edu)
 12. *Save*
 13. Use *Invite link* in course syllabus, on Canvas, in email (can copy invitation)
 14. Can add to your *Outlook calendar* (will have to change date & time and copy and paste “meeting” to other days & times)
 15. Verify correctness. *Edit this Meeting* if you forget something.
3. Create a folder within your TechSmith Library for your specific course. This will allow the students and Student Disability Services to access course videos from a single folder.
 - a. **Create Folder in TechSmith Library**
 - i. **Video:** <https://utcvm.techsmithrelay.com/Ps0k>
 - ii. **Instructions:**
 1. Login to <https://utcvm.techsmithrelay.com>
 2. Select *Create, New Folder*, Name your folder Course VMP ###
 4. Once you have created the folder for your course within TechSmith, send Royal Paschall the link to the folder so he can allow student access to the course folder from their Lecture Capture site and provide the link to Student Disability Services to create closed captions.
 - a. **Share a Link to Video/Folder**
 - i. **Video:** <https://utcvm.techsmithrelay.com/jylc>
 - ii. **Instructions:**
 1. Login to <https://utcvm.techsmithrelay.com>
 2. Click *gear icon* in lower right of folder image, *Share*
 3. Copy link and share it with students in your course and Royal
 - a. Right click (or Ctrl+v) to paste
 4. To share video only, click on video, scroll down to *Share icon*, *Get a Link, Copy*
 - a. Right click (or Ctrl+v) to paste
 5. Once lectures are captured/recorded, ownership of those videos need to be transferred to the Course Coordinator for placement into the specific course folder.
 - a. **Move Videos Into Folders**
 - i. **Video:** <https://utcvm.techsmithrelay.com/rD7W>
 - ii. **Instructions:**
 1. Login to <https://utcvm.techsmithrelay.com>
 2. Find the video you want to move & select *gear icon* in lower right
 3. Click *Move, Select Location*, Choose correct *Folder, Move*, wait for processing
 4. Click on destination folder to verify placement

All Instructors

1. Once you have recorded a video for your course, you'll need to change ownership of that video to the Course Coordinator.

a. Change Video Ownership

- i. **Video:** <https://utcvm.techsmithrelay.com/O4tO>
 - ii. **Instructions:**
 - iii. Login to <https://utcvm.techsmithrelay.com>
 - iv. Find the video, select *gear* icon
 - v. *Change Owner* to course coordinator by typing in email address (auto-populates as you type), *Apply*
 - vi. After processing, video disappears from your TechSmithRelay site
2. For **synchronous lectures**, you will be asked to dual record using BOTH TechSmith and Zoom. If you've ensured you have a Zoom Pro Account and setup (or the Course Coordinator has set up) the Zoom course link, follow these instructions for how to achieve this.

a. Dual Recording With TechSmith and Zoom

- i. **Video:** <https://utcvm.techsmithrelay.com/0gTU>
- ii. **Instructions:**
 1. At the BEGINNING OF CLASS
 - a. Open *TechSmith Relay*, Select *Record*
 - b. Give recording a *title* in the following format:
Date.Instructor.Lecture #
 - c. Give recording a *description*: What does the lecture cover?
 - d. Place in appropriate *Folder*
 - e. Select *Record* and wait for countdown (desktop is now being recorded)
 - f. Go to Zoom meeting you set up and select *Start*
 - i. If set up correctly, automatic recording to the cloud starts
 2. At the END OF CLASS, End the Zoom meeting by clicking *End, End Meeting for All*.
 - a. *Stop* the TechSmith Relay recording.
 - b. Upload by clicking *Submit*.

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