

## Lecturing from outside of BI Auditorium

If you will not be lecturing in the classroom, please follow these steps:

1. Notify Gina Scott in advance she will

- Make sure that the zoom screen is not shared in the classroom
- 1Fuzion is still running for the transcriptionist to use

2. You will need to

- Log into your zoom account and join session ID 254 977 3295 with passcode of 2022
- Share your screen – bring up your presentation
- Make sure your sound is working
- When done, please remember to stop sharing your screen
- You can end your zoom session as that will not affect the zoom session in the classroom

In the classroom, Echo360 will be recording all that happens in zoom through the live stream. The transcriptionist will be able to close caption during your lecture.

## For Electives

If you will not be lecturing from the assigned room for your course

1. If you have asked Gina to schedule your lectures, please notify her so that changes can be made to the schedule. She cannot schedule recordings through your personal, or office computer.

2. You will need to record your lecture manually. To do this:

- Make sure you have installed Echo360 on your computer. Follow link below for instructions: <https://iweb.vet.k-state.edu/units/admin-finance/cats/resources/tutorials/index.html>. This site also has a tutorial on how to record your lecture in Echo360
- If you choose to have a zoom session, please share the zoom session ID to students ahead of time, or you can place that link within the schedule within the course on canvas.
  - Please record your zoom session – I would suggest that you save this recording to your local computer.
  - Upload your recorded zoom lecture to Echo360 and link to your course. (If you are not sure how to do this, contact Gina Scott for assistance)