WEBCONFERENCING from remote site to classroom –

- Login to WebEx from the link at ECU homepage
- Click on Meetings
- Click Schedule
- Give it name ie. OET8000 –
- Enter Date, Time and Duration
- Click Recurrence if you want it to automatically setup each meeting
- In Scheduling Options you can check let anyone with a host account join and if recording check Automatically start recording
- Click Schedule

To start meeting –

- Webex will send a reminder, or login to WebEx and Start the meeting.
- Check audio and video in your location, perhaps share content from your screen, a welcome, ppt or webpage.
- Go to your classroom, activate the room, login to computer
- Follow the above procedures to login to Webex
- Join the meeting.
- Make sure it is displayed on the screen in classroom.
- You can use the webcam as the camera for the web conference and for audio source.

This can be done prior to class starting. Mediasite will automatically start recording at class time and stop after the scheduled time. Follow the same basic procedures if using Teams for your conferencing session.

To end meeting –

- Exit meeting in your location
- Return to classroom, exit meeting, logoff and shutdown the room
- Disinfect the area.

LIVESTREAM to Multiple classrooms (no webconferencing, teaching in one room broadcast to another) –

- Activate room
- Login to Classroom where students will be watching (not where you are lecturing)
- Adjust the camera view to zoom out on the classroom
- Link to the day's recording will be in Canvas.
- Login, go to the Mediasite Module
- Click on the double arrow to open in new window
- Click on the day's recording – it will say Waiting for broadcast to begin.
- Logout of Canvas (so no one else has access)
- Return to room where you will be lecturing from and proceed as normal, put mic on, turn it on
- A student in the viewing classroom will have to click the Mediasite Start arrow when the recording starts, they will experience approximately 15 second video delay
- When lecture is done, take mic off and return it to charging station
- Shutdown both rooms upon completion of lecture
- Disinfect area