

## Zoom/Recording Functionality in McCombs Classroom

Most classrooms have Zoom capabilities for remote participants and recording built in. There are several exceptions, so please find your room in the attached spreadsheet to see the limitations. Below are the explanations to the keys used in the spreadsheet. For in-person classes, Zoom is not needed, unless you would like to use it to record (see recording policies above) or let a student that is under a stay home order participate.

### Zoom

These rooms have a built-in Zoom appliance. If you scheduled your class in Outlook and invited the classroom (see attached How-To pdf), you just select your session on the classroom touch panel and the zoom session will start. You simply click End Meeting on the classroom touch panel when you are done. When you display your computer or the document camera on the screen, it will be shared through zoom and recorded as well. The rooms have built in microphones. If you feel the audio is not adequate for a recording or remote participants, you may request a wireless microphone. We will then provide a belt pack transmitter for your class and you have to plug in your own headset. Headsets are available for free and for you to keep at the Media Services counter in GSB 3.132.

### Laptop | MediaSite

These rooms do **not** have Zoom built in, so you will need to start a Zoom session on your laptop. Since there is no camera in the room, we recommend to turn the camera on your laptop off and set the recording preferences to Record active speaker, gallery view and shared screen separately and turn Active speaker and Gallery view off at <https://utexas.zoom.us/profile/setting?tab=recording>. Alternatively, these rooms have recording available through MediaSite. MediaSite needs to be scheduled through the Media Services office and one reservation can be done for all the classes you like recorded. In some rooms, we have MediaSite built in, but, in others, we will roll in a portable recording cart. We do have a limited amount of larger USB microphones available, if you feel your laptop microphone is inadequate for Zoom. We have desktop versions of MediaSite (just to record you) and room versions that will also capture the students questions and comments. You may reserve those through us as well. Please email [Media.Services@mcombs.utexas.edu](mailto:Media.Services@mcombs.utexas.edu) or [RRHmedia@mcombs.utexas.edu](mailto:RRHmedia@mcombs.utexas.edu) respectively. Reservation links for MediaSite:

[Rowling Hall](#)  
[CBA, GSB and UTC](#)

### Laptop | none

There is no provision in the room to record or video conference, so you will need to start a Zoom session on your laptop. Since there is no camera in the room, we recommend to turn the camera on your laptop off and set the recording preferences to Record active speaker, gallery view and shared screen separately and turn Active speaker and Gallery view off at <https://utexas.zoom.us/profile/setting?tab=recording>.

If you encounter any issues while in class, please call 232-6679 in CBA, GSB and UTC and 232-4646 in RRH.

For more extensive assistance or students having Zoom issues, please email [VC-Trouble@mcombs.utexas.edu](mailto:VC-Trouble@mcombs.utexas.edu).