

–Using the COB Classroom Technology

Assuming you need to record your class through WebEx because a student may be absent

Things to know about WebEx:

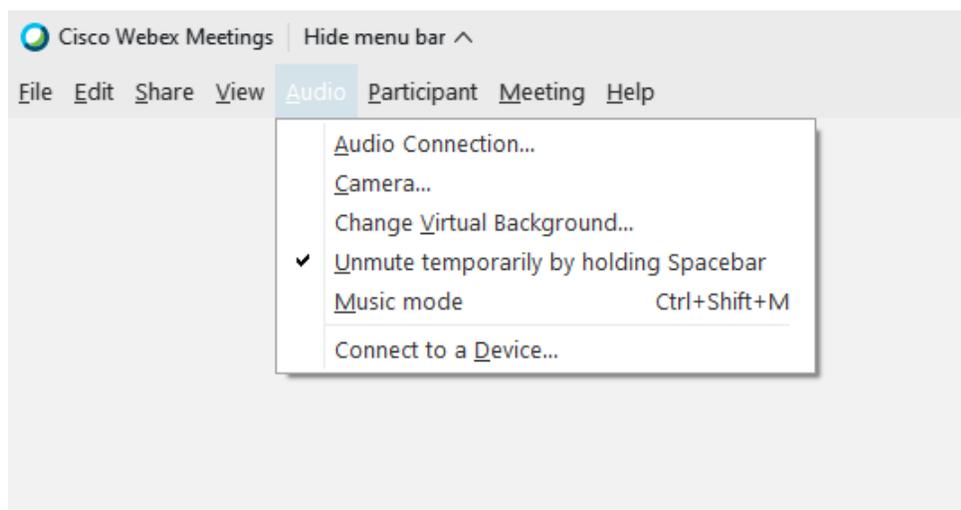
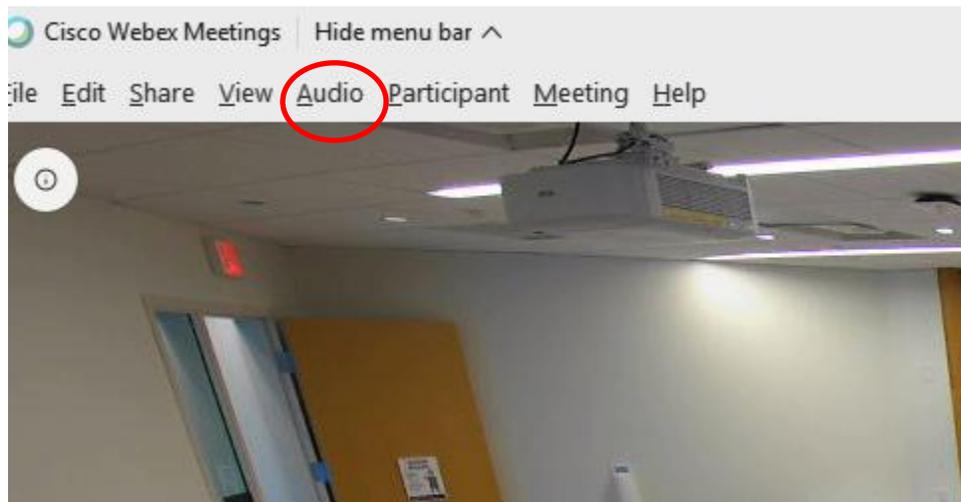
It only records what is on the main monitor (the left monitor known as PC) and the camera

It will not record what is on the second monitor (the right monitor known as PC Extended)

Step-by-step approach

1. Open canvas to my class
2. Open WebEx for the class
3. Choose my microphone and camera through webex

Both are controlled through the AUDIO



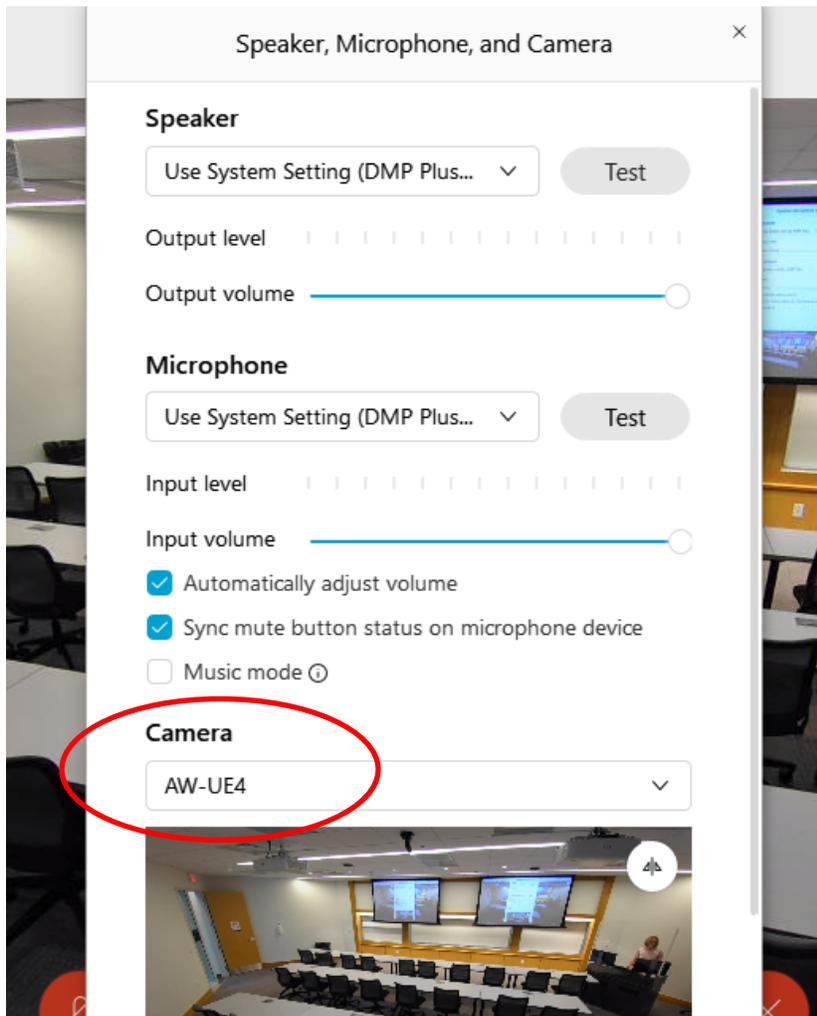
There are many **MICROPHONE choices** under **Audio Connection**

If you are using a microphone headset, plug it into the mike pack (remember to have the mike pack on mute before plugging in). Play with the microphone choices to see which one sounds best in your room.

There are two **CAMERA choices** under **CAMERA**. Your camera choice impacts how the HoverCam is used.

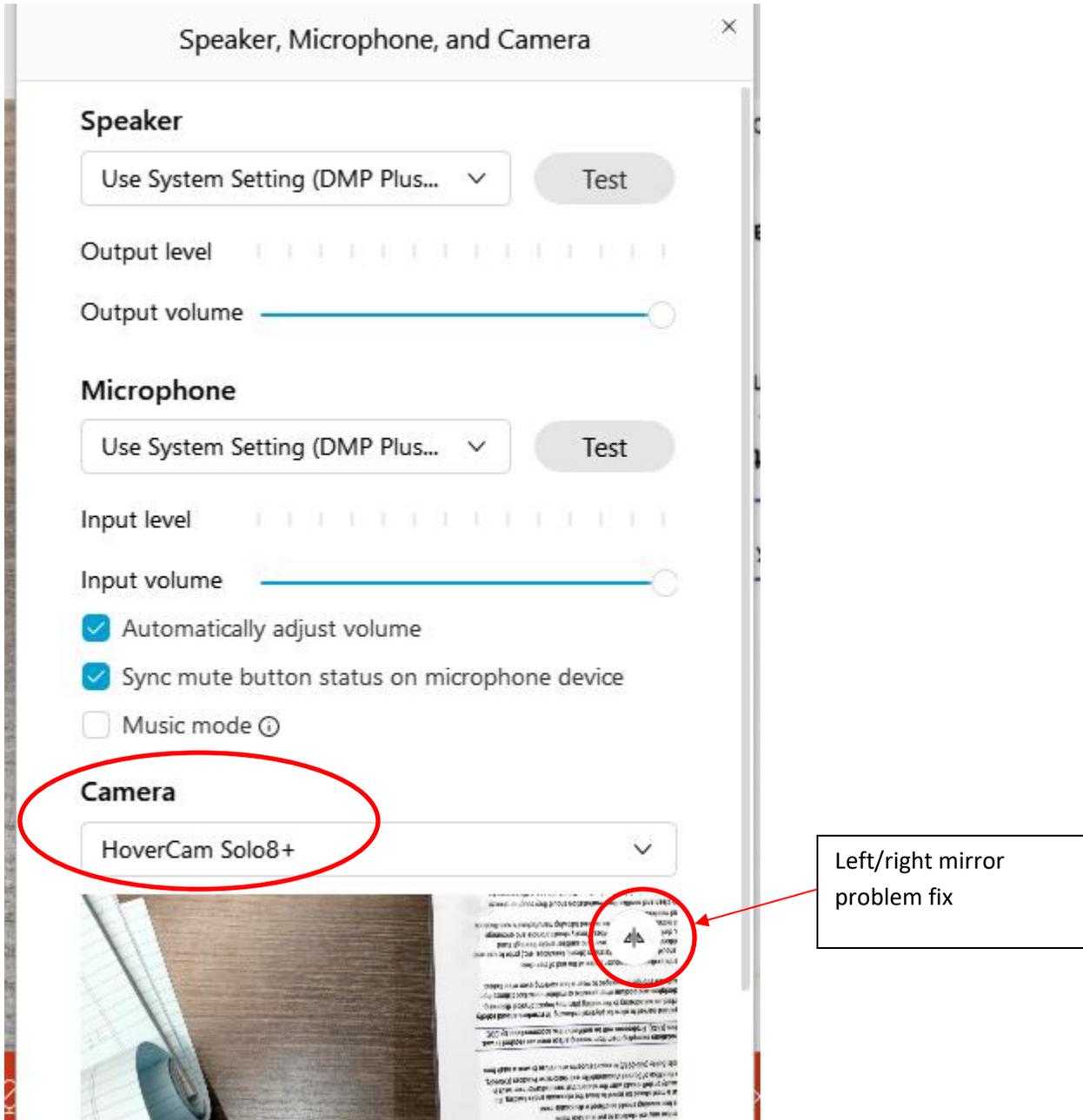
Choice one: AW-UE4 – this is the camera in the ceiling. It shows the classroom view as you see in the picture below. This is what will be recorded by WebEx in addition to any screen sharing from your left monitor. This camera is only available in 1000, 1035, 2000, 2008, 2025, 2029, 2030 and 3043. All but 3043 (shown below) are facing the class.

If you choose AW-UE4 as your camera, then you need to open the HoverCam software on the computer (FLEX 11) in order to show material under the HoverCam on your screen.



Choice two: HoverCam Solo 8+ - this is the camera in the HoverCam. It shows what is under the HoverCam or if you push up the end of the HoverCam, you can show your face. This is what will be recorded by WebEx in addition to any screen sharing from your left monitor.

DO NOT open the Flex11 software if you are using the HoverCam as your camera.

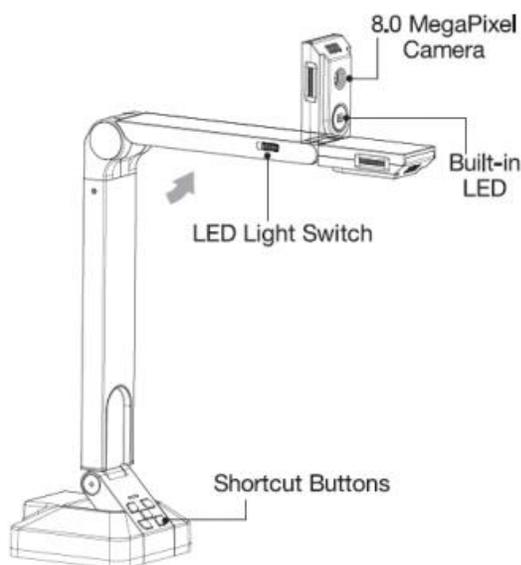
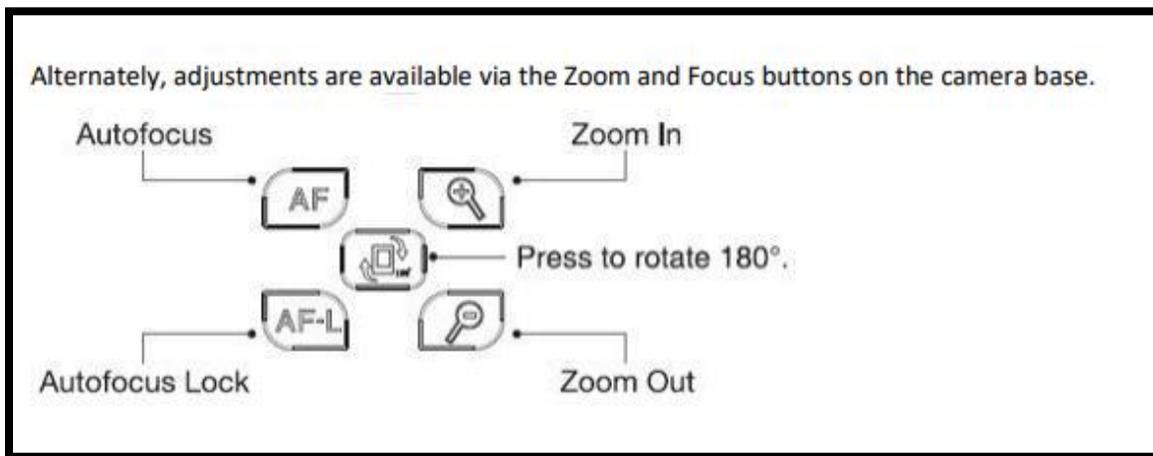


After setting your microphone and camera choices:

4. Open all the software and files that you plan to share during class. Minimize the software to the bottom of your screen so they are easily accessible when you are ready to share them.

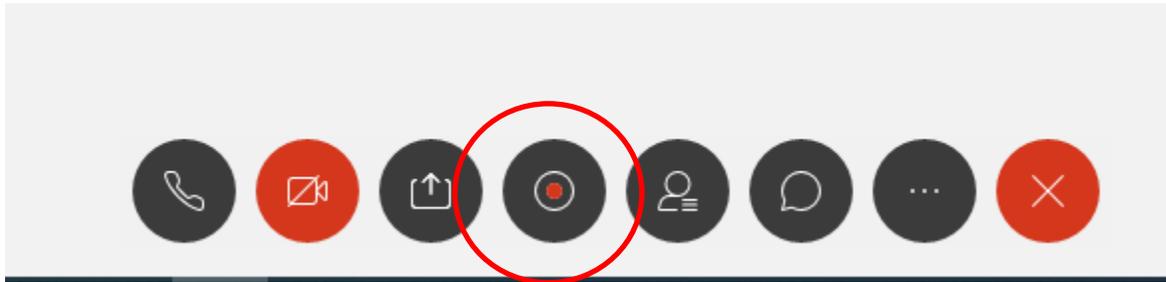
Again, if you are using the HoverCam as your camera, do not open the Flex11 software. You will share what is under the HoverCam by turning the camera to face the desktop.

5. What if the HoverCam is not showing the material under it correctly?
 - a. If the issue is that the material is upside down, the middle button on the HoverCam will rotate the screen 180 degrees and fix the problem – see camera base adjustments below
 - b. If the material is left to right reversed, you need to go back to the AUDIO link at the top of your WebEx screen, Choose Speaker, Microphone, and Camera. Under camera, there is a mirror reverse button (circled in red on the screen shot) – pressing this button will fix the left/right issue.

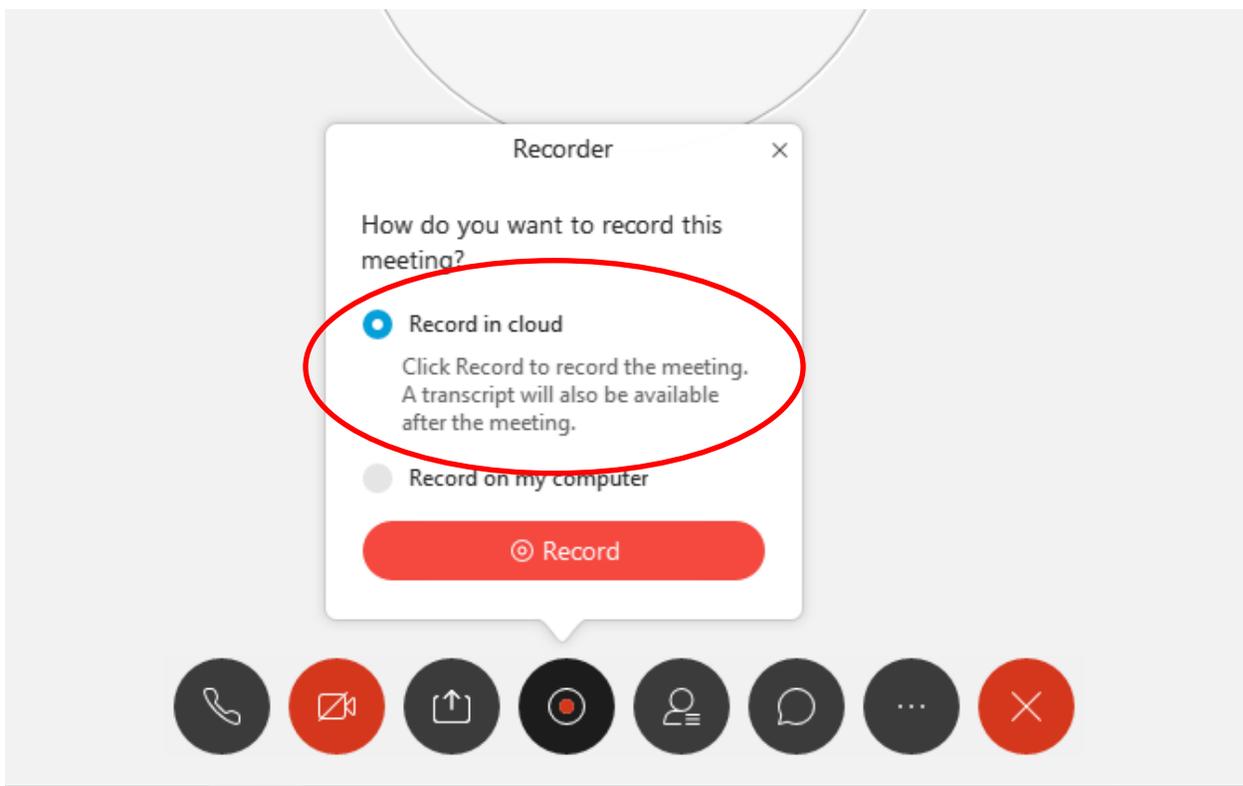


If using the HoverCam as your camera, the camera is located at the end of the unit and can be moved to vertical to show your face

6. Turn on the displays in the classroom for your in-person students. Remember that your recording will only show the main monitor (left monitor known as PC), so it makes sense to only show the PC monitor to the students in the classroom.
7. Now you're ready to record your class. You will be showing all your files through SHARE on Webex. Click the **record button**.

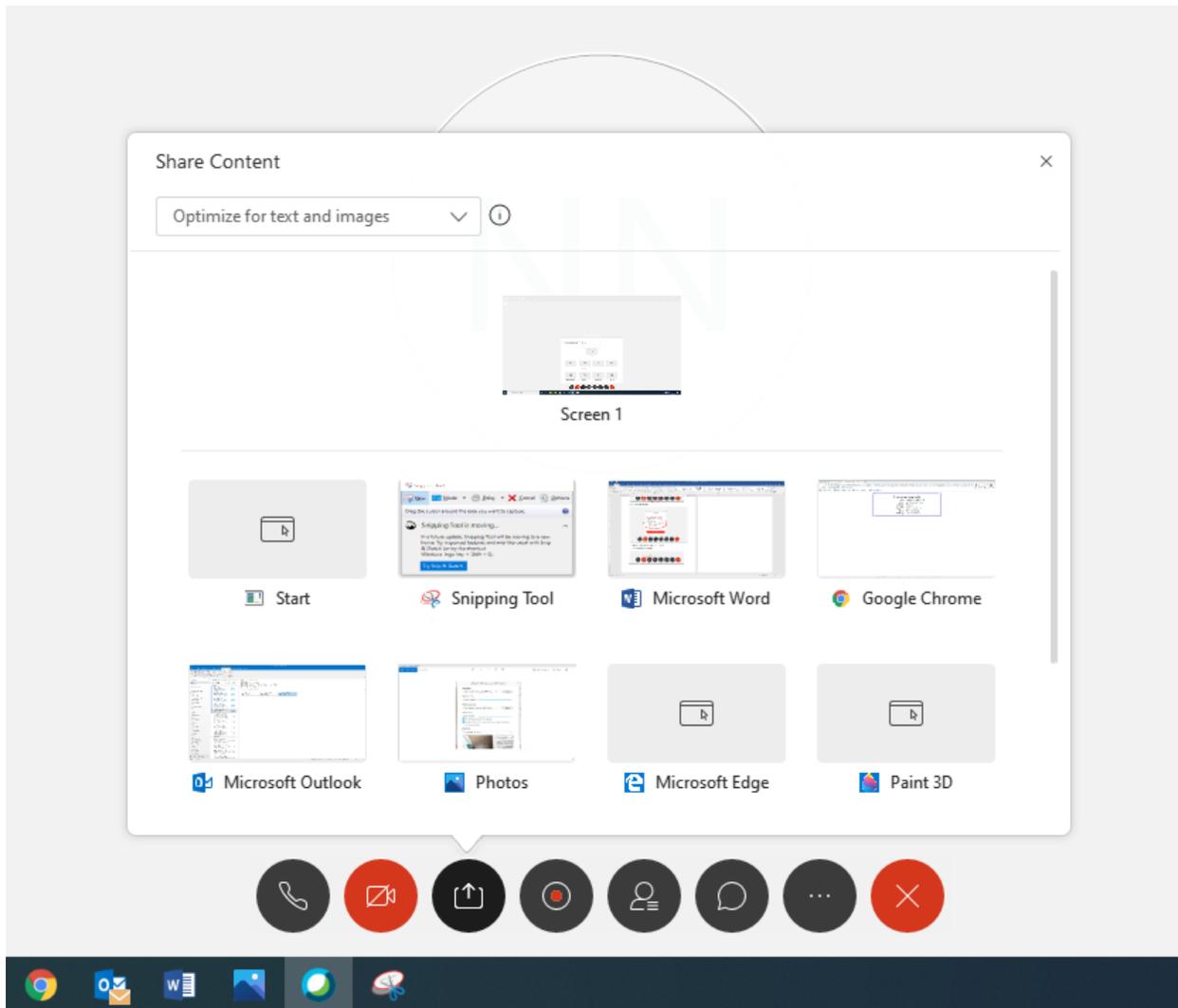
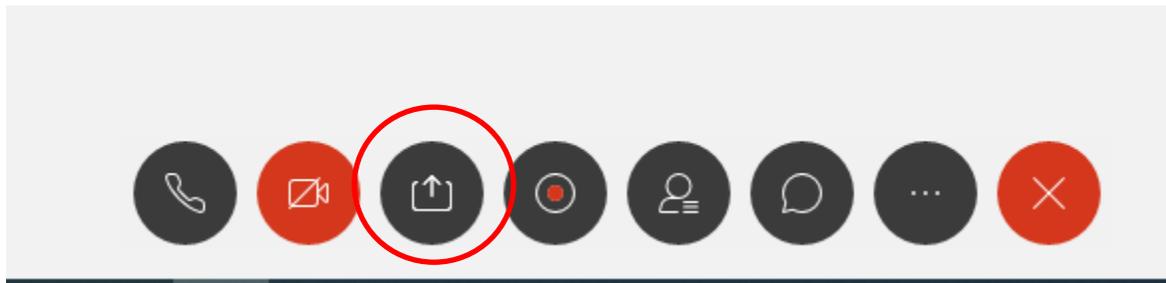


Then choose to **Record in Cloud**



At this point the students are seeing what the camera shows.

When you are ready to **share your screen**



Choose software file to share. The students will now see the screen you are sharing plus a small picture with the camera view (either the classroom or what is shown through the HoverCam).

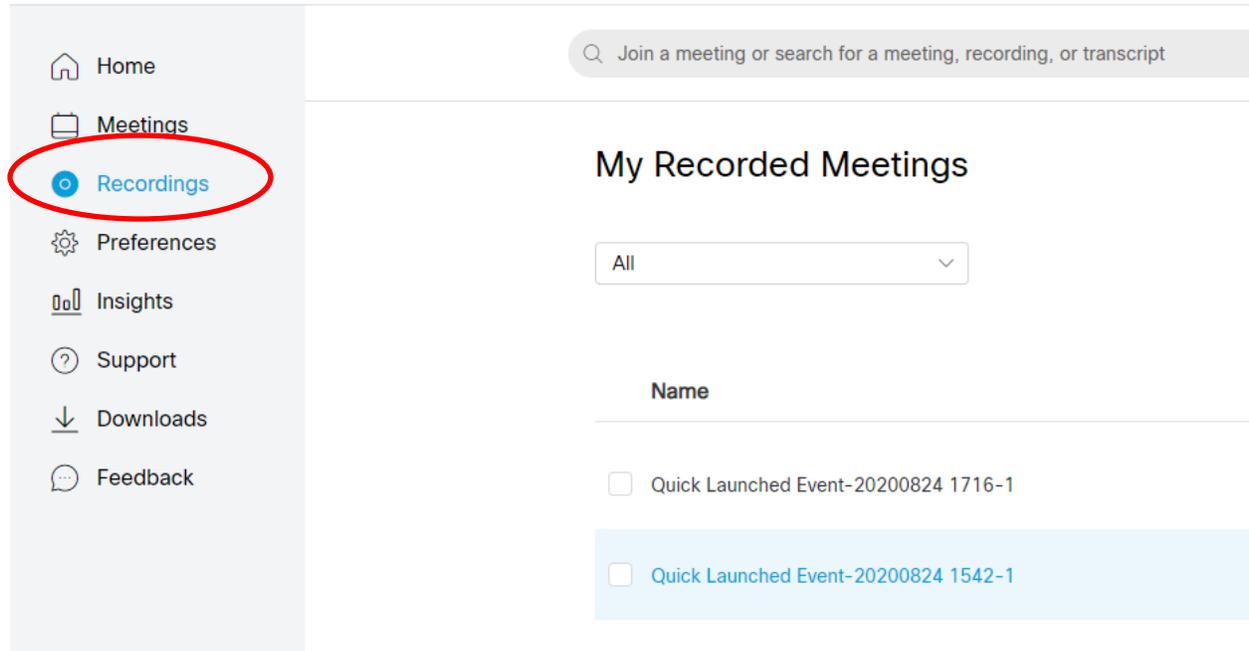
You can change the file you are sharing without stopping the SHARE feature.

When you stop sharing, the students will see the camera view again.

When your class is over, click the record button again to stop recording.

Webex will automatically start to transfer your recording to a MP4 file. This is going to take a while. You will receive an email when the recording has been transferred to the MP4 file. The file will be available in your webex account under recordings (jmu.webex.com)

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The screenshot shows the Webex user interface. On the left is a navigation sidebar with icons and labels for Home, Meetings, Recordings (circled in red), Preferences, Insights, Support, Downloads, and Feedback. At the top right is a search bar with the text "Join a meeting or search for a meeting, recording, or transcript". The main content area is titled "My Recorded Meetings" and features a dropdown menu currently set to "All". Below this, there is a list of recordings. The first recording is "Quick Launched Event-20200824 1716-1" and the second, highlighted in light blue, is "Quick Launched Event-20200824 1542-1".

From here you can share with selected students or download and post in canvas.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> Quick Launched Event-20200824 1716-1		08/24/2020 07:42 PM	0:01:00	2.0 MB	MP4	 

Download Share