

COLLEGE OF SCIENCE AND ENGINEERING LECTURE ARCHIVE

A. Retrieve Echo360/Archived Lecture Files

Windows User

1. Go to the start menu (Windows-R) and type [\\lectures](#); select echo, find your files (Fall or Spring semester).
2. Double click your name, double click to un-zip zipped file, and copy the file named 'audio-vga.m4v' to a local disk (i.e. desktop) or external drive, or cloud storage (e.g., One Drive for Business).

Mac User

1. Mount the [smb://lectures.fw.tamucc.edu/echo](#)

B. Record Lectures in Classroom

Hardware contact Tom Merrick

Logitech Webcam

xTag Wireless Microphone (Instruction Video, e.g., see <https://youtu.be/EiWfaB6FKN8>)

The base unit should be plugged into the classroom computer's USB port when lecturing. When not using the microphone, it needs to be plugged into a computer's USB port to charge the battery. This is the best option if you walk around a lot when lecturing and if you remember to bring the base unit when lecturing and charge it when not.

Snowball Microphone (Instructional Video, e.g., see <https://youtu.be/ZTovixyBSqw>)

This omnidirectional microphone offers either a circular pickup or unidirectional via a switch on the back of the microphone. It is a studio grade microphone that offers a few advantages over the webcam microphone).

Voice Recording

1. Locate *Sound Recorder* (Click on *Windows logo*  to locate Sound Recorder) or start up Audacity
2. Record lectures, and save the files, and upload the save files to College serve: [\\lectures.fw.tamucc.edu](#).

C. WebEx

WebEx Account - email campus.telecomm@tamucc.edu to get a WebEx account.

Videos demonstrating how to use WebEx

A series of short videos (about 1 minute in length) we recreated to show how to accomplish common tasks with WebEx: http://www.youtube.com/watch?v=4F49ZPyM8yA&list=SPdhJ6K9-pcjPFfcVe_d370rvQMLMHygw. WebEx can be used to schedule meetings, record the meetings, and post the meeting recording to BlackBoard, watch it at: http://youtu.be/4Wdhfv_1etw. More information see <https://iol.tamucc.edu/webex.html>.

D. Office 365

1. Type portal.office.com on web browser to prompt Office365 login window, <https://login.microsoftonline.com/>.
2. Use your full tamucc email address (e.g., ld.chen@tamucc.edu; not alias email address) and login credential.
3. When prompted, enter again your tamucc email address and login credential, and you will see Office Suite, One Drive for Business (1 TB cloud storage for faculty, staff and student), Skype for Business.



3. Integrating Office365 into Teaching by Rick Smith (will be posted)

E. Mac Users

See "Lecture Capture for Mac OS X Users" by Blair Sterba-Boatwright (will be posted)

Save the Day – Workshop (topics include lecture archive, Surface Pro 3 use in lecturing, emergency/remote lecture delivery), **Fall Semester Reading Day (December 2, 2015), 1:00-3:00 p.m. (Location – TBA)**

Support

Hardware: Tom Merrick (Thomas.Merrick@tamucc.edu; 361-825-2435)

WebEx, Office 365: Seneca Holland (Seneca.Holland@tamucc.edu; 361-825-3712)