

COLLEGE OF SCIENCE AND ENGINEERING LECTURE ARCHIVE

A. Echo360

Echo360 Hardware, software and user support

University IT Services – Classroom Technology, Ben Soto Ben.Soto@tamucc.edu

User Support: Gloria Davila Gloria.Davila@tamucc.edu Phone: 825-3059

B. Support for methods in classrooms not equipped for Echo360

Coordinators

L.D. Chen ldchen@tamucc.edu

Steve Baxter Stephen.Baxter@tamucc.edu

COSE Software and Training Resource Personnel

Seneca Holland Seneca.Holland@tamucc.edu

Rick Smith Richard.Smith@tamucc.edu

Hardware Support

Tom Merrick Thomas.Merrick@tamucc.edu

Logitech Webcam – contact Tom Merrick if Logitech Webcam is missing in your classroom

USB Flash Memory Drive (32 GB) – available for check out from Tom Merrick


xTag Wireless Microphone –available for check out from Tom Merrick

This wireless microphone will only pick up the instructor's voice. 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 –available for check out from Tom Merrick

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, but it is heavy to carry around.

Voice Recording

1. Locate *Sound Recorder*
 - a. Click on *Windows logo*  in lower left corner of your computer desktop
 - b. Click on *Accessories* folder
 - c. Find *Sound Recorder* and click on it
 - d. You can set the microphone volume through the Control Panel, or just start up Audacity and move the slider over the microphone all the way to the right. Then you can quit Audacity if you are not using it to record your lecture.
2. On desktop, click "Start Recording" to begin the voice recording
3. At the end of the class, click "Stop Recording"
4. Save the file on your USB flash drive
5. Upload the save files to College serve: [\\lectures.fw.tamucc.edu](http://lectures.fw.tamucc.edu). You will need to login with your TAMUCC active directory (webmail) *id* and *password*. This is a private area only available to each faculty member.

C. WebEx

What is WebEx?

WebEx is online meeting software that allows you to broadcast and record your voice, video, and computer's desktop to students synchronously or asynchronously. You can host, attend, or review a recording of a WebEx meeting from any computer (and some mobile devices) that is connected to the internet.

How do I get a WebEx account?

Instructors can request an account by emailing campus.telecomm@tamucc.edu and providing their full name, and 4-digit campus phone extension. Once the account has been activated, an email message will be sent to the instructor. *Students do **not** need an account to attend a meeting or view a recording.*

Where can I find detailed instructions on how to use WebEx?

The Office of Distance Education has guides, videos, and information on how to use WebEx at: <https://distance-education.tamucc.edu/WebEx.html>

Videos demonstrating how to use WebEx

A series of short videos (most are about 1 minute in length) have been created to show how to accomplish common tasks with WebEx. These videos will be on the Office of Distance Education Website soon, but, in the meantime, a YouTube playlist has been created and is accessible at:

http://www.youtube.com/watch?v=4F49ZPyM8yA&list=SPdhJ6K9-pcjPFcfcVe_d370rvQMLMHygw

If you wish to see an overview video of how 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

Where can I get in-person training on how to use WebEx?

The Office of Distance Education provides workshops on how to use WebEx. Information about these workshops can be found at: <https://distance-education.tamucc.edu/WebEx.html>

Who do I call if I have a question or problem?

The College of Science and Engineering has designated two faculty members to serve as WebEx mentors. You can call them if you have any questions that the guides or videos do not answer. Additionally, if you are in need of immediate support, you can contact them at:

Rick Smith - 361-825-2750 (office) 361-548-8483 (cell)

Seneca Holland - 361-825-3712 (office) 361-960-2527 (cell)

If you are unable to reach either Rick or Seneca, view the support options located at the bottom of the webpage at: <https://distance-education.tamucc.edu/WebEx.html>

SMART Technologies SmartBoard/Podium Lecture Recording

YouTube video will be forthcoming