Opting In for Mediasite Recording Transcript

Welcome to the eSAIL Instructor Tutorial: **Opting in for Mediasite Recording**. This tutorial will walk you through the process to ensure your class sessions are recorded with Mediasite. You must complete this process to be recorded.

1. First, log in to Howdy at https://howdy.tamu.edu. Then, enter your NetID and password and click "Next."

2. Second, on your phone's Duo application, tap the "Approve" button. You are now logged in to the Howdy Portal.

3. At the top of the page, go to the "Faculty/Teaching" tab, then click "Class Roster and Syllabus" in the Instructor Class Management area.

4. Here, you will see a list of your courses and a new column on the far right called "Lecture Recorded." Check the box for courses you would like to have recorded. You will only see this option for courses scheduled in rooms with built-in recorders.

5. Once you have clicked the box, the text changes to "Enabled." This means the course will be automatically recorded. You can see in the example that recording cannot be enabled for online sections since it is not scheduled in a physical room.

6. If you have an online section, please combine the sections in Orca to ensure the distance students see the recording.

You did it! Whoop!

For information about combining courses and other start-of-semester procedures, please see our Canvas Course Launch Checklist tutorial.

If you need more help, please contact us at eSAIL@tamu.edu.