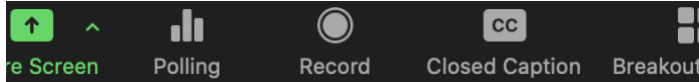
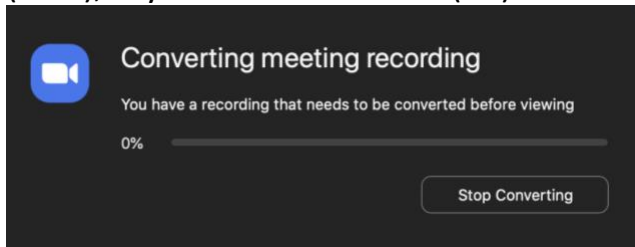


## What to do in case a classroom technologist is not present in your M1/M2 Zoom class

1. Call classroom support at 502.852.7476 or email [atosupport@louisville.edu](mailto:atosupport@louisville.edu).
2. The class must be recorded. If the record button is visible on your Zoom screen you are setup by ATO as a meeting host. Hit the record button. Note: What do you do if the record button is not visible? Skip to Step 5.



3. After you are done lecturing and you leave the Zoom call the recording will go through a converting process. Do NOT click Stop Recording. When the recording is finished converting the MP4 video file will be saved in a Zoom folder in your Documents folder (Mac), My Documents folder (PC).



4. Follow this video tutorial to upload your video to Panopto.  
<https://louisville.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=c5e9c78f-014b-4547-8160-ac04010a0420>. Email [atosupport@louisville.edu](mailto:atosupport@louisville.edu) so we can help move the recording to the correct course folder. All School of Medicine courses are located in the School of Medicine folder in Panopto. ATO will also post the recording to Redmed.
5. What do you do if the record button is not visible in Zoom? If the record button is not visible you are not setup as a meeting host by the ATO office.
  - a. Your 1<sup>st</sup> option is to record with Panopto recorder app while running the Zoom call. Open Panopto and login with your blackboard.louisville.edu credentials, i.e. rsbrink03 and ulink password. Select your course folder, microphone, appropriate screen to capture and hit record. If you do not know the course folder then record to your personal folder or any folder. Email [atosupport@louisville.edu](mailto:atosupport@louisville.edu) and we can move the recording to correct course. Here are Panopto tutorials:  
<http://louisville.edu/medicine/tech/panopto>
  - b. Your 2<sup>nd</sup> option is to open Microsoft Teams and start a new meeting. You will be in the Teams call by yourself, but you have the ability to record by clicking the three dots and Start Recording. The three dots are near your microphone and video mute buttons on the same tool bar. Be sure to share your screen into the Teams meeting before hitting record. You can view Teams tutorials here:  
<http://louisville.edu/medicine/tech/teams-tutorials>