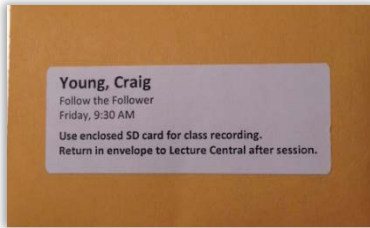


RECORDING YOUR SESSION



Each teacher will have the option of recording his/her class for us to upload to iTunes U.

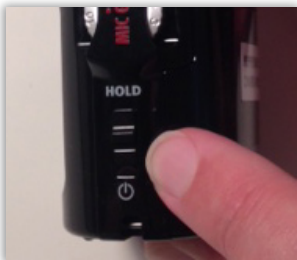


In your registration packet, you have an envelope for each session that you are teaching. Please note that concerts and musical programs will not be recorded due to copyright.

1. When you arrive at your class, a ZOOM recording device will be at the front of the room. Remove the SD card from your envelope and insert it into the bottom of the recorder.



2. On the right of the recorder, slide the lower button down to the circle and let go. You will see red lights on the top of the device when it turns on.



3. When you are ready to record, press the red dot at the bottom front of the device. You will know that it's recording when the timer begins.



Stand the recorder up on a podium, desk, or table in front of you. (It will pick up sound from both you and your session attendees.)

4. When your class is over, hit the red dot again to stop the recording (make sure timer stops) and slide the "on" button down and hold it until the screen reads "Goodbye see you!"



5. Remove the SD card by pushing on it to spring it out. Place it back in the envelope, and deliver it to Lecture Central for uploading.



6. Leave the ZOOM recorder and the instructions in the classroom.

If you have misplaced your SD card or need assistance, there will be student staffers positioned near the classrooms to help you.