


Contents

Faculty and Staff Preparations Checklist for working remotely	2
Student Preparations Checklist for remote learning	3
Resources for online teaching	4
Publishing Boilercast Recordings from Previous Years	4
Live Streaming and Recording Lectures	4
Live online teaching, help sessions, or office hours with WebEx	4
Schedule your meeting	4
Join your meeting	5
Pre-recording Lectures	7
Recording on campus using Video Express rooms (not recommended during shutdown due to limited availability)	7
Record using PowerPoint	7
Record using Kaltura Personal Capture for BoilerCast	8
Record using Camtasia	9
Uploading your video to MediaSpace	10
Publishing your recording in Blackboard	10
Adjusting your computer's audio settings	11
General Purdue Resources	13
Purdue campus safety	13

Faculty and Staff Preparations Checklist for working remotely

This checklist should be completed by each staff member who may be working remotely. **Complete this checklist as soon as possible and TEST FROM HOME (incomplete checklist)**

- If you have not already done so, print out Boilerkey self-recovery codes. To do this, go to <http://www.purdue.edu/boilerkey> and click the manage button. Click the link labeled “Obtain a list of BoilerKey One-Time Use Backup Codes”. Follow the instructions, print out the codes, store them in a secure location or keep them on you.
- If you have any files stored locally on your computer, typically the desktop or in the My Documents folder, these files need to be copied to the shared drive, OneDrive, or Box. This will allow for remote access if campus is closed for an extended period of time. It also serves as a backup
- Alternatively, set up OneDrive and enable OneDrive backup.
- Contact Pharmacy IT if you have any concerns about being able to use a specific piece of software from home. (Endnote, GraphPad, Photoshop, etc.)
- Always leave your computer on when you leave the office so it can be accessed remotely if necessary.
- If you use a laptop, take it home each night so you have it in the event the university closes down.
- If you use a workstation and may need to remote into your computer, contact IT to verify that you have been set up for remote desktop.
- Verify the Box client is on your computer if you intend to use Box. Verify that you are able to log in and can access your files.
- Verify the OneDrive client is on your computer if you intend to use OneDrive. Look for this icon in the Taskbar. 
- Double check that you are able to see your most recently edited documents on the OneDrive web interface, <http://onedrive.com> Sign in with your purdue_career_username@purdue.edu, and your Purdue password. - not BoilerKey
- Verify you have the [VPN](#) client on your laptop.
- Windows users - If COP-IT manages your laptop computer, connect your laptop to the pharmacy VPN profile so it gets the rules that will allow you to connect to VPN before logging in. This will allow you to log into your computer if the password cache gets corrupted without having to come back to campus.
- If you have never connected to the U or S drives from home, verify that you are able to do so.
 - <https://www.pharmacy.purdue.edu/techsupport/faq/boilerad-file-server-remote-access>
- Set up your computer so you can access software remotely through the citrix client using ITaP’s GoRemote service.
 - <https://engineering.purdue.edu/ECN/Support/KB/Docs/UsingITaPGoRemotesof>
- Do not access sensitive or restricted data from your home computer. If you have need to access sensitive or restricted data, please contact the IT team.

Student Preparations Checklist for remote learning

This checklist should be completed by students as soon as possible.

- If you have not already done so, print out Boilerkey self-recovery codes. To do this, go to <http://www.purdue.edu/boilerkey> and click the manage button. Click the link labeled “Obtain a list of BoilerKey One-Time Use Backup Codes”. Follow the instructions, print out the codes, store them in a secure location or keep them on you.
- Set up your computer so you can access software remotely through the citrix client using ITaP’s GoRemote service.
 - <https://engineering.purdue.edu/ECN/Support/KB/Docs/UsingITaPGoRemotesof>
- Make sure your computer is fully up to date including antivirus and software patches.
- Set up a WebEx conference and test with a friend to make sure you will be able to join help sessions, or office hours remotely. <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/webex.aspx>

Resources for online teaching

- ITaP document on teaching remotely - <https://www.purdue.edu/innovativelearning/teaching-remotely/>
- Blackboard essentials section on mediaspace - <https://support.purdue.edu/goldanswers/333871>
- Access your course videos through <http://mediaspace.itap.purdue.edu>

Links to cloud sites

<http://purdue.box.com>

<http://onedrive.com>

Publishing Boilercast Recordings from Previous Years

If you have used Boilercast in your course in the past, you should still have access to lectures from previous years. Follow the instructions below to make recordings from previous years available.

- Log into your blackboard course and click the Boilercast link in the left sidebar.

Course Content
 Register your iClicker Here
 Discussions
 My Grades
 BoilerCast

Student Help

- Click the “Add Media” button towards the upper right of the Media Gallery Frame.



- Search for the recording you would like to publish and click the publish button.

Live Streaming and Recording Lectures

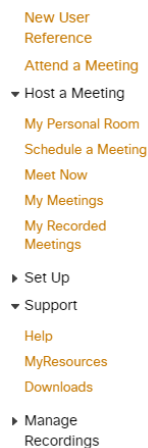
Live online teaching, help sessions, or office hours with WebEx

Schedule your meeting

- Navigate to <https://purdue.webex.com>
- Click Log In at the upper right. Log in with BoilerKey
- If the menu at the top collapses, click on the ^ in the top center of the screen.
- Click the Webex meetings tab.



- You can click the “My Personal Room” tab on the left to start a meeting that will always be available at the URL https://purdue.webex.com/YOUR_USERNAME. Anytime you join, this meeting will become active for others.





- Alternately, you can schedule a meeting by clicking the Schedule a meeting link and filling out the required information. We recommend setting a meeting password that is easier to type than the one generated by the system.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

• Meeting topic:

• Password:  

Date:

Time: am pm
[New York Time](#)

Duration:

Attendees:
[Use address book](#)
 Send a copy of the invitation email to me

Audio conference: Use VoIP only
[Change audio conference](#)

[Save as template](#)

- The meeting will automatically start 5 minutes before the scheduled time.
- Once your meeting is scheduled, you will receive a confirmation email and an invite you can forward along to your class.

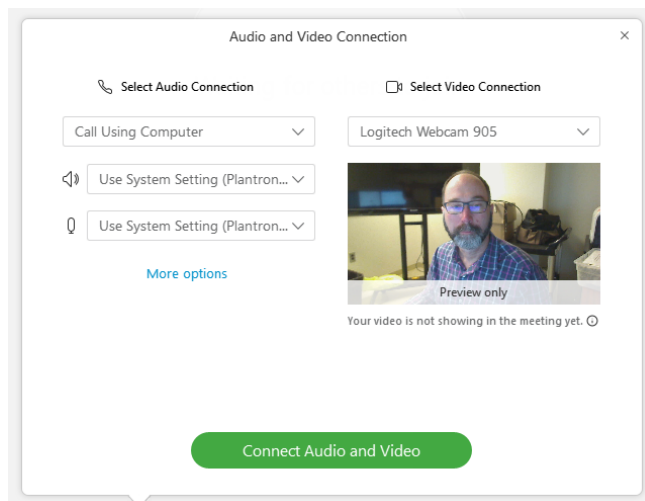
Join your meeting

- At the appropriate time, log in at <https://purdue.webex.com> and click the my meetings tab. Click the start or join button for the appropriate meeting.

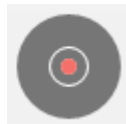
Time	Topic	Type	Request/Status
<input type="checkbox"/> 4:00 pm			
<input type="checkbox"/> 4:45 pm	test	Meeting	N/A <input type="button" value="Start"/>
<input type="checkbox"/> 5:00 pm			

- Connect to audio and video. We suggest using your computer for the call, but a phone can be used if you have issues.

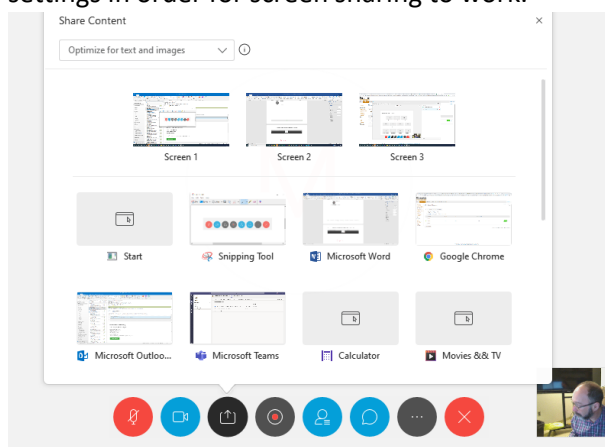
Extended Campus Shutdown Preparation – IT resources



-
- *Recording your meeting* To start recording your presentation, click the record button located in the toolbar at the bottom of the screen.

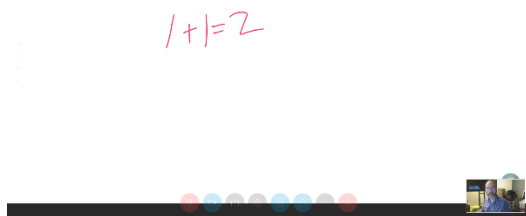


- To share content, click the sharing icon at the bottom of the screen and share the appropriate screen. Note that Mac users may need to authorize screen recording within settings in order for screen sharing to work.



- If your lecture content requires whiteboard functionality, you can join with a separate device such as an iPad Pro or Surface tablet and use the whiteboard features built into Webex. You could also aim your webcam at a sheet of paper.

Extended Campus Shutdown Preparation – IT resources



- When you're done with your lecture, stop the recording, then leave the meeting. Your recording will be available in a few hours at <https://mediaspace.itap.purdue.edu>. It will also be available under your [media in Blackboard](#).

Pre-recording Lectures

Recording on campus using Video Express rooms (not recommended during shutdown due to limited availability)

An overview of Purdue's Video Express rooms along with scheduling information can be found at the video express website.

<https://videoexpress.purdue.edu/Portal/Login>

Record using PowerPoint

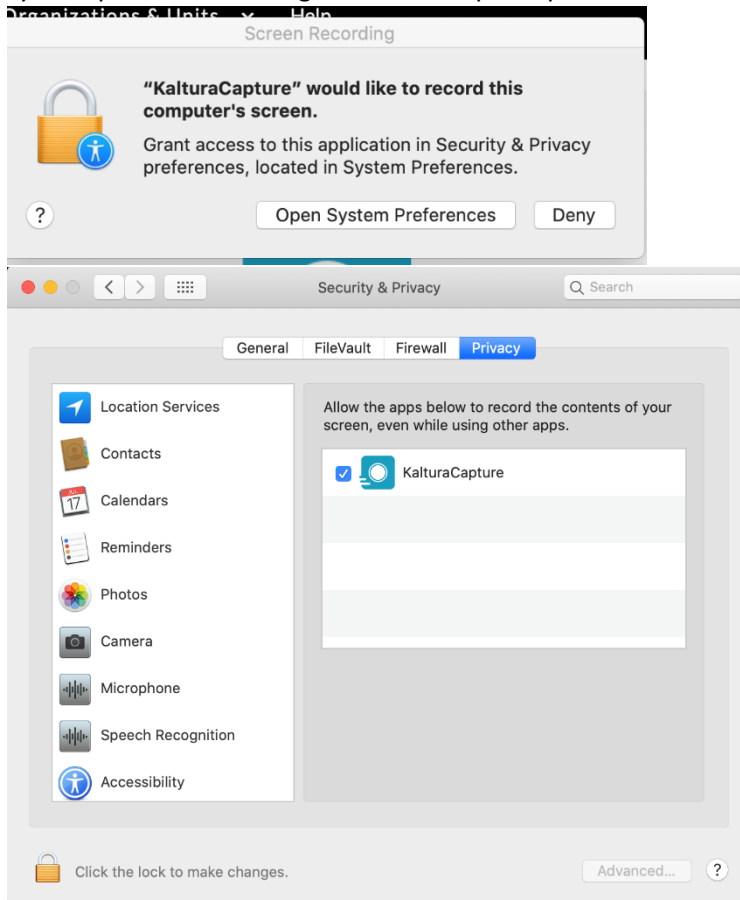
- Open your lecture slides and save them with a new name indicating that they have audio on them. Mycourse_courseDate_Audio.pptx. **IF YOU ARE USING A POWERPOINT FILE THAT IS OLDER AND WAS ORIGINALLY SAVED WITH THE .PPT EXTENSION, YOU MUST RE-SAVE THE FILE IN THE NEWER .PPTX FORMAT OR YOU WILL RISK LOSING YOUR AUDIO.**
- Make a quick test recording by selecting your first slide, clicking the slideshow tab, then click the dropdown under record slideshow and select to start recording from the beginning.
- TEST FIRST** on two or three slides. PowerPoint creates an audio file for each slide and puts a fade in between, so you will want to finish speaking about slide 1, change to slide 2, then start speaking about slide 2.
- Hit escape to stop your recording, move back to the first slide, turn up the volume on your computer, and click the slideshow button. You should hear your audio playing back. If you don't, you may need to [adjust your audio settings](#).
- When you're ready to record, move back to the first slide and click the record slideshow button again. Record your lecture. If you make a mistake, you can press escape, move to the slide you where you want to start recording, then click the dropdown to start recording from the current slide.
- Once you're done recording, save your PowerPoint document.
- Click file>export then select "create a video"
- Select the internet quality option then click create video and save your video to your computer.
- Check your video, then [upload it to Mediaspace](#).

Record using Kaltura Personal Capture for BoilerCast

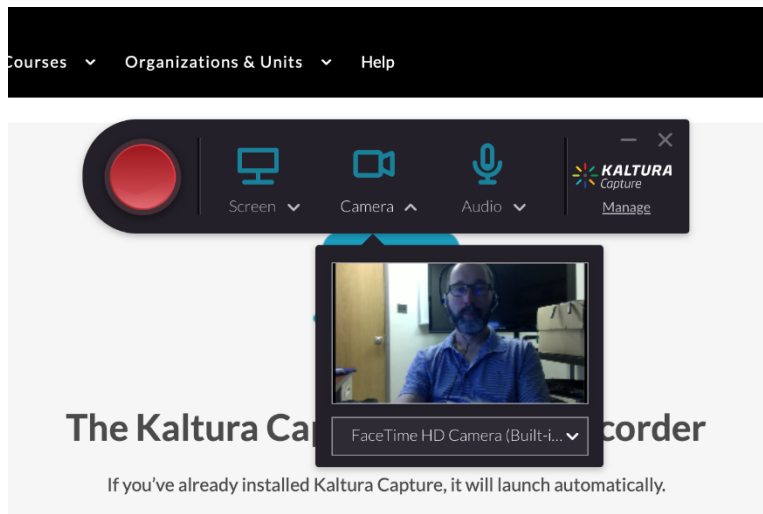
- ❑ Open a web browser and navigate to <https://mediaspace.itap.purdue.edu>
- ❑ In the upper right, click the icon where it says guest and select login from the dropdown.



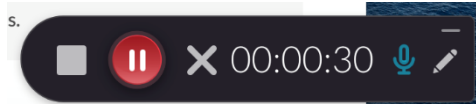
- ❑ Once you're logged in, click **+ ADD NEW** and select Kaltura Capture. If Kaltura Capture is installed, you will be prompted to launch it. If it is not installed, you can download and install it from the links listed on the web page.
- ❑ Follow the installation instructions. Mac users note that upon first launch, you will need to open system preferences and give Kaltura Capture permission to record your screen.



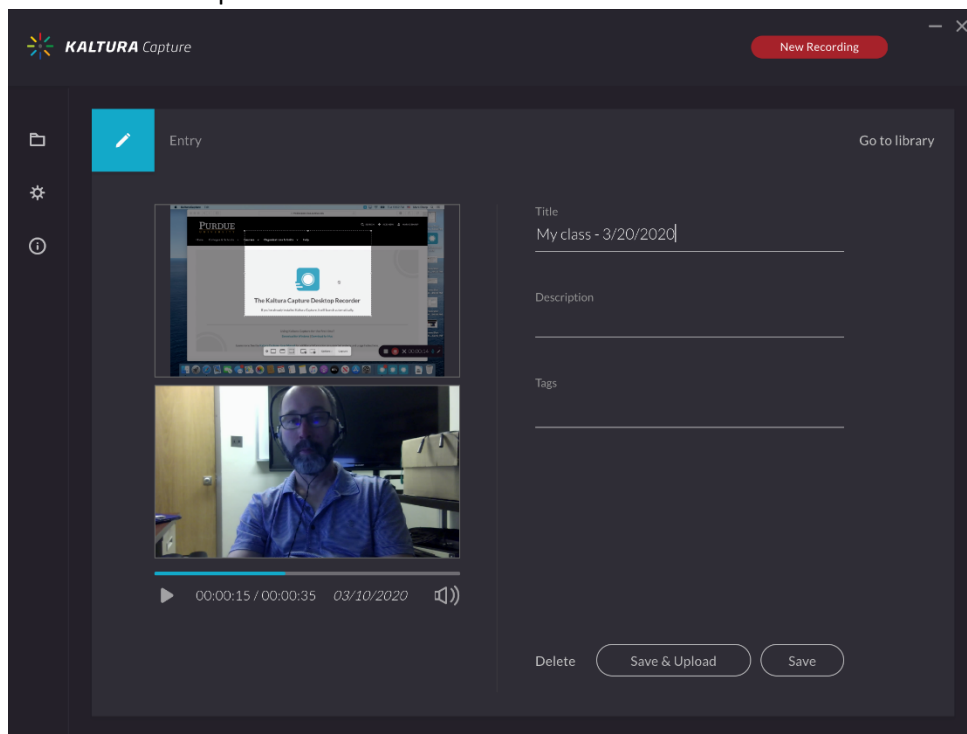
- ❑ Once Kaltura Capture is installed, click the Add New button again and select Kaltura Capture
- ❑ Select the sources you would like to record with Kaltura Capture. By default it will record webcam, desktop, and microphone. Click the record button to start recording.



- Use the on screen controls to start, stop, and pause recording.



- Once you're done recording, click the stop button, then title your recording and click the save and upload button to upload to MediaSpace. The new recording will show up under "My Media" in mediaspace.



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Record using Camtasia

Camtasia is screen recording and editing software available to Purdue faculty and staff. It is more full-featured than Kaltura Personal Capture, but is less integrated with Blackboard and BoilerCast. Once you have completed a recording with Camtasia, you will need to export it for the web, [then upload it to](#)

[MediaSpace](https://www.techsmith.com/tutorial-camtasia.html). Basic through advanced tutorials are available on the Camtasia website at <https://www.techsmith.com/tutorial-camtasia.html>

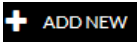
Uploading your video to MediaSpace

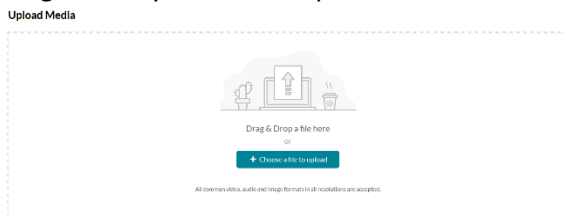
MediaSpace is Purdue's online video service. Videos uploaded to MediaSpace can be made available directly within BlackBoard.

Logging in

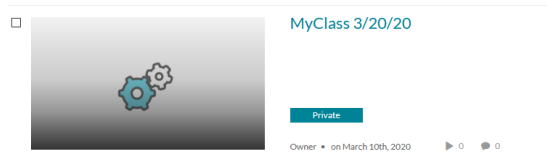
- Log in to MediaSpace at <https://mediaspace.itap.purdue.edu>. Click the  button in the upper right and select log in from the dropdown

Uploading a video

- Click the  button and select media upload from the dropdown.
- Drag the file you want to upload into the window.



- Once your video has uploaded, it will take a little time for it to process into a video for online use. This amount of time will vary depending on the length of your video. You will see the gear icons while the video is processing.



- Once the video is done processing, it will become available in the “My Media” section. To access “My Media”, click your name at the upper right and select “My Media”.

Publishing your recording in Blackboard

- Log into your course in Blackboard
- Click course content then click the Build Content dropdown and select Kaltura Media
- Select your recording

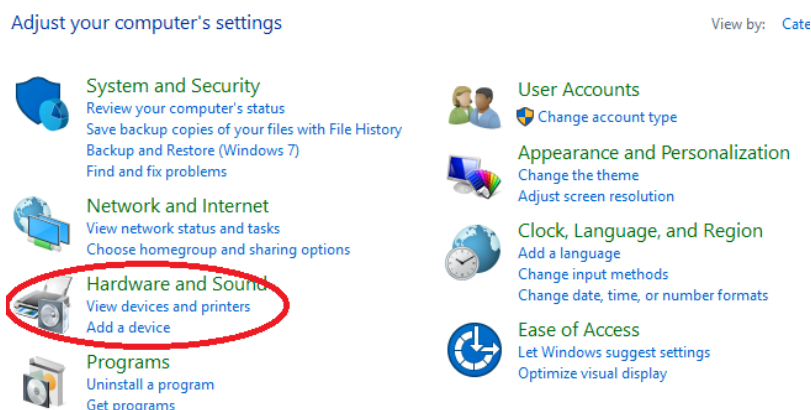


- Complete the required fields and click submit. Your new video will show up in your course content.

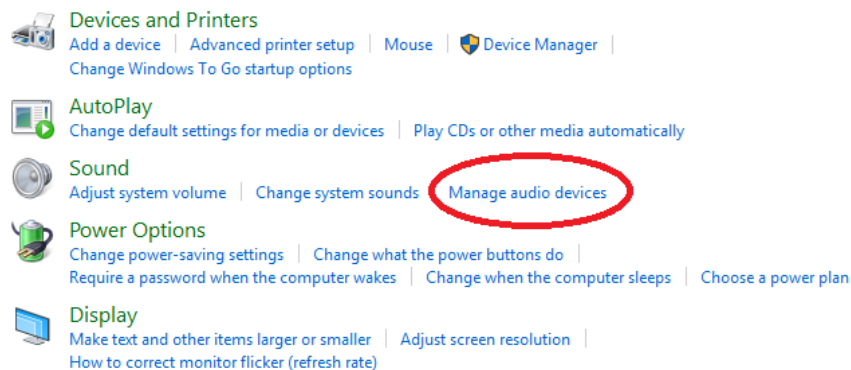
Adjusting your computer's audio settings

Windows users:

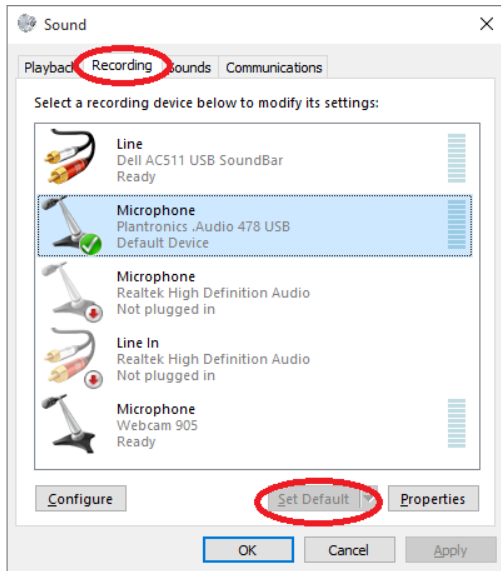
Once your microphone is connected, go into control panel and select the hardware and sound option. The screenshot below is for Windows 10. If you're using windows 7, you just need to go into control panel then select sound.



Within hardware and sound, click the option to manage your audio devices.



Look for the recording tab click on the microphone and make sure it is set to default device by clicking the set default button. If there is a green check mark over the microphone icon, it is already the default device. When you talk into it, you should see the meter move. The meter should respond each time you talk and should be peaking at about a mid-level. If it is pegged at the top or way down at the bottom, you'll need to adjust your levels. To adjust levels, click properties then click the levels tab and move the slider up or down.



General Purdue Resources

ITaP teaching in an emergency video -

https://mediaspace.itap.purdue.edu/media/teaching+in+emergency+video/1_bpunsww

ITaP site for preparing to teach remotely –

<https://www.purdue.edu/innovativelearning/teaching-remotely/>

Blackboard - <https://mycourses.purdue.edu/>

Brightspace - <https://purdue.brightspace.com>

Online Email & Calendar - <https://portal.office.com/>

MyPurdue / Banner - <https://wl.mypurdue.purdue.edu/>

SuccessFactors - <https://one.purdue.edu/launch-task/all/successfactors-employee>

College SharePoint - <https://sp.pharmacy.purdue.edu>

OneCampus - <https://one.purdue.edu>

Pharmacy IT support site - <http://www.pharmacy.purdue.edu/techsupport>

Pharmacy home page - <http://www.pharmacy.purdue.edu/>

Pharmacy staff resources - <https://www.pharmacy.purdue.edu/faculty-staff/resources>

Purdue campus safety

Purdue emergency preparedness site: https://www.purdue.edu/ehps/emergency_preparedness/

Purdue corona virus faq: <https://www.purdue.edu/push/faqcoronavirus.html>

Purdue campus safety status: <https://www.purdue.edu/emergency/>