



Live-Streaming at MSU

A user manual for broadcasting your lectures to remote students.

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How to Live-Stream Your Class

To live-stream your lessons to your remote students, use the following steps. For more detailed information on each step, click the hyperlinks within the list.

1. [Arrive early](#) (Optional).
2. [Start your Live-Stream on Blackboard](#).
3. [Record \(Optional\)](#).
4. [Present](#).
5. [Close the Live-Stream and log out](#).

Best Practices

Arrive Early

Most technical issues that you and your students will encounter will happen within the first 15 minutes of the live-stream. To avoid troubleshooting during your lecture time, consider arriving 15 minutes early, and encouraging your remote participants to do the same, should they feel nervous about technology issues.

Logging in to the Computer in the Classroom

Do not log in using your personal credentials. The default user will be MSUUSER or MSU STUDENT with no password. Only use your personal credentials to start your Blackboard or WebEx session and be sure to log out when you are finished with your session.

Mic/Video Check

When you first open your live-stream WebEx meeting, you will be prompted to adjust your microphone/video settings. Follow the prompt instructions to choose the correct microphone and webcam for your computer. Remember to test these settings before every meeting to ensure that you can be seen and heard.

Audio Control

When presenting to a group, you should keep strict audio control. Background noise from participant microphones can be disruptive. You should instruct your participants to keep themselves muted unless they are currently speaking. The only microphone that should be unmuted is the current speaker. All others should remain muted at all times.

Stay in Frame

When live-streaming from your classroom, the webcam and microphone are focused on the instructor station or dry-erase board. Be aware of the webcam's recording area so that you remain in the frame at all times. This will ensure that your participants can see and hear you.

Log Out

After completing your live-stream, it's a good practice to end the meeting using and log out of all accounts on the web browser. This is especially important in public spaces, such as classrooms. Leaving your account logged in could allow others to access grades and/or emails, which is a violation of FERPA guidelines.

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Room Equipment

Your classroom is equipped with the hardware required to live-stream your lectures. The purpose of this tutorial is to show you examples of the equipment in live-streaming classrooms.

Instructor Computer

Each live-streaming classroom contains an instructor computer. You can use this to share content with your in-person and remote participants. At the beginning of each session, you should start your live-stream from this computer.

WebCam

Mounted on the ceiling or on a tripod near the front of the room is a webcam that is connected to the instructor computer. This webcam is used by WebEx to let your students see you. The webcam is static and the position should not be changed. Remember to stay in the webcam frame so that your students can see you.



Microphone

At the instructor station there is a free-standing microphone that is connected to the computer. This microphone is used by WebEx to let your students hear you. The microphone can be moved within the limits of the cable. The microphone is sensitive up to 10 feet away, so try to keep close so that you can be heard. Note that in some rooms with tripods, the embedded microphone in the Webcam is sufficient to pick up your voice and no free-standing microphone is installed.



Document Camera

Some classrooms are equipped with a document camera, which can be used to share physical documents or objects on the projector screen. Currently, these are not set up to broadcast to your live-stream, so use with care.



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Starting your Live-Stream

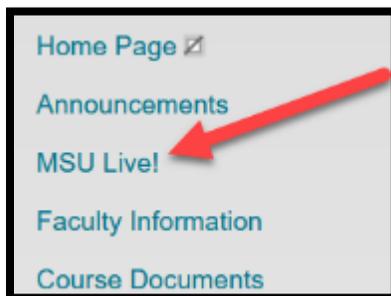
In Blackboard, instructors have access to the MSU Live tool. This tool integrates your Blackboard course with a corresponding WebEx meeting space. Each session provided in this way will be posted in that specific Blackboard course, ensuring that only students from the desired class will gain access to the lecture. The purpose of this tutorial is to demonstrate how to start your live-stream using the MSU Live tool in Blackboard. Use these steps to start your Live-Stream.

1. Enter the Blackboard course.

To begin, first open the Blackboard course shell for the course you are teaching. For example, if you are teaching a class in FYS-101-301, go to Blackboard and click the corresponding course link.

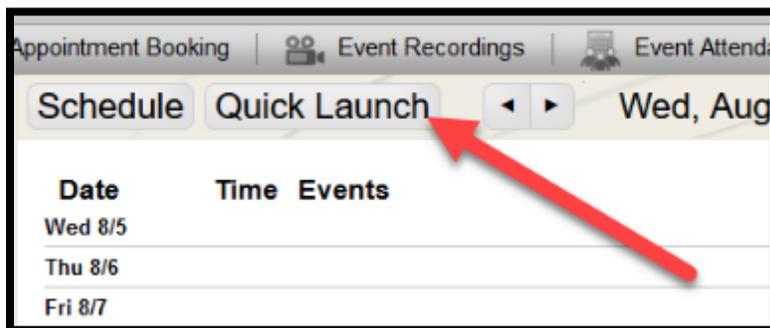
2. Click MSU Live! in the Course Menu.

Locate the MSU Live! link in the left-side course menu. The MSU Live tool will open.



3. Click the Quick-Launch button.

Click the Quick-Launch button at the top of the MSU Live tool page.



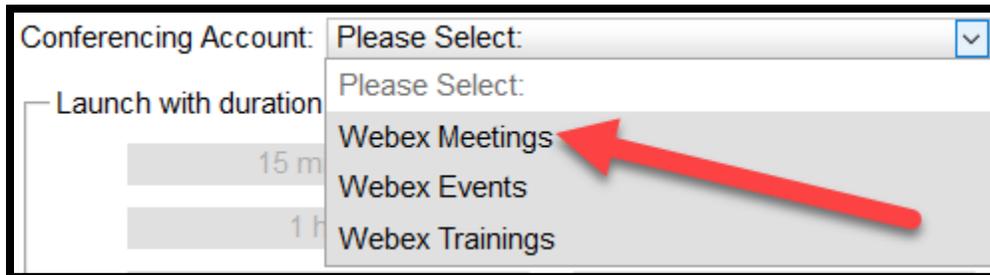
4. Name | Name the Event (Optional).

In the Quick-Launch window, the default name is "Quick Launched Event." If desired, you can rename this meeting to be more applicable to the course or the topic. For example, if the topic to be discussed will be about the history of Morehead State University, you could rename the meeting "MSU History." Note that recorded lectures will also share this name.



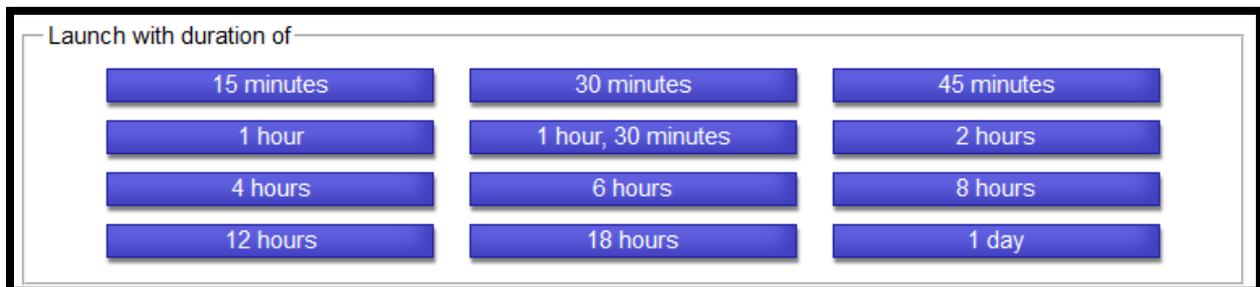
5. Conferencing Account | Select WebEx Meetings

The MSU Live tool has access to three types of conferencing accounts (WebEx Meetings, WebEx Events, and WebEx Trainings). The Distance Education & Instructional Design department suggest that you use WebEx Meetings, as we have the most experience with this tool and it seems most stable. You are welcome to use whichever conferencing account you prefer.



6. Launch with duration of | Select the estimated duration of your lecture.

Under “Launch with the duration of” you will see several different duration options. Choose the estimated duration of your lecture. Note that it’s a good idea to overestimate, just in case your lecture goes over on time.



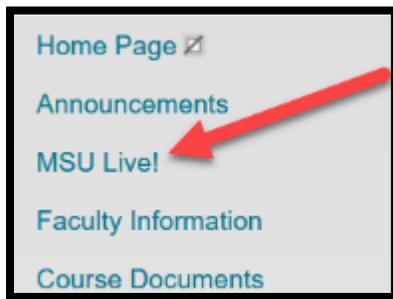
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Recording your Live-Stream

It is possible to record your live-stream, providing opportunities for students who are unavailable during the scheduled lecture time, or for those who want to refer back to the lecture for study or review. Live-stream recordings have automatically generated transcripts and closed-captions. The recordings will automatically be available to students once they have been processed. The purpose of this tutorial is to demonstrate how to record your live-stream using WebEx's record tool.

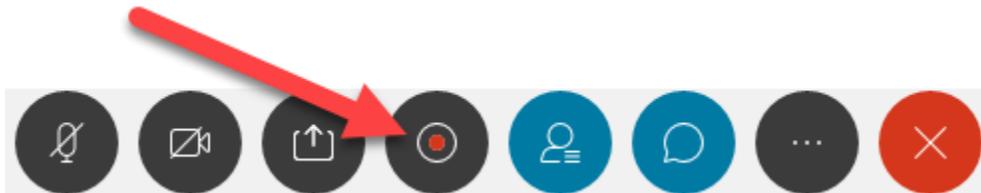
1. Start Your Live-Stream

To begin your recording, you must first host a live-stream using WebEx, which is found in the MSU Live link in your course menu.



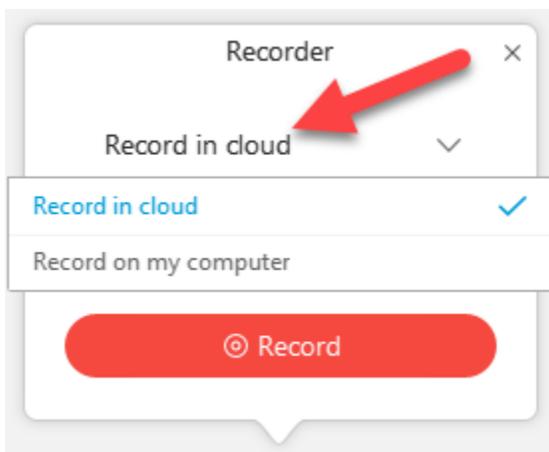
2. Click the Recorder Button.

Click the Recorder button on the control bar on the bottom of your meeting window. The Recorder button is represented by a red dot surrounded by a white circle.



3. Select Record in Cloud.

On the Recorder dialog box, click the down arrow and choose "Record in cloud."



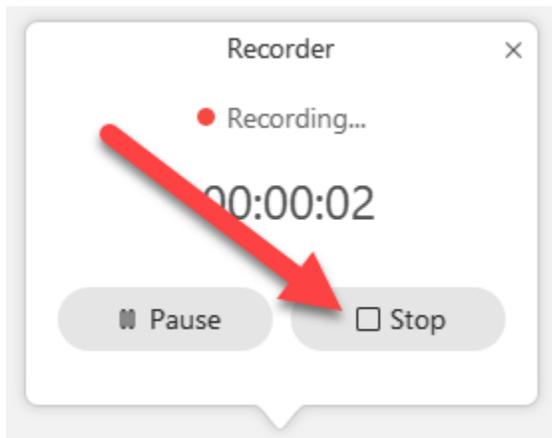
Note: You may choose "Record on my computer," but this option produces a limited experience for viewers.

4. Provide Your Lecture

Provide your lecture as normal. The recorder will capture all live audio, video, and/or shared content.

5. Click the Recorder Button and click Stop.

When your live-stream has concluded, click the Recorder button on the control bar at the bottom of the meeting window. Then click the Stop button to end the recording.



6. Recordings are Automatically Saved to the Course

WebEx will begin processing the recording once you click the Stop button. A link to the recording will be available in the MSU Live area in your course.

NOTE: The recording link can take up to 24 hours to process.

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The WebEx Toolbar

The toolbar at the bottom of your WebEx window contains all of the most frequently used communication tools available for live-streaming. The purpose of this tutorial is to describe the purpose of each of the icons on the WebEx toolbar.



Mute

The Mute button allows you turn your microphone on or off.



My Video

The My Video button allows you to turn your webcam on or off.



Share Content

The Share Content button allows you to share different types of content.

These types of content include:

1. Screen – This option shares your entire computer screen.
2. Open Applications – Below the screen option is a list of your open applications. Choosing one of these applications shares only the selected application window.
3. Share File – This option allows you to share files with your students. Documents, such as PowerPoint, Word, and PDFs will be displayed in the WebEx window.
4. Other Applications – This option allows you to share applications that are currently not open.
5. Whiteboard – This option provides you a whiteboard space, where you can write, annotate, or collaborate with students using the annotation toolbar.



Recorder

The Recorder button allows you to record your live-stream for later viewing.



Participants

The Participants button displays or hides a list of participants currently attending your live-stream.



Chat

The Chat button displays or hides the chat box, where you and your students can communicate via text messaging.



More Options

The More Options button provides access to other, less commonly used tools.

These tools include:

1. Notes – This tool allows you to take quick notes about the live-stream. These notes can be saved during the live-stream.
2. Lock Meeting – This tool allows you to prevent others from entering the live-stream.
3. Copy Meeting Link – This tool provides a meeting link that can be shared with others who wish to attend or participate in the meeting.
4. Audio Connection – This tool allows you to change how you're connecting to the live-stream's audio. For example, you can use your computer's microphone, or you can call in using your telephone.
5. Speaker, Microphone, and Camera – This tool allows you to adjust the settings of your speaker, microphone, and camera.



End Meeting

The End Meeting button will close the live-stream session, removing participants from the room and ending current recordings.

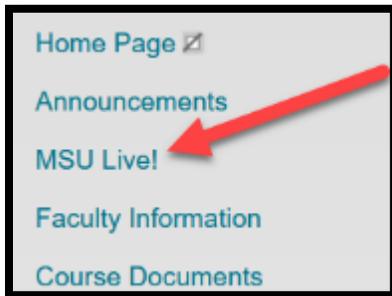
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Sharing Your Computer Screen in your Live-Stream

During a live-stream, you can share content on your computer screen with your participants. This will allow you to share your PowerPoint presentation, important files, or even your web-browser. The purpose of this tutorial is to demonstrate how to share your computer screen in your live-stream.

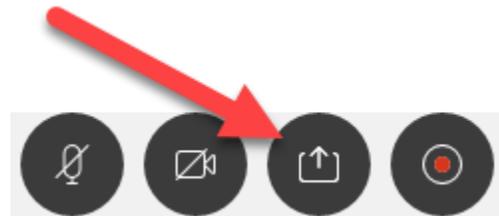
1. Start Your Live-Stream

To begin, you must first host a live-stream using WebEx, which is found in the MSU Live link in your course menu.



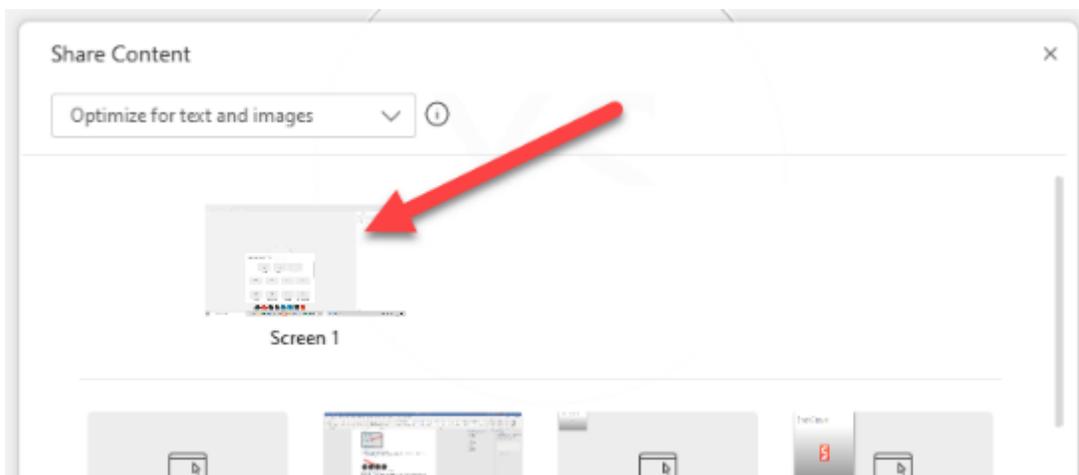
2. Click the Share Content Button.

Click the Share Content button on the control bar on the bottom of your meeting window. The Share Content button is represented by an open square overlaid by an up arrow.



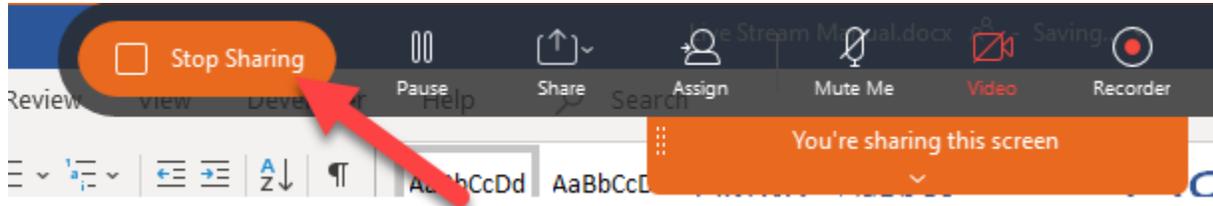
3. Select the Screen Icon.

On the Share Content window, select the Screen option to display your computer screen. The WebEx window will disappear and your computer screen will now be surrounded by an orange bar. This bar indicates the area of your screen which is being shared with your participants.



4. To Stop Sharing, Click the Stop Sharing button.

When you're ready to stop sharing your computer screen, hover your mouse over the top-middle of your computer screen. The hidden control bar will appear. Click the Stop Sharing button on the control bar to stop sharing your computer screen.



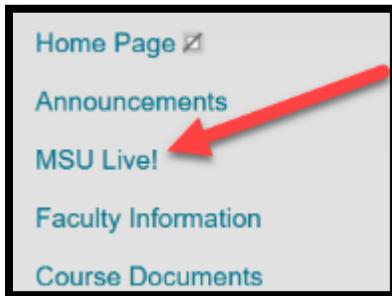
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Sharing Video in your Live-Stream

Using a webcam, you can share video of yourself in your live-stream. This can give your students a sense of your presence in an online settings. The purpose of this tutorial is to demonstrate how to share video of yourself in your live-stream.

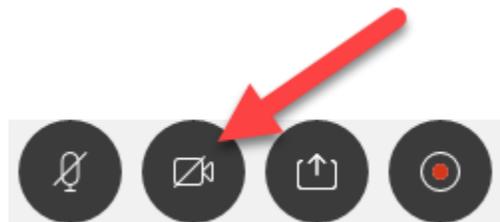
1. Start Your Live-Stream

To begin, you must first host a live-stream using WebEx, which is found in the MSU Live link in your course menu.



2. Click the My Video Button.

Click the My Video button on the control bar on the bottom of your meeting window. The My Video button is represented by a square with a triangle on the right side, in the shape of a video camera. This button turns the webcam on and off.



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Locating Your Live-Stream Recordings

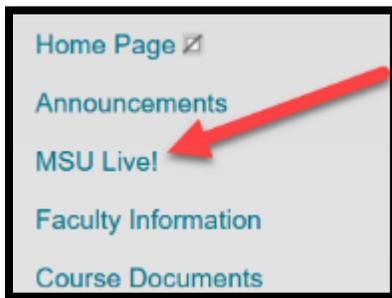
Live-Streams that have been recorded using MSU Live will be available to participants in the MSU Live area. Live-streams recorded in this way automatically apply transcripts and closed-captions. The purpose of this tutorial is to demonstrate how to locate live-stream recordings.

1. Enter the Blackboard Course

To access the recordings, you must first open the Blackboard course in which the recordings were made.

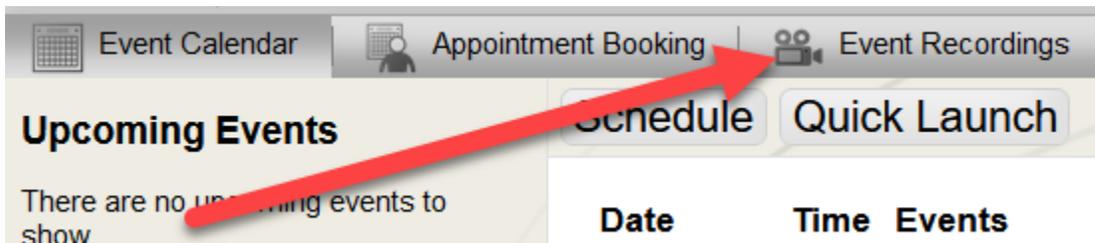
2. Click MSU Live!

In the left-side course navigation menu, click the MSU Live! link.



3. Click the Event Recordings button.

At the top of the MSU Live! area, click the Event Recordings button.



4. Click Check for Recordings

Each recorded live-stream will be listed on the Event Recordings page. Click the Check for Recordings button next to the desired recording.



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How to Get Help

Classroom Hardware Issues

For assistance with the live-streaming equipment, please contact the IT Help Desk:

Phone: 606-783-HELP (606-783-4357)

Email: ithelpdesk@moreheadstate.edu.

WebEx Issues

Distance Education & Instructional Design

Xavier Scott

Phone: 606-783-5466

Email: x.scott@moreheadstate.edu

Blackboard Issues

Distance Education & Instructional Design

Jing Zhang

Phone: 606-783-9337

Email: j.zhang@moreheadstate.edu